



## General Cleaning and Disinfection for the Prevention of COVID-19

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### General

Custodial and Grounds Services uses standard infection control practices to routinely clean and disinfect frequently touched surfaces in common public areas and bathrooms. This document provides guidance for employees performing supplemental cleaning and disinfecting within their own work environment.

### Definitions

- **Cleaning** is the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, it reduces the number of germs on surfaces, lowering the risk of spreading infection.
- **Disinfecting** uses chemicals to kill germs that are left on surfaces after cleaning. This process kills germs, but does not necessarily clean dirty surfaces or remove germs.
- **EPA** is the U.S. Environmental Protection Agency
- **SARS-CoV-2** is the virus that causes COVID-19

### How to Clean and Disinfect Surfaces:

- Clean visibly dirty surfaces with soap and water.
  - Clean soft, porous surfaces (e.g., carpet, rugs, drapes, etc.) by removing visible contamination and using appropriate cleaners indicated for use on these surfaces.
- Disinfect hard, non-porous surfaces using an [EPA-registered disinfectant approved for use against SARS-CoV-2](#).
  - Follow the instructions on the label for safe and effective use (e.g., concentration, application method, and contact time, etc.).
- [Wash hands](#) immediately after cleaning surfaces, if soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty.

### Clean and Disinfect frequently touched surfaces in:

**Buildings:** Desks, Phones, Chairs/Arm Rests, Computer/Keyboard/Mouse, Door Knobs/Handles, Conference/Break/Kitchen Tables, Light Switches, Handrails, Sinks/Faucets, Copier/Printer/Fax/Scanner, Hole Punch, etc.

**Vehicles:** Door Handles, Steering Wheel, Turn Signal/Wipers, Keys, Dashboard, Inside Door Panels/Controls/Windows, Seat Belts, Center Console, Gear Stick, Emergency Brake, Seat Controls, etc.

