Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

- Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

- **Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.**

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer’s instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution**, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

  OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

**Soft surfaces**

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.

**cdc.gov/coronavirus**
• **Laundry** items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.

**OR**

• Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA’s criteria for use against COVID-19.

**Electronics**

- For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
- Consider putting a wipeable cover on electronics.
- **Follow manufacturer’s instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

**Laundry**

For clothing, towels, linens and other items
- **Wear disposable gloves**.
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer’s instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people’s items**.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.

---

**Cleaning and disinfecting your building or facility if someone is sick**

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routing cleaning and disinfection.

**When cleaning**

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash**.
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:
  - After blowing one’s nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

---

**Additional Considerations for Employers**

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.

- Provide instructions on **what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.

- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA’s Hazard Communication standard ([29 CFR 1910.1200](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9286)).


---

**For facilities that house people overnight:**

- Follow CDC’s guidance for [colleges and universities](https://www.cdc.gov/coronavirus/2019-ncov/community/education-guidance.html). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.

- For guidance on cleaning and disinfecting a sick person’s bedroom/bathroom, review CDC’s guidance on [disinfecting your home if someone is sick](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-at-home/clean-disinfect-home.html).