



COVID-19 Clean & Disinfect

Employee Training
MODULE 3

**The information contained within is from CDC.gov unless otherwise noted*

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HOW TO CLEAN & DISINFECT

CLEAN

- Wear reusable or disposable gloves for routine cleaning and disinfection.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- 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

- Recommend use of [EPA-registered household disinfectant external icon](#).
 - Follow the instructions on the label to ensure safe and effective use of the product.
 - [Read EPA's infographic on how to use these disinfectant products external icon](#) safely and effectively.
- 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

FOLLOW DIRECTIONS

- **Always read and follow the directions on the label** to ensure safe and effective use.
 - Wear skin protection and consider eye protection for potential splash hazards
 - Ensure adequate ventilation
 - Use no more than the amount recommended on the label
 - Use water at room temperature for dilution (unless stated otherwise on the label)
 - Avoid mixing chemical products
 - Label diluted cleaning solutions
 - Store and use chemicals out of the reach of children and pets
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.
 - Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

OTHER OPTIONS FOR CLEANSERS AND DISINFECTANTS

- **Diluted household bleach solutions may also be used** if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%.
 - Ensure the product is not past its expiration date.
 - Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
 - 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**.
 - *Protect your clothing.*

HOW TO MAKE A DISINFECTANT SOLUTION

- *You can also make your own disinfectant solution.*
- To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
- OR
 - 4 teaspoons bleach per quart of room temperature water
 - Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

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HOW TO CLEAN & DISINFECT SPECIFIC SURFACES

HOW TO CLEAN 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.
- **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 external icon](#) meet EPA's criteria for use against COVID-19.
- **Vacuum as usual.**

HOW TO CLEAN ELECTRONICS

For electronics, such as tablets, touch screens, keyboards, and remote controls.

- 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.

HOW TO DO LAUNDRY

For clothing, towels, linens and other items.

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

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CLEAN HANDS OFTEN

Key times to clean hands

- Immediately after removing gloves and after contact with a person who is sick.
- 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)

CLEAN HANDS OFTEN (cont.)

- **Wash your hands often** with soap and water for 20 seconds.
- **Hand sanitizer:**
 - If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol.
 - However, if hands are visibly dirty, always wash hands with soap and water.

ALWAYS READ AND FOLLOW DIRECTIONS

- **Always read and follow the directions on the label** to ensure safe and effective use.
 - Keep hand sanitizers away from fire or flame
 - For children under six years of age, hand sanitizer should be used with adult supervision
 - Always store hand sanitizer out of reach of children and pets
 - See [FDA's Tips for Safe Sanitizer Use external icon](#) and [CDC's Hand Sanitizer Use Considerations](#)

TRY NOT TO TOUCH YOUR FACE

Avoid touching your eyes, nose, and mouth with unwashed hands.