

CLEANING & DISINFECTING THE WORKPLACE



As we return to work following the COVID-19 pandemic we need to be aware of the importance of keeping all workspaces both **CLEAN** and **DISINFECTED**.

CLEANING

- **Cleaning removes** germs, dirt, and impurities from surfaces or objects.
- Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces.
- This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

DISINFECTING

- **Disinfecting kills** germs on surfaces or objects.
- Disinfecting works by using chemicals to kill germs on surfaces or objects.
- This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



HOW TO CLEAN & DISINFECT

BASED ON CDC RECOMMENDATIONS

HARD SURFACES

The CDC recommends cleaning hard surfaces prior to disinfecting.

1. Wear disposable gloves.
2. Cleaning with a detergent or simply soap and water.
3. Use an EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.
4. Diluted household bleach solutions may also be used if appropriate for the surface.

SOFT SURFACES

1. Wear disposable gloves.
2. For soft surfaces such as fabrics, carpets, curtains, etc, if possible, run the item through the laundry at the warmest water setting recommended by the manufacturer.
3. Allow the item to dry completely.
4. If the item cannot be laundered, use one of the cleaning products recommended by the EPA for soft surfaces.



ELECTRONICS

For electronics such as touch screens, tablets, keyboards, etc. remove any visible dirt and then clean with an alcohol-based wipe or spray containing at least 70% alcohol and then dry the surface.

BLEACH SOLUTIONS

Disinfection can be accomplished using diluted household bleach at the following ratios:



for larger amounts...



EXTRA TIPS!



Employees doing any cleaning tasks should wear PPE such as gloves and also safety glasses if using liquids.



After cleaning and disinfecting employees should wash their hands using soap and water.



Follow normal preventive actions while at work including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.



Additional key times to clean 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.



Practice routine cleaning of frequently touched surfaces, including:

- Tables
- Doorknobs
- Light Switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Faucets
- Sinks



Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.

Friedlander

The Workers' Compensation Leader