

# GUIDANCE FOR CLEANING AND DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS AND HOMES

## 1. DEVELOP YOUR PLAN

### DETERMINE WHAT NEEDS TO BE CLEANED

Areas unoccupied for seven or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

### DETERMINE HOW AREAS WILL BE DISINFECTED

Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

### CONSIDER THE RESOURCES AND EQUIPMENT NEEDED

Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

## 2. IMPLEMENT

### CLEAN VISIBLY DIRTY SURFACES

with soap and water prior to disinfection.

### USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT

Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

### ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL

The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

## 3. MAINTAIN AND REVISE

### CONTINUE ROUTINE CLEANING AND DISINFECTION

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

### MAINTAIN SAFE PRACTICES

such as frequent hand-washing, using cloth face coverings and staying home if you are sick.

### CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE

Maintain social distancing, staying 6 feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit:

**CORONAVIRUS.GOV**

Follow guidance from state, tribal, local and territorial authorities.



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# MAKING YOUR PLAN TO CLEAN AND DISINFECT

## CLEANING

WITH SOAP AND WATER REMOVES GERMS, DIRT AND IMPURITIES FROM SURFACES. IT LOWERS THE RISK OF SPREADING INFECTION.

## DISINFECTING

KILLS GERMS ON SURFACES. BY KILLING GERMS ON A SURFACE AFTER CLEANING, IT CAN FURTHER LOWER THE RISK OF SPREADING INFECTION.

IS THE AREA INDOORS?

 **YES** IT IS AN INDOOR AREA.

**NO** MAINTAIN EXISTING CLEANING PRACTICES.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

HAS THE AREA BEEN OCCUPIED WITHIN THE LAST SEVEN DAYS?

 **YES** THE AREA HAS BEEN OCCUPIED WITHIN THE LAST SEVEN DAYS.

**NO** THE AREA HAS BEEN UNOCCUPIED WITHIN THE LAST SEVEN DAYS.

The area will need only routine cleaning.

IS IT A FREQUENTLY TOUCHED SURFACE OR OBJECT?

 **YES** IT IS A FREQUENTLY TOUCHED SURFACE OR OBJECT.

**NO** THOROUGHLY CLEAN THESE MATERIALS.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.

WHAT TYPE OF MATERIAL IS THE SURFACE OR OBJECT?

### HARD AND NON-POROUS MATERIALS LIKE GLASS, METAL OR PLASTIC

**Visibly dirty surfaces should be cleaned prior to disinfection.**

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

### SOFT AND POROUS MATERIALS LIKE CARPET, RUGS OR MATERIAL IN SEATING AREAS

**Thoroughly clean or launder materials.**

Consider removing soft and porous materials in high-traffic areas. Disinfect materials if appropriate products are available.