General Cleaning for Offices and Personal Spaces

Purpose
To provide guidance to office staff on cleaning and disinfection of office and personal spaces to help combat the spread of COVID-19.

Areas to Clean
Highly touched surfaces: chairs, desktops, tables, phones, keyboards, monitors, remotes, light switches, elevator buttons, handrails, doors, knobs, door push plates, card readers, refrigerator/microwave doors and handles.

Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

Cleaning Tips
Always Follow Instructions on the label.
1) Be sure to have adequate ventilation when using any disinfectant.
2) Use gloves and eye protection during cleaning.
3) Spray disinfectant directly onto disposable towels to clean surfaces.
4) Keep surface wet for the period of time specified on label.
5) After cleaning, dispose of gloves and immediately wash hands.
6) At a minimum, disinfect once a day at the end of each day.

Waste Disposal
Items used for cleaning can be disposed of in regular trash. Excess waste from chemical disinfectants must be appropriately disposed of as chemical waste.

Approved Disinfectants Can Be Found Here
The EPA has provided a list of registered disinfectants effective against SARS-CoV-2:
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Additional Resources can be found here
Environmental Cleaning and Disinfection Recommendations
Handwashing Posters
https://www.cdc.gov/handwashing/posters.html

Questions or Concerns??
Contact us at EHS@MTU.edu