

General Cleaning for Offices and Personal Spaces

Purpose

To Provide guidance to office staff on cleaning and disinfection 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
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>



Handwashing Posters
<https://www.cdc.gov/handwashing/posters.html>

Questions or Concerns??

Contact us at EHS@MTU.edu