

Disinfecting Guidelines

For Use when Facilities and Commercial Engineering (F&CE) are unavailable, afterhours or in an area not serviced by the F&CE organization (Rev. 1 11/20/20)

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap/water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation.
 - Check to ensure the product is not past its expiration date.
 - Never mix household bleach with ammonia or any other cleanser.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - CAUTION - using diluted household bleach can stain / discolor fabric materials, including personal clothing, carpet, etc.
- Prepare a bleach solution by mixing:
 - Minimize waste as appropriate
 - Mix **5 tablespoons** (1/3rd cup) bleach **per gallon** of water **OR 4 teaspoons** bleach per **quart** of water.
 - Products with EPA-approved emerging viral pathogens claims external icon are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
 - After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces
- General areas for wipe down/surface cleaning: phones, keyboards, all horizontal surfaces to include desks, chairs and armrests, door handles, garbage cans, file cabinets, coat racks, handrails, tools, drawer pulls etc.

Linens, Clothing, and Other Items That Go in the Laundry

- Do NOT shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

General Cleaning Tips

- Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.
- Avoid excessive wiping and submerging item in cleanser to avoid damage.
- Unplug all external power sources and cables.
- Do not use aerosol sprays, bleach or abrasive cleaners.
- Ensure moisture does not get into any openings to avoid damage.
- Never spray cleaner directly on an item.

Approved COVID-19 disinfectants safe for computers, accessories and electronics

- Using a Clorox disinfectant wipe or a wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, touchscreen keyboard, mouse and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and warning label.
- When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.
- Do not use bleach to disinfect computers and electronics.

For any questions, contact Facilities and Commercial Engineering.