



## Have a cleaning plan

Walk your home or building, and write down all cleanable areas and spaces.

- Create cleaning assignments for public areas and more private areas, such as offices and restrooms.



## Evaluate cleaning frequency

- Schedule **high-touch surfaces** to be cleaned more frequently. These include handrails, doorknobs, light switches, telephones, remotes and handles – surfaces that have frequent contact with hands, and therefore, a higher risk for spreading germs.
- Schedule **low-touch surfaces**, such as mirrors, less frequently, because they have a lower risk for spreading germs.
- During cold and flu season, or during an illness outbreak, cleaning intensity, frequency and chemicals should be evaluated.



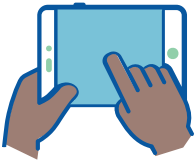
## Follow standard precautions

- Handwashing is the single most effective way to prevent the spread of illness.
- Have hand sanitizer available to use in between hand washes.
- Use Personal Protective Equipment (PPE) as indicated (i.e., gloves, masks, gowns).
- Partner with other teams to ensure everyone is informed and prepared.



## Understand how to clean *and* disinfect – cleaning alone doesn't kill germs!

- **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** kills germs on surfaces or objects. Disinfecting works by using chemicals (appropriate for each type of surface) to kill germs. 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.
- **Avoid complicated processes;** look for products that both clean and disinfect in one-step.



## Partner with other teams to routinely clean and disinfect shared equipment

This may include items such as office or school equipment, general supplies, coffee pots, water fountains, etc.

- Have disinfecting wipes available for team members to wipe down work stations.



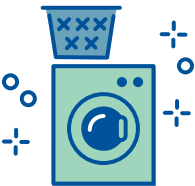
## People who clean should understand dwell time

Sometimes referred to as contact time, dwell time is the amount of time the manufacturer says a surface needs to stay wet in order to effectively disinfect. Always follow these important instructions.



## Prevent cross contamination

The act of transporting germs and bacteria from one place to another can be done unintentionally during cleaning. For example, wiping down a toilet that was exposed to a virus, and then using the same cleaning cloth to wipe down the handrail, will spread that virus.



## Best practices to prevent cross contamination while cleaning

- Always clean from the cleanest to dirtiest surfaces.
- Always use a separate cloth for the toilet; never reuse a cloth that has touched a toilet.
- Mop the bathroom floor last, and change mop water frequently when using a string mop.
- If using a Microfiber mop, use a clean pad for each apartment, and clean the bathroom floor last. Remove the pad for laundering. Never reuse a dirty microfiber pad that has cleaned a bathroom floor.



## Have just-in-time information available for your employees

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