

Maintain a regular housekeeping schedule, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. **Wear gloves when cleaning and disinfecting surfaces.** Disposable gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products use. Wash hands immediately after gloves are removed.

### Offices and Similar Areas

Practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.) with household cleaners and disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product.

### Non-household Hard or Soft Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions products should be effective. A diluted household bleach solutions can be used (if not appropriate for the surface, then use a disinfectant spray). If using a disinfectant spray, 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.
- **Prepare a bleach solution by mixing:**
  - **5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or**
  - **4 teaspoons bleach per quart of water**
- For soft (porous) surfaces such as seat cushions, rugs, floor mats, etc., remove visible contamination if present and disinfect with a bleach solution (or disinfectant spray if bleach is not appropriate for the surface). If the soft 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.

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

- Do not shake dirty laundry; this minimizes 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. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

