

Checklist for Cleaning and Sanitation

Definitions

Cleaning.

Removes germs, dirt, and impurities from surfaces or objects. Works by using soap/detergent, water and friction to physically remove dirt and germs from surfaces. Cleaning before disinfecting reduces spreading infection more than disinfecting alone.

All surfaces should be cleaned before sanitation or disinfection; sanitation and disinfection will not work if dirt and debris have not been removed.

Sanitizing

Reduces germs on surfaces to levels considered safe for public health (usually 99.99%). Products must be EPA registered.

Refers to the process of using chemicals to reduce infectious agents to a level that can prevent disease transmission.

Areas that are often touched by hands or food (doorknobs, railings, counters, or tables) should be sanitized.

Disinfecting

Destroys almost all infectious germs, when used as the label directs on a surface. No effect on dirt, soil, or dust. Should be used where required by law, in high-risk and high-touch areas, or in case of infectious disease. Products must be EPA registered.

Areas that come into contact with bodily fluids including respiratory droplets) should be disinfected including bathrooms, water fountains, and any other surfaces contaminated with bodily fluids or respiratory droplets.

General Guidelines

- Provide access to soap and water and alcohol-based hand sanitizer in multiple locations to encourage good hand hygiene practices.
 - Consider setting up sanitation stations at entrances/exits.
- Clean and disinfect frequently touched surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) regularly throughout the day and shared objects between uses.
 - Clean dirty surfaces with soap and water prior to disinfection.
 - When cleaning, open outside doors and windows to increase air circulation in the area.
 - If possible, custodial staff should use disinfectants and sanitizers when other employees are not present. These staff must be provided adequate PPE for the products they use.
- Provide touch-free solutions for shared objects (time clocks, water, etc.) where possible.
- Make wipes and other cleaning products, such as simple all-purpose cleaner, widely accessible for employee use throughout the workplace.
 - Discourage employees from bringing cleaning products from home into the workplace, as common household cleaners and disinfectants may not be appropriate for business use and

may cause allergic reactions or have harmful health impacts when mixed with other products.

- Consider general ventilation adjustments in consultation with an HVAC specialist, such as increasing ventilation and increasing the amount of outdoor air used by the ventilation system.
- Any signage communicating information, policies, procedures, or guidance that is posted or distributed to employees must be translated into languages used by your employees.
 - The Wisconsin Department of Health Services (DHS) has provided information on cleaning and disinfecting after a confirmed case of COVID-19 can be found in [English](#), [Hmong](#), and [Spanish](#).
- Maintain a [Safety Data Sheet](#) for each chemical used in the workplace.
 - [NJ Right to Know Fact Sheets](#) are a good source for practical information on specific precautions to take for specific chemicals used.
- When reopening after a building closure, clean and disinfect all occupied spaces and furnishings. In consultation with an HVAC specialist, clean mechanical systems (HVAC, water, cooling towers), focusing especially on frequently touched surfaces, and check for mold growth in occupied spaces and HVAC systems, and Legionella growth in water systems or cooling towers.

Training

- Create (or use reliable sources to find) trainings to review new safety requirements and guidelines for all employees. Provide information about PPE, disinfection measures, and all other COVID-19 related safe workplace changes. Emphasize the importance of frequent and thorough hand washing.
- Additional training may be needed for employees who perform cleaning, laundry, and trash pick-up.
- This training is a condition of safe work and must be conducted on company time.

Personal Protective Equipment (PPE)

- Provide disposable gloves for staff to wear when cleaning and disinfecting with chemicals, and when handling trash, laundry, or other soiled objects/materials.
 - Have signs that remind employees to always wash hands immediately after removing gloves.
- Provide shields, gloves, shoe coverings, coveralls, etc. if needed for cleaning tasks. Additional PPE may be needed based on the setting and product being used.
- Train employees on when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, as well as how to properly dispose of PPE. Online videos are available from the [Wisconsin Department of Health Services \(DHS\)](#).
- If possible, provide a designated space on-site for employees to put on and take off PPE.
- Establish standard operating procedures for cleaning (including laundering), maintaining, storing, and disposing of PPE and items intended to function as PPE.
- Make sure employees understand when to change or dispose of PPE

If an Employee is suspected or confirmed to have COVID-19

- If possible, wait 24 hours before cleaning and disinfecting to minimize potential for exposure to respiratory droplets by cleaning staff. If 24 hours is not feasible, wait as long as possible. If possible, prohibit access to spaces where an infected person may have been until cleaning can take place.
- If machinery or equipment are thought to be contaminated and can be cleaned, follow the [CDC cleaning and disinfection recommendations](#). Clean dirty surfaces with soap and water, then disinfect using [products that meet the EPA's criteria for use against SARS-CoV-2](#) and are appropriate for the type of surface. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, and contact time.

- Isolate any machinery or equipment that may be contaminated and cannot be cleaned. Papers or any soft (porous) surfaces should be isolated for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous surfaces) per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of 7 days before handling.

Additional Resources

CDC: [Cleaning and Disinfecting Your Facility](#)

OSHA: [Control and Prevention](#)

EPA: [Disinfectants for Use against COVID-19](#)

AIHA: [Recovering from COVID-19 Building Closures](#)