

## **Cleaning and Disinfection Procedures for All Employees-- Personal and Shared Use Areas**

### **Background**

Custodial crews have worked tirelessly throughout the spring and will continue to perform regular cleaning. As employees return to their normal work locations, it will take a community effort to keep workspaces clean. All ISU employees have shared responsibility to keep their personal work areas and the shared areas of their workplaces clean and safe.

Appropriate cleaning products, approved for workplace use by Environmental Health and Safety, are available through ISU Central Stores. Consult the [CDC Cleaning and Disinfecting Your Facility guidance](#) for more information about cleaning.

### **Cleaning and Disinfection**

Clean and disinfect your personal work area, including lab areas and computer equipment, daily.

After each use of a shared space or equipment, clean, and disinfect the area. Pay special attention to controls and frequently touched surfaces (e.g., printer or copier touchscreens, A/V and other electrical equipment, desks, tables, light switches, door handles).

Wear personal protective equipment (PPE) as directed by the product label.

### **Disinfecting Products**

Choosing the appropriate chemical disinfectant depends on the surface or item needing decontamination. Commonly used disinfection products are effective for the coronavirus (alcohol, bleach solutions, quaternary solutions, etc.). Appropriate cleaning products approved for workplace use by Environmental Health and Safety are available through ISU Central Stores.

### **Cleaning/Disinfection Procedure**

1. Initially clean areas with standard cleaning product or soap and water.
2. Following initial clean, disinfect the same area(s).
3. Read and follow disinfection product label.
4. Using the approved disinfectant:
  - a. Spray the product on the surface to be disinfected.
  - b. Wait an appropriate amount of time (follow product label).
  - c. Wipe with a disposable paper towel.

- d. Disinfect all frequently touched surfaces, including desks, tables, doorknobs, drawer pulls, etc.
  - e. Computer keyboards, keyboard covers, mice, remote controls, etc. should be carefully disinfected. Either use disinfectant wipes or spray disinfectant onto paper towel and carefully wipe. DO NOT spray any cleaning/disinfecting product directly onto electronics.
5. Dispose single use cleaning materials in regular lined garbage can.
  6. Remove gloves and dispose in regular lined garbage can.
  7. Proceed to restroom or available sink and wash your hands with soap and water for a minimum of 20 seconds. If water is unavailable, use alcohol-based hand sanitizer and rub until dry. [Stop Germs! Wash Your Hands poster](#)