

Cleaning Protocols & Guidelines for Staff



APPENDIX

Product for employee use:

Alcohol-based sanitizer spray and paper towels; hand sanitizer and hand soap; PPE (personal protective equipment) is not required

Employee procedures for sanitizing during daily activities:

- **Alcohol-based sanitizer spray**
 - Spray alcohol-based sanitizer on high touch surfaces before and after use. Then wipe with a paper towel and air dry. High touch surfaces include desks, light switches, door knobs, phones, conference tables, computer keyboard, counter tops and chairs. Do not saturate computer keyboards.
- **Hand soap**
 - Wash hands for 20 seconds using disinfecting soap.
- **Hand sanitizer**
 - Use hand sanitizer before and after touching surfaces such as vending machines, copy machines, coffee pots, refrigerator handles and door knobs. Hand sanitizers are placed throughout the building in high traffic areas.

Please contact your Head Custodian if you are in need of additional supplies.

Custodial Day Staff disinfection procedures during office hours:

Custodial Day Staff will disinfect periodically during the day with a hospital grade-EPA registered disinfectant, then wipe surfaces. Areas that will be cleaned include rest rooms, break rooms, main entryways, security vestibules, mail work rooms, stairwells and rails, and elevators.

Water fountains will be wrapped with plastic bag covers and are restricted from use.

Custodial Night Staff procedures for sanitizing after office hours:

Custodial Night Staff will disinfect all office areas nightly with a hospital grade-EPA registered disinfectant, then wipe surfaces.