

All employees are expected to keep their desks, phones, computers and personal areas clean!

How to Clean and Disinfect Hard Surfaces:

Cleaning removes germs, dirt and impurities from surfaces or objects, while disinfecting kills germs on surfaces or objects.

Step 1: Cleaning: Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Spray the surface to be cleaned with cleaner and wipe off dirt and grime with a paper towel. Repeat as needed for heavily soiled areas. For computers and mice, unplug components first. Lightly wet a paper towel with cleaner and wipe surfaces.

Step 2: Disinfection: Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Disinfect by spraying the surface with the disinfectant. Allow to sit on the surface for at least 30 seconds. Wipe off completely and do not allow to dry on surface. For computers and mice, unplug components first. Lightly wet a paper towel with disinfectant and wipe surfaces. Allow to sit for 30 seconds and then wipe off.

“Caution”

Do not spray liquid directly onto electrical equipment or computers.

After cleaning, wash hands in accordance with Safety Directive 2020-1 even if nitrile gloves are used.

Personal Procedures:

Each of us plays a critical role in preventing the spread of communicable viruses. Please ensure you take action with your personal items too. Regular cleaning and disinfecting of the following items:







- Cellphones, tablets and other personal electronics
- Vehicles: Steering wheel, shifter, other controls and touch surfaces
- Lockers
- Eye glasses
- Office items (staplers, hole punchers, binders, clipboards)

The best action we can all take is good hand washing for at least 20 seconds with soap and water. Do this often and especially before you eat or use tobacco products. Avoid touching your face. Use of hand sanitizer is also recommended as a supplement after and between hand washing.

Current Materials available through inventory that clean and disinfect hard surfaces and hands:

“Warning”

Do not mix cleaning chemicals, especially bleach and ammonia products!

DESCRIPTION	UOM	ITEM_NUM	COMMON-NAME	Hands	Surfaces
CLEANER, MULTI-PURPOSE GERMICIDAL CLEANER (22-25 OZ. CONTAINER)	Each	72020346	SPRAY NINE		
DISINFECTANT, VIRUCIDAL & FUNGIDAL (1-GALLON BOTTLE)	Each	73070005	SIMPLE GREEN		
DISPENSER, INSTANT HAND SANITIZER (CONTAINER SIZE 2000 ML)	Each	72040125	PURELL		
DISPENSER, ANTI-MICROBIAL HAND WIPES	Each	72050110	PDI Sani-Hands		
SPRAY, DISINFECTANT DEODORANT (19 OZ. CAN)	Each	72030308	LYSOL (SPRAY)		
BLEACH, CHLORINE (1-GAL CONTAINER) **	Each	72020311	Bleach		

**Dilute bleach in accordance with the label

Attachments:

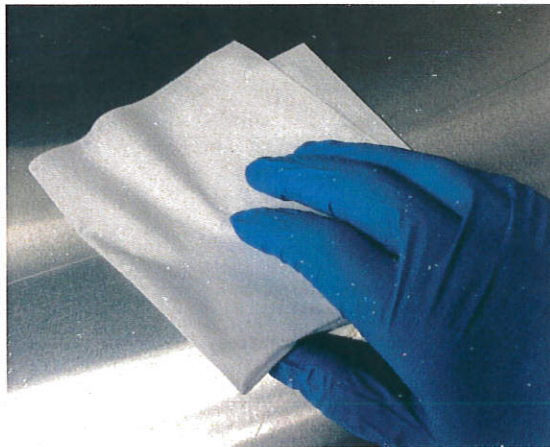
Cleaning Sanitizing Poster

Proper Use of Nitrile Gloves

Clean



Spray



Wipe

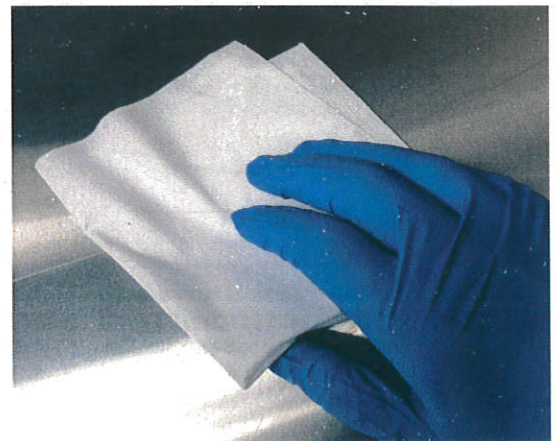
Disinfecting



Spray



Wait 30sec



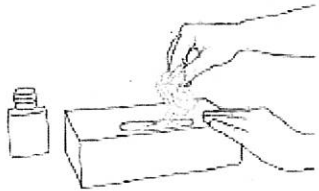
Wipe



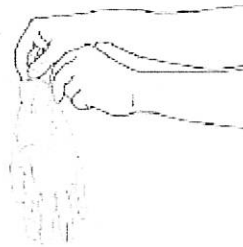
Nitrile Glove Use

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

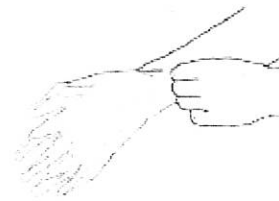
I. HOW TO DON GLOVES:



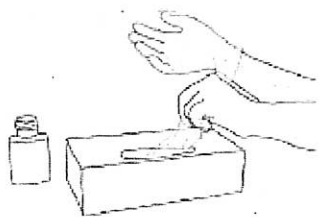
1. Take out a glove from its original box



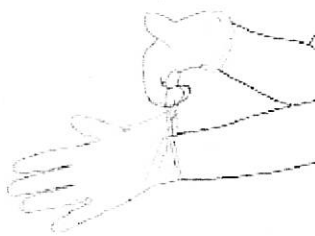
2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



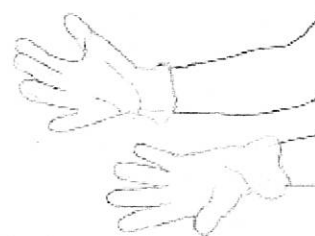
3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist

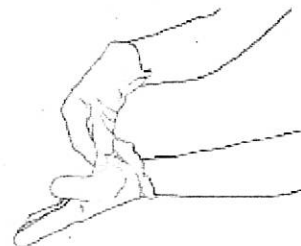


5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

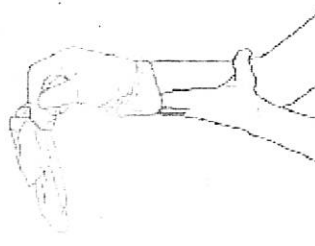


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

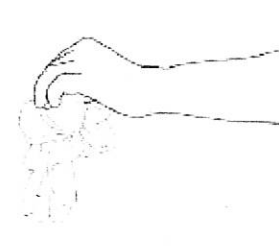
II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water