



## Public Health Brief

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### Guidance for Cleaning and Disinfecting in the Workplace

The following are guidelines for county staff to utilize in cleaning and disinfecting their workplace. The goals are:

- To ensure the safety and health of staff
- To ensure the health and safety of the public
- To ensure appropriate and efficient use of the limited supply of equipment

#### Definitions:

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

#### The Plan:

##### Ask:

- If the surface is outdoors or has not been occupied or used for >7 days, only routine cleaning is necessary.
- If the surface is indoors, has been used within the last 7 days, and is a frequently touched surface or object, and it is a hard and non-porous material like glass, metal, or plastic, then
  - Clean visibly dirty surfaces with soap and water
  - Use disinfectant as the first or second step.



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District 1: Donald M. Jardine, District 2: Ron Hames, District 3: Katherine Rakow,  
District 4: Terry Woodrow, District 5: David Griffith

### Use of Disinfectant:

- Always follow directions on the label – safety information and application instructions.
- Do not mix household bleach with ammonia or any other cleanser!
- High touch surfaces include tables, doorknobs, handles, light switches, countertops, desks, phones, keyboards, toilets, sinks, faucets, etc. The focus is primarily on surfaces and areas used by more than one person.
- Many products recommend keeping the surface wet for a period of time (see label). For diluted household bleach, leave wet for at least one minute.
- If using liquid bleach, use disposable gloves, and wash hands with soap and water after removing the gloves.
- A suitable bleach solution contains 5 tablespoons (1/3 cup) bleach per gallon of water, or 4 teaspoons of bleach per quart of water. Do not set it out in the sun! Store in a shaded area.
- Alcohol solutions should have at least 60% alcohol.
- When possible, for non-electronic surfaces, the preferred method of disinfection is to use a paper towel. A cloth may be used repeatedly if it is soaked in the bleach solution between each use.
- For electronics (tablets, touch screens, keyboards, remote controls, ATM machines), follow manufacturer's instructions. Generally, it is advisable to use alcohol-based sprays or wipes, followed by drying thoroughly.
- Disinfection of heavily used areas or surfaces should be done at least once per day or following heavy usage by multiple persons.

Individual Behavior: Success in preventing the spread of the virus is up to the individual. In addition to all of the above, do not forget:

- Stay home if you are sick (Be honest in your answers to the questions on your computer login at the beginning of your shift!)
- Wash your hands frequently, especially after coughing, sneezing, blowing one's nose, using the restroom, before eating or preparing food, after contact with animals or pets, and before and after providing help to a person who needs assistance. If soap and water is not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Maintain social distancing of at least 6 feet. Use available barriers (Plexiglass), and if you cannot maintain the recommended distance, and you so choose, you may wear a face covering. (See Jessica Bennett in HHS for possible available supply).
- Reduce the sharing of common spaces and frequently touched objects as much as possible.



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