



# Public Health

## Idaho North Central District



May 2020

## How to Clean and Disinfect

(Always wear disposable gloves to clean/disinfect)

### High touch surfaces

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### Clean:

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

#### Disinfect:

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- **Recommend use of EPA – Registered household disinfectant (Ensure Product is listed as effective against COVID)**

**Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- **Diluted household bleach solutions may also be used** if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted. **Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. **Leave solution on the surface for at least 1 minute.**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water  
OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol may also be used.**

\*\*Disinfect high touch surfaces throughout the day

## Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.**
- Remove cloth sofas, bean bags, etc. that can not be easily laundered

## Electronics

For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**

- Consider putting a **wipeable cover** on electronics.
- Eliminate sharing if possible, disinfect in between use if shared.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.

## When Cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.
  - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:
  - After blowing one’s nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food, after eating.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).
  - After recess

## Cleaning and Disinfecting for Bus Transportation

At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer’s instructions. Use of a disposable gown is also recommended, if available.

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
  - **Recommend use of EPA – Registered household disinfectant (Ensure Product is listed as effective against COVID)**  
**Follow the instructions on the label** to ensure safe and effective use of the product.  
 Many products recommend:
    - Keeping surface wet for recommended contact time (see product label)
    - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
    - **Diluted household bleach solutions may also be used** if appropriate for the surface.
    - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
    - Unexpired household bleach will be effective against coronaviruses when properly diluted.  
**Follow manufacturer’s instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.  
**Leave solution** on the surface for **at least 1 minute**.
  - **Alcohol solutions with at least 70% alcohol may also be used.**
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; [wash hands](#) immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

## Additional Considerations for Employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop [symptoms](#) within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200external icon](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030external icon](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132external icon](#)).

## Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, and air-dry or clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](#) before being used by another child.
- Do not share toys with other group, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings. Follow with a rinse, sanitize and air dry.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

## Other Recommendations:

### Parent Drop-Off and Pick-Up

- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. Consider staggering arrival and drop off times and/or plan to limit direct contact with parents as much as possible.
  - Have staff greet children outside as they arrive.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#).

Reference:

Guidance for Schools and Childcares

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

# 5.25-6.00% Bleach Solutions

TAKE THE FOLLOWING STEPS TO ENSURE SAFETY IN YOUR FACILITY IF YOU ARE STILL USING 5.25-6.00% BLEACH

1	<p><b>Identify</b> what bleach concentration is in your facility.</p> <p>Refer to the chart below for mixing instructions.</p> <p>Find the % sodium hypochlorite on the bottle.</p> <p>Avoid splash-less and scented bleaches.</p>
2	<p><b>Clean</b></p> <ul style="list-style-type: none"> <li>• Scrub with soap and warm water followed by a rinse with clean water.</li> <li>• Always clean surfaces to remove soil, dirt, and contamination before using bleach solution.</li> </ul>
3	<p><b>Mix</b></p> <ul style="list-style-type: none"> <li>• <b>Mix fresh solutions daily</b> for sanitizing and disinfecting.</li> <li>• Add bleach to cool-water.</li> <li>• Do not mix liquid bleach with other cleaning products, toilet bowl cleaners or ammonia, which may release hazardous gases in to the air.</li> <li>• Use test strips to check concentration of bleach solutions, particularly for sanitizing solutions as these concentrations are used on food contact and mouthed surfaces.</li> </ul>
4	<p><b>Sanitize, Disinfect, Special Clean-up</b></p> <ul style="list-style-type: none"> <li>• Wet entire surface</li> <li>• Leave solution on surface for <b>2 minutes for sanitizing and 2-5 minutes for disinfecting</b></li> <li>• Allow to air dry (best practice) or dry with paper towel after minimum contact time.</li> </ul>

Sanitize (50-200 ppm)	Disinfect (500-800 ppm)	Special Clean-up (5000 ppm)
<p><b>CLEAN &amp; SANITIZE AFTER EACH USE:</b></p> <ul style="list-style-type: none"> <li>• Mouthed toys and pacifiers</li> <li>• Food service areas, dishes &amp; utensils</li> </ul>	<p><b>CLEAN &amp; DISINFECT AFTER EACH USE:</b></p> <ul style="list-style-type: none"> <li>• Diaper changing surface</li> <li>• Toilet training seats</li> </ul>	<p><b>CLEAN &amp; USE AS NEEDED FOR VOMIT, BLOOD, AND DIARRHEA:</b> Not for other bodily fluids</p>
<p><b>SANITIZE DAILY OR WHEN SOILED:</b></p> <ul style="list-style-type: none"> <li>• Dishcloths</li> <li>• Food preparation appliances</li> </ul>	<p><b>DISINFECT DAILY OR WHEN SOILED:</b></p> <ul style="list-style-type: none"> <li>• Bathroom areas</li> <li>• Common surfaces; floors, mats, tables, countertops and hard surface, door knobs, etc.</li> </ul>	<p><b>MIX SOLUTION WHEN NEEDED</b></p> <p><b>WEAR GLOVES AND MASKS TO PROTECT YOURSELF</b></p>
<b>1/8 teaspoon</b> bleach/ <b>pint</b> water	<b>1 ¼ teaspoon</b> bleach/ <b>pint</b> water	<b>3 Tablespoons</b> bleach/ <b>pint</b> water
<b>1/2 teaspoon</b> bleach/ <b>quart</b> water	<b>1 Tablespoon</b> bleach/ <b>quart</b> water	<b>6 Tablespoons</b> bleach/ <b>quart</b> water
<b>2 teaspoon</b> bleach/ <b>gallon</b> water	<b>¼ cup</b> bleach/ <b>gallon</b> water	<b>1 ½ cup</b> bleach/ <b>gallon</b> water

# 8.25% Bleach Solutions

READ THE LABELS AND TAKE THE FOLLOWING STEPS TO ENSURE SAFETY IN YOUR FACILITY

<b>1</b>	<p><b>Identify</b> what bleach concentration is in your facility.          Refer to the chart below for mixing instructions.          Find the % sodium hypochlorite on the bottle.          Avoid splash-less and scented bleaches.</p>
<b>2</b>	<p><b>Clean</b></p> <ul style="list-style-type: none"> <li>• Scrub with soap and warm water followed by a rinse with clean water.</li> <li>• Always clean surfaces to remove soil, dirt, and contamination before using bleach solution.</li> </ul>
<b>3</b>	<p><b>Mix</b></p> <ul style="list-style-type: none"> <li>• <b>Mix fresh solutions daily</b> for sanitizing and disinfecting.</li> <li>• Add bleach to cool-water.</li> <li>• Do not mix liquid bleach with other cleaning products, toilet bowl cleaners or ammonia, which may release hazardous gases in to the air.</li> <li>• Use test strips to check concentration of bleach solutions, particularly for sanitizing solutions as these concentrations are used on food contact and mouthed surfaces.</li> </ul>
<b>4</b>	<p><b>Sanitize, Disinfect, Special Clean-up</b></p> <ul style="list-style-type: none"> <li>• Wet entire surface</li> <li>• Leave solution on surface for <b>2 minutes for sanitizing and 2-5 minutes for disinfecting</b></li> <li>• Allow to air dry (best practice) or dry with paper towel after minimum contact time.</li> </ul>

Sanitize (50-200 ppm)	Disinfect (500-800 ppm)	Special Clean-up (5000 ppm)
<p><b>CLEAN &amp; SANITIZE AFTER EACH USE:</b></p> <ul style="list-style-type: none"> <li>• Mouthed toys and pacifiers</li> <li>• Food service areas, dishes &amp; utensils</li> </ul>	<p><b>CLEAN &amp; DISINFECT AFTER EACH USE:</b></p> <ul style="list-style-type: none"> <li>• Diaper changing surface</li> <li>• Toilet training seats</li> </ul>	<p><b>CLEAN &amp; USE AS NEEDED FOR VOMIT, BLOOD, AND DIARRHEA:</b>            Not for other bodily fluids</p>
<p><b>SANITIZE DAILY OR WHEN SOILED:</b></p> <ul style="list-style-type: none"> <li>• Dishcloths</li> <li>• Food preparation appliances</li> </ul>	<p><b>DISINFECT DAILY OR WHEN SOILED:</b></p> <ul style="list-style-type: none"> <li>• Bathroom areas</li> <li>• Common surfaces; floors, mats, tables, countertops and hard surface, door knobs, etc.</li> </ul>	<p><b>MIX SOLUTION WHEN NEEDED</b>   <b>WEAR GLOVES AND MASKS TO PROTECT YOURSELF</b></p>
<b>1/8 teaspoon</b> bleach/ <b>pint</b> water	<b>3/4 teaspoon</b> bleach/ <b>pint</b> water	<b>2 Tablespoons</b> bleach/ <b>pint</b> water
<b>1/4 teaspoon</b> bleach/ <b>quart</b> water	<b>1 ½ teaspoon</b> bleach/ <b>quart</b> water	<b>4 Tablespoons</b> bleach/ <b>quart</b> water
<b>1 teaspoon</b> bleach/ <b>gallon</b> water	<b>2 Tablespoons</b> bleach/ <b>gallon</b> water	<b>1 cup (8 oz.)</b> bleach/ <b>gallon</b> water

\*Caring for Our Children is available online at <http://cfoc.nrckids.org> or in print. This provides National health and safety recommendations. A routine cleaning schedule can also be found in this resource.