Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **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 sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
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 sick person.
  - 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 contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

**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.
  
  o 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 1910.1200**).

• **Comply** with OSHA’s standards on Bloodborne Pathogens (**29 CFR 1910.1030**), including proper disposal of regulated waste, and PPE (**29 CFR 1910.132**).