

# Cleaning Protocols to Help Prevent the Spread of Illness-Causing Germs

The power of prevention is yours.

## Disinfect hard surfaces:

**Step 1:** For heavily soiled surfaces, clean off excess dirt.

**Step 2:** Thoroughly wet surface by using a disinfecting wipe or disinfecting solution in spray bottle.

**Step 3:** Allow disinfecting solution to contact surface for minimum contact time (according to the product label), and rinse if necessary.

**Step 4:** If there's excess disinfectant or water, wipe off and air dry.

## A checklist of surfaces to disinfect:



### Common Areas

- light switches
- door handles
- water fountains
- railings
- chairs and benches
- tables
- trash cans
- floors



### Offices

- desks
- chairs
- keyboard
- computer mice
- telephones
- light switches
- trash cans
- floors



### Conference Rooms and Classrooms

- desks
- chairs
- counters
- keyboards
- computer mice
- telephones
- light switches
- trash cans
- floors



### Kitchens and Cafeterias

- tables
- chairs
- vending machines
- cash registers
- water coolers
- sinks
- refrigerator exteriors
- microwave exteriors
- trash cans
- floors



### Bathrooms

- sinks
- faucets
- counters
- toilets and urinals
- door handles
- dispenser pulls
- light switches
- trash cans
- floors

Spread Prevention

