**Sample Guide to Cleaning and Disinfecting Your Building If Someone Is Sick**

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

* Close off areas used by the person who is sick.Businesses do not necessarily need to close operations, if they can close offaffected areas.
* 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 aspossible.
* 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, and ATM machines.
* Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulateair (HEPA) filter, if available.
* Do not vacuum a room or space that has people in it. Wait until the room orspace is empty to vacuum, such as at night, for common spaces, or during theday for private rooms.
* Wear disposable gloves to clean and disinfect. For soft (porous) surfaces suchas carpeted floors or rugs, clean the surface with detergents or cleanersappropriate for use on these surfaces, according to the textile’s label. Aftercleaning, disinfect with an appropriate EPA-registered disinfectant.
* Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer’s safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
* Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
* Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
* Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
* Once area has been appropriately disinfected, it can be opened for use.
* Workers without close contact with the person who is sick can return to work immediately after disinfection.
* If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
* Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

**WHAT TO HAVE ON HAND/BRING TO CLEAN (Stores should have much of this on hand already)**

1. Wipes
2. Lysol Spray
3. Isopropyl Alcohol
4. Cotton Rounds
5. Paper Towels
6. Gloves
7. Face Shield or Safety Goggles and Mask
8. Vacuum with Hepa filter (check with stores to see if their vacuum does)
9. Sawhorses to prop open doors

**WHAT TO CLEAN IN THE STORE**

1. All frequently touched surfaces on our cleaning list
2. Any laundry/towels touched by employee
3. Tub areas (including laundry basket)
4. Washer/Dryer surfaces
5. Kitchen surfaces (microwave, coffee machine, refrigerator etc)
6. Bathroom surfaces (toilet, sink etc)
7. Products handled by employee

**HOW TO CLEAN THE STORE**

1. Open doors and windows if possible
2. Wear gloves and eye protection
3. Don’t mix chemicals
4. Hard surfaces must stay wet for several minutes with cleaner (clean more than once if necessary - use more than 1 wipe if necessary)
5. Soft surfaces (rugs, products, etc) - spray with lysol or isolate for 24 hours
6. Laundry - use timed setting at high heat even after towels are dry (twice!)
7. DON’T SHAKE dirty laundry - handle slowly and carefully
8. Vacuum entire store - make sure fans are turned off when vacuuming and that no oneelse is in the store
9. Wipe down vacuum after using and leave canister for at least 24 hours before emptying
10. After cleaning:
    1. remove gloves
    2. wash hands with soap and water for 20 seconds
    3. remove and dispose of face shield
    4. remove and dispose of mask
    5. wash hands with soap and water for 20 seconds