

General Recommendations for Cleaning for High-Touch Surfaces

Cleaning of high-touch surfaces is important to reduce the risk of COVID-19 spread, and efforts to reduce the risk of COVID-19 spread are a shared responsibility and are greatly appreciated.

Use only approved disinfectants¹ for normal cleaning procedures AND follow the manufacturer's instructions for appropriate product concentration, application method, and contact time. If surfaces are visibly dirty, wash with soap and water to remove dirt, and then follow with a disinfectant.

FOR ELECTRONICS: Use alcohol-based wipes with at least 70% alcohol. When not available, spray disinfectant on a paper towel and wipe down surfaces.

CLEANING FREQUENCY: It is recommended that you clean high touch surfaces at least 2-3 times each day, such as at the beginning, middle, or end of each day.

WHILE PERFORMING THE CLEANING: Wear safety glasses or goggles (if required per the disinfectant label), Wear a face covering; Maintain a minimum 6 feet distance from others whenever possible; Avoid touching face; and Disposable gloves should only be used before and after handling chemicals that require glove use. After cleaning the surfaces, wash your hands with soap and water for at least 20 seconds.

We encourage employees to be mindful of their work surfaces and to minimize touching those items that are touched by others whenever possible.

Soap and water continue to be one of the best ways to clean surfaces.

Paper towels or cloths with at least 70% alcohol can also be used to clean surfaces. Use with care as these materials are highly flammable.

Paper towels or cloths wetted with alcohol MUST be laid out to dry before being put into the trash. This is important because of the flammability of the material. Once dry, the paper towels can be tossed in the trash.

Do NOT use a bleach solution and paper towels, as this can react to other cleaning products our team uses.

Use good hand hygiene when touching all surfaces and using hand sanitizer before and after use.

Additional COVID-19 information is available at: [covid.oregonstate.edu](https://www.covid.oregonstate.edu)

¹EPA Approved Disinfectants: [epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19)

Important Information on Disinfectants and Cleaning Agents (1) Follow manufacturer's instructions. (2) Ensure proper ventilation if required. (3) Make sure employees are trained appropriately on cleaning and disinfection procedures. (4) Ensure the product is not past its expiration date. (5) Never mix household bleach with ammonia or any other cleaning agent.

BEAVERS BUILD A SAFER AND HEALTHIER COMMUNITY

High-Touch Surfaces	Frequency	Initial
Cell phones	2-3 times daily	
Conference Room/Meeting tables	After use	
Chair arm rests (individual)	2-3 times daily	
Chair arm rests (Shared)	After use	
Desk surfaces	2-3 times daily	
Door and window handles (including outside entrance doors and push bars)	2-3 times daily	
Hand sanitizer/soap dispenser housing	2-3 times daily	
Keyboards, mice, touch screens	2-3 times daily	
Light switches	2-3 times daily	
Microwave, coffee maker controls	2-3 times daily	
Office keys, key boxes	Daily	
Office Supplies (stapler, paper clip holder, etc.)	2-3 times daily	
Phones	2-3 times daily	
Printers and Copier controls	2-3 times daily	
Refrigerator/freezer handles	2-3 times daily	
Sink faucet handles/Sink surface & counter area	2-3 times daily	
Tables	2-3 times daily	
Shared Vehicle keys, steering wheel, interior controls, door handles	After use	
Water faucet/cooler	2-3 times daily	
Writing (shared) utensils, clipboards	After use	
OTHER touch points as needed (list Below)		

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