CLEANING AND DISINFECTION OF PUBLIC AREAS, OFFICES AND WORKPLACES ON CAMPUS

The following are guidelines for how to maintain cleanliness in public areas, offices, and workplaces on campus. These guidelines should be followed daily while areas on campus are being occupied. The information outlined in this document is intended for use by all individuals on campus.

*Please note: Custodial staff will still be performing routine and scheduled cleaning of all campus areas.*

**Required Materials**

- Disposable Gloves
- Disinfectant with efficacy against COVID-19 (see EPA approved list)
- Trash receptacle
- Product to perform hand hygiene (soap and water or hand sanitizer containing at least 60% alcohol).

**Cleaning and Disinfecting Surfaces**

Cleaning and disinfecting frequently touched surfaces (i.e. tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilet handle, faucets, sinks, etc.) should occur at least twice a shift. Frequently touched surfaces should be cleaned in all offices, common areas, and bathrooms.

- Disposable gloves should be worn when cleaning and disinfecting surfaces. Gloves should be discarded after each use.
- Heavily soiled surfaces should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use diluted household bleach solutions, alcohol solutions with at least 70% alcohol, or EPA-registered disinfectant for COVID-19.
  - Products with EPA-approved emerging viral pathogen claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces (see EPA approved list).
- For more information, see the CDC’s Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes

*If an area on campus has been unoccupied for greater than three days, it will only require normal, routine cleaning provided by custodial staff.*

**Safe Behavioral Practices**

As more areas on campus and the community continue to gradually open, it is important we continue these practices to reduce the spread of COVID-19:

- Maintain social distancing of at least 6 feet away from others. This is very important when working in shared spaces.
- Mask or other face coverings should be worn while in public, this includes shared spaces on campus.
- Performing frequent hand hygiene by using either alcohol-based hand sanitizer or soap and water.
- Avoid touching eyes, nose, and mouth.
- If you are feeling ill, make sure you stay home.

If you have any questions, please contact EHS at ehs@yale.edu or 203-785-3550.