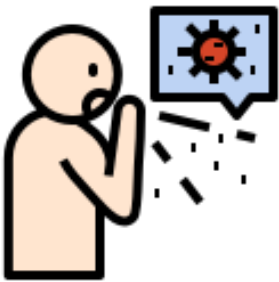


Office Cleaning Recommendations for Coronavirus Prevention

March 24, 2020

Sustainable Design Consulting, LLC offers the following guidance to prevent the spread of the novel coronavirus, COVID-19 in the workplace based on information provided by the Centers for Disease Control and Prevention ([CDC](#)), the US Environmental Protection Agency ([EPA](#)) and [Green Seal](#).

How COVID-19 Spreads



- The virus is thought to spread mainly from person-to-person in close contact (within about 6') through respiratory droplets produced when an infected person coughs or sneezes.
- It may be possible to get COVID-19 by touching a surface or object with the virus on it and then touching your mouth, nose, or eyes, but this is not the main way the virus spreads.
- Current evidence suggests that COVID-19 may remain viable for hours to days on surfaces.

Office Cleaning Recommendations

- Clean AND disinfect frequently touched objects and surfaces (tables, workstations, keyboards, telephones, handrails, doorknobs, light switches, handles, toilets, faucets, and sinks) using household cleaners or soap and water and [EPA-registered disinfectants](#) that are appropriate for the surface, following label instructions.
 - Cleaning = removal of germs and dirt from surfaces but does not kill germs
 - Disinfecting = use of chemicals to kill germs on surfaces but does not remove dirt. Killing germs on a surface *after* cleaning can reduce the risk of spreading infection.
- Select a disinfectant with these safer active ingredients (do not cause allergic reactions, asthma, or exacerbate asthma):
 - hydrogen peroxide
 - citric acid
 - lactic acid
 - ethyl alcohol (also called ethanol or just alcohol), or
 - isopropyl alcohol
- EPA-registered disinfectant products with these active ingredients include:
 - EnvirOx Critical Care
 - Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant
 - OXIVIR™ WIPES (Diversey, Inc)
 - URTHPRO Peroxide Multi Surface Cleaner and Disinfectant (URTHTECH, LLC)
 - Peroxide Multi Surface Cleaner and Disinfectant (Ecolab)
 - Peroxide Disinfectant and Glass Cleaner RTU (Ecolab)



- Clorox Pet Solutions Advanced Formula Disinfecting Stain & Odor Remover
- If anyone suspected/confirmed to have COVID-19 has been in the facility, perform enhanced cleaning and disinfection per the [CDC cleaning and disinfection recommendations](#).

Additional Preventive Measures

- Avoid close contact with people who are sick.
 - Stay home when you are sick.
 - Avoid touching your eyes, nose, and mouth.
 - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands or use hand sanitizer.
 - Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If needed, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters).
- Employers can provide disposable alcohol-based wipes or sprays containing at least 70% alcohol so that commonly used surfaces (doorknobs, keyboards, light switches, electronics) can be wiped down by employees before each use.



Resources

Centers for Disease Control and Prevention

- Coronavirus (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- How to Prepare: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/index.html>
- Environmental Cleaning and Disinfection Recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

US Environmental Protection Agency

- Coronavirus Disease 2019 (COVID-19): <https://www.epa.gov/coronavirus>
- List N: Disinfectants for Use Against SARS-CoV-2: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Green Seal

- How to Safely Disinfect for Coronavirus: <https://www.greenseal.org/blog/how-to-safely-disinfect-for-coronavirus>
- Infection Control Guide from Green Seal's Healthy Green Schools & Colleges program: https://www.healthygreeschools.org/wp-content/uploads/Infection_Control.pdf

Iconfinder

- Free icons for coronavirus awareness: www.iconfinder.com/p/coronavirus-awareness-icons