

# Cleaning/Disinfecting Instructions for Individual and Shared Work Spaces

## General Principles

The cleaning/disinfection of individual and shared work spaces is the responsibility of the staff that are utilizing these spaces. The university will provide all necessary cleaning, disinfecting and hand washing supplies.

**At the start and end of each work shift the employee will clean their areas following the procedure below.**

If the area is a shared work space where another employee utilizes the same space after a shift or partial shift is completed then cleaning the space is to be completed prior to their departure. Ensure shared telephones, keyboards, and other high touch items are cleaned between uses of different employees.

- If an area is visible soiled with debris first clean the area with wet paper towels and soap to remove any particulate matter
- Squirt bottles of disinfectant and paper towels have been provided for your use; always follow the manufacturer's instructions on the bottle for safe and appropriate handling.
- Squirt this solution directly onto the provided paper towels
- Thoroughly wet paper towels with the disinfectant and wipe surfaces.
- Treated surfaces must remain wet for 10 minutes for full disinfection. Surfaces may need to be rewetted to complete the 10 minutes.
- Allow to air dry.
- Discard the used paper towels into the waste basket.
- Wash your hands when done.

**Disinfect frequently touched objects and surfaces before and after use. Common surfaces to disinfect include the following:**

- Shared computers, keyboards and the associated mouse
- Shared telephones
- Chairs, including the back of the chair
- Shared equipment
- Any shared markers or shared pens (it is recommend not share any pens or markers) Table tops
- Shared desk

## Remember to Follow Health Smart Behaviors

- Maintain social distance - Keep at least 6 feet away from people.
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer (minimum 60% alcohol).
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick and keep 6 feet away from others.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Don't share items such as food, drinks, utensils, vapes, or similar items.