COVID-19 Routine Cleaning & Disinfecting of High-Touch Surfaces in an Office Setting

1. Identify High-Touch points
   - Door knobs & push plates, desks, telephones, keyboards & mice, chair backs & arms.

2. Clean visibly dirty surfaces
   - With soapy water and rinse
   - Disinfectant will only work on clean items.

3. Read instructions for EPA-approved* disinfectant. Note “contact time.”
   - Spray on surfaces and keep wet, (apply by spray or cloth) for correct contact time.

4. Allow to air dry. If contact time has been achieved, wiping dry with a clean paper towel is ok. Wash hands.

Optional: You may wear single-use non-latex gloves, and eye protection only where necessary.