COVID-19: General Guidance for Cleaning and Disinfecting for Non-Health Care Settings

This document provides recommendations for cleaning and disinfection of non-health care settings to help slow person-to-person transmission of COVID-19.

UPDATE: Effective April 15, 2020 at 8 p.m., all employees must wear face coverings when customers are present. Employers must provide face coverings for employees at no cost to employees. For more information, please review the State order and see below for additional guidance. Read the State order by visiting coronavirus.health.ny.gov and searching for **executive order 202.16** and see below for additional guidance.

For more information on COVID-19, including how to guard against stigma, visit nyc.gov/health/coronavirus. For real-time updates, text "COVID" to 692-692. Message and data rates may apply.

General recommendations for routine cleaning and disinfection

Routine cleaning of surfaces using appropriate cleaning and disinfection methods can help prevent the spread of COVID-19. Non-health care settings should be especially careful to routinely clean and disinfect surfaces. Pay special attention to frequently touched surfaces and objects.

- **Clean and disinfect high-touch surfaces regularly**
  - Frequently touched surfaces and objects vary by location. Examples include doorknobs, light switches, handrails, kitchen appliances, counter tops, drawer pulls, tables, sinks, faucet and toilet handles, drinking fountains, elevator buttons, push plates, phones, keys and remote controls.
  - When cleaning workspaces, cubicles and other office areas, make sure to disinfect frequently touched surfaces and objects, such as desks, chairs, phones, printers, keyboards and computer mice.
  - When cleaning vehicles, pay special attention to surfaces and objects that are touched often by passengers, such as door handles, window buttons, locks, payment machines, arm rests, seat cushions, buckles and seatbelts. Also wipe down surfaces that you frequently touch, such as the steering wheel, radio buttons, turn indicators and cup holders. For more information, visit nyc.gov/health/coronavirus and look for "Guidance for Vehicle Operators" on the Business and Other Facilities page.
  - When cleaning food establishments, pay special attention to cash registers, food, deli and checkout counters. For more information, visit nyc.gov/health/coronavirus and look for "Business and Non-Health Care Settings Guidance" on the Business and Other Facilities page.

- **How to clean and disinfect**
  Remove any visible dirt and grime before using disinfectants. Disinfecting surfaces removes most germs and are most effective on clean surfaces and objects. Coronaviruses are relatively easy to kill with most disinfectants. When using cleaning and disinfecting products, always read and follow the manufacturer's directions. Staff should follow label directions and existing procedures for using gloves or other personal protective equipment (PPE). Throw away gloves after each cleaning.
  - **Hard or non-porous items** (examples include tables, desks, floors, doorknobs and phones)

- o If a surface is visibly dirty, first clean using a regular cleaning product, such as soapy water for a table or cleaning cloth for a cell phone.
- o Disinfecting:
    - o To disinfect a cleaned surface or object, you can use regular disinfection products (for example, bleach, peroxide or alcohol-based disinfectant products) or use a disinfectant that has been registered with New York State and approved by the Environmental Protection Agency (EPA). Visit dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf for a list of products that are effective against COVID-19.
    - o You can also disinfect using diluted household bleach solutions, if appropriate for the surface. Follow the manufacturer's instructions for application and proper ventilation. Check the product's expiration date. To make a bleach solution, add 4 teaspoons of bleach to 1 quart or 1 liter of water. Prepare a new solution daily or as needed. **Never mix household bleach with ammonia or any other cleanser.**
    - o You can also disinfect using solutions with at least 70% alcohol. Wipe the surface or object thoroughly with the solution and let it dry.
- o **Soft or porous items** (examples include clothing, bed linens, carpets and rugs, upholstered chairs and sofas)
    - o For clothing, towels, linens and other items that go in the laundry, wash at the warmest possible setting with your usual detergent and then dry completely. Do not "hug" or shake dirty laundry before washing to avoid spreading the virus or other dirt and bacteria. Laundry from a person who is sick can be washed with other people's items.
    - o For other soft items, such as rugs, drapes or upholstered sofas, follow the manufacturer's instructions or a cleaning product specifically for that item. For example, use a steam cleaner or apply a disinfectant product from New York State's list of disinfectants that is suitable for fabrics.

Additional recommendations for facilities
- Custodian and facilities staff should ensure that all handwashing sinks have clean running water, soap and paper towels at all times.
- Consider having alcohol-based hand sanitizers in common areas (for example, in bathrooms, laundry rooms, gyms and playrooms) to encourage hand hygiene.
- Building staff should make sure building ventilation systems are working properly and maintained per standard protocols for optimal indoor air quality. If feasible, increase ventilation in common areas and the amount of outdoor air entering the building.
- Consider posting the "Stop the Spread of Coronavirus" flyer in common areas, available in multiple languages at nyc.gov/health/coronavirus.

Hand hygiene and other preventive measures
You and your staff or coworkers can take important preventive measures to protect yourselves and reduce the spread of COVID-19. Everyone should follow preventive actions while at work and home, such as practicing healthy personal hygiene and avoiding close contact with others (physical distancing).
- Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available. Key times to clean hands include:
    - o **After** blowing your nose, coughing or sneezing

- o **After** using the toilet
- o **Before** eating or preparing food
- o **After** touching an animal, animal feed or animal waste
- o **Before** and **after** providing routine care for another person who needs assistance (for example, a child)
- o **Before** and **after** treating a cut or wound
- o **After** handling trash
- o **After** cleaning activities
- o **After** using public transportation
- Cover coughs and sneezes with a tissue or sleeve. Do not use your hands.
- Do not touch your eyes, nose or mouth with unwashed hands.
- Do not shake hands. Instead, wave.
- If you interact with clients or coworkers, remember to wash hands with soap and water or use hand sanitizer after every transaction.
- Keep at least 6 feet between yourself and others, whenever possible.
- Do not gather in groups.
- Wear a face covering and maintain at least 6 feet of distance between yourself and others. A face covering is any well-secured paper or cloth (like a bandana or scarf) that covers your mouth and nose. It is essential that staff continue to practice physical distancing and good hand hygiene even when wearing a face covering — including keeping 6 feet of distance between themselves and others whenever possible. For more information, visit nyc.gov/health/coronavirus and look for "FAQ About Face Coverings."