**Purpose**

This guidance provides recommendations on the cleaning and disinfection of businesses that are considered essential during COVID-19. It is aimed at limiting the survival of the virus in the environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on business settings and are meant for the general public.

* **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
* **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after*cleaning, it can further lower the risk of spreading infection.

**Daily Cleaning and Disinfection of Bank and Branches Including Drive-up and Safe deposit box area:**

* Wipe down tables,
* Wipe down chairs,
* Wipe down doors,
* Wipe down doorknobs,
* Wipe down light switches,
* Wipe down drawers,
* Wipe down handles,
* Wipe down desks,
* Wipe down keyboards,
* Wipe down mouse,
* Wipe down phones,
* Wipe down toilets,
* Wipe down faucets, and
* Wipe down sinks

These areas should be wiped down beginning and ending of each day, as well as EVERY TIME A CUSTOMER ACCESSES AN AREA/EVERY HOUR

\*\*[EPA-registered disinfectantsexternal.com](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) appropriate for surfaces, follow label instructions

* Vacuum carpeted floor,
* Vacuum rugs, and
* Dust drapes

For electronics follow the manufacturer’s instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

* Wipe down tablets,
* Wipe down touch screens,
* Wipe down remote controls,
* Wipe down video equipment,
* Wipe down alarm pads,
* Wipe down scanners,
* Wipe down printers, and
* Wipe down pin pads

**How to clean and disinfect:**

***Hard (Non-porous) Surfaces***

* Wear disposable gloves when cleaning and disinfecting surfaces.

\*\*Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. [Clean hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) immediately after gloves are removed.

* If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
* Prepare a bleach solution by mixing:
  + 5 tablespoons (1/3rd cup) bleach per gallon of water or
  + 4 teaspoons bleach per quart of water

***Soft (Porous) Surfaces***

* 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.
* After cleaning:
  + Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

\*\*products [that are EPA-approved for use against the virus that causes COVID-19pdf iconexternal.com](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf) that are suitable for porous surfaces.

***Electronics***

* For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.
  + Follow the manufacturer’s instructions for all cleaning and disinfection products.
  + Consider use of wipeable covers for electronics.
  + If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

***Linens, clothing, and other items that go in the laundry***

* Wear disposable gloves when handling dirty items and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other business purposes. [Clean hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) immediately after gloves are removed.
  + If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
  + If possible, do not shake dirty items. This will minimize the possibility of dispersing virus through the air.
  + Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

***Hand hygiene and other preventive measures***

* Staff members should [clean hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) often, including immediately after removing gloves and after contact with a person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
* Staff members should follow normal preventive actions while at work and home including recommended [hand hygiene](https://www.cdc.gov/handwashing/when-how-handwashing.html) and avoiding touching eyes, nose, or mouth with unwashed hands.
  + Additional key times to clean hands include:
    - After blowing one’s nose, coughing, or sneezing
    - After using the restroom
    - Before eating or preparing food
    - After contact with animals or pets
    - Before and after providing routine care for another person who needs assistance (e.g. a child)

***Other considerations***

* Non-disposable food service items used should be handled with gloves and washed with hot water or in a dishwasher. [Clean hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) after handling used food service items.
* If possible, dedicate a lined trash can for each person. Use gloves when removing garbage bags, handling, and disposing of trash. [Wash hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) after handling or disposing of trash.
* Consider consulting with your local health department about trash disposal guidance if available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **AREA CLEANED** | **INITIALS** | **NOTES** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |