

# COVID-19 Cleaning Log

---

As a result of the unprecedented challenges the COVID-19 pandemic brings, businesses must review their internal protocols to ensure they are doing all they can to protect their workforce and manage their operations. This is particularly true as it relates to housekeeping and sanitation best practices, especially given how precise these procedures need to be, based on guidelines from the Centers for Disease Control and Prevention (CDC) and other health officials.

This document provides an overview of cleaning recommendations from the CDC and includes a sample log that businesses can use during their cleaning and sanitization procedures.

## **CLEANING AND DISINFECTING BEST PRACTICES**

### **Cleaning**

- Ensure those responsible for cleaning are given the appropriate protective equipment. Cleaning should be completed using CDC-recommended products, including:
  - Environmental Protection Agency (EPA)-registered household disinfectants
  - Alcohol solutions with at least 60% alcohol
  - Diluted household bleach solutions (if appropriate for the surface)
- Wear disposable gloves when cleaning and disinfecting.
- Clean surfaces using soap and water, then use an approved disinfectant.
- Use the appropriate cleaning chemicals in food preparation and contact areas.
- Ensure trash is collected from the workplace regularly. Those collecting trash should be instructed to wear nitrile, latex or vinyl gloves.
- Clean and disinfect HVAC air filters regularly.
- Practice routine cleaning of frequently touched surfaces. High-touch surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. It should be noted that more frequent cleaning and disinfection may be required based on level of use. Additionally, surfaces and objects in public places, such as shopping carts and point-of-sale keypads should be cleaned and disinfected before each use.

### **Disinfecting**

- Use EPA-registered household disinfectants.
- Follow the instructions on the label of the disinfectant to ensure safe and effective use of the product. Many products recommend:
  - Keeping the surface wet for a period of time.
  - Taking precautions, such as wearing gloves and making sure you have good ventilation during use of the product.
  - Using room temperature water for dilution (unless stated otherwise on the label).
  - Avoiding mixing chemical products.
  - Labeling diluted cleaning solutions.
  - Storing chemicals in safe locations and per the original manufacturer's instructions.
  - Taking special considerations to account for people with asthma. These individuals should not be present when cleaning and disinfecting is happening, as this can trigger asthma exacerbations.

Prepared by Highpoint Insurance Group

This SAMPLE form is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2019 Zywave, Inc. All rights reserved.

---

- Never eat, drink, breathe or inject disinfectants into your body or apply directly to your skin, as they can cause serious harm.
- Ensure your staff avoids using disinfecting wipes to clean more than one surface. Use one wipe per item or area, and discard them after each use or when they are visibly soiled.
- Consider using diluted household bleach solutions if they're appropriate for the surface. If you use diluted household bleach, keep in mind the following:
  - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
  - Check the expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
  - Leave the solution on the surface for at least one minute when cleaning.

#### **Soft Surfaces**

- Clean the surface using soap and water, or with cleaners appropriate for use on these surfaces.
- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Consider disinfecting the surface with an EPA-registered household disinfectant if you are unable to launder the item.

#### **Electronics**

- Consider putting a wipeable cover on electronics.
- Follow the manufacturer's instructions for cleaning and disinfecting. If no guidance is included on the label, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry the surface thoroughly after cleaning.

#### **Laundry**

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick. Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers after laundering items.

**CLEANING LOG**

<b>ITEM</b>	<b>LOCATION</b>	<b>DATE</b>	<b>TIME (FIRST CLEANING)</b>	<b>TIME (SECOND CLEANING)</b>	<b>STAFF INITIALS</b>
Door handles and push plates					
Restrooms					
Handles on all equipment doors					
Handles on beverage dispensers					
Ice scoops					
Refrigerator and freezer handles					
Freezer handles					
Sink handles					
Soap dispenser push plates					
Towel dispenser push plates					
Trash receptacle touch points					
Carpets					
Cleaning tools					
Buckets					
Telephones					
Computers					
Office cabinet handles					
Break room tables and chairs					
Display screens on equipment					
Thresholds and hand railings					
Counters and other surfaces					

