

# QEHS SPECIAL EDITION TOOLBOX

MONTHLY TOPICS  
**COVID-19**

Original Date **4/28/2020**  
Revised Date **4/28/2020**

SPECIAL TOPIC  
**Spray – Wait - Wipe**

## How to Clean and Disinfect



### Clean

- While cleaning be sure you are wearing disposable gloves
- Clean surfaces using soap and water.
- Practice routine cleaning of frequently touched surfaces.
- High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- Check the label to see if your bleach is intended for disinfection, and 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
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation. **Never mix household bleach with ammonia or any other cleanser.**
- Leave solution on the surface for at least 1 minute.
- Alcohol solutions with at least 70% alcohol may also be used.

- **To make a bleach solution, mix:  
5 tablespoons (1/3rd cup) bleach per gallon of water  
OR  
4 teaspoons bleach per quart of water**

## CLEAN AND DISINFECT COMMONLY USED SURFACES.

Wipe down doorknobs, tables, light switches, keyboards, and remote controls.

Tip #1:  
Clean work area  
2x a day

Tip #2:  
Always wear  
gloves while  
cleaning and  
disinfecting

Tip #3  
Properly wash  
your hands with  
warm soap &  
water

