**CLEANING** Removes germs and dirt from surfaces and objects with soap and water. Cleaning will not kill COVID-19 germs but will lower the number of germs.

**DISINFECTION** Uses chemicals to kill COVID-19 germs. Disinfection works better on an already cleaned surface because it kills remaining germs. This lowers the chances of COVID-19 spreading.

Use products with disinfectants verified by the Environmental Protection Agency (EPA).

- Find EPA-registered disinfectants at tinyurl.com/FLEPAlist or use your phone’s camera app to scan the code.
- Make sure products you use aren’t expired. Follow label instructions.
- For some surfaces, you can use diluted household bleach solutions and alcohol solutions (at least 70% alcohol). Never mix bleach with ammonia or any other cleanser.
- Make a bleach solution: Mix 5 tablespoons of bleach per gallon of water or 4 teaspoons bleach per quart of water.
- Many products must stay wet for a period of time to work—check label instructions. Bleach solution must remain wet for at least 1 minute.
- Good ventilation is needed when you clean and disinfect.

**Protect yourself.**

**DISPOSABLE GLOVES** Wear when cleaning and disinfecting and doing all housekeeping—including taking out trash. Throw disposable gloves away after each use. You can wear reusable gloves, but a pair should be kept only for COVID-19 cleaning and disinfection.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** Depending on the cleaning and disinfecting products you’re using, you may need to wear PPE like a gown or face mask. Be careful when it’s time to remove your PPE—you can spread COVID-19 germs to yourself and surroundings.

**WASH YOUR HANDS OFTEN** Wash with soap and water for 20 seconds. You can use an alcohol-based hand sanitizer (at least 60% alcohol) on your hands if they don’t look dirty. But if your hands look dirty, use soap and water.

**WASH IMMEDIATELY AFTER:**
- Cleaning and disinfecting hard or soft surfaces, or laundry, and after you’ve removed gloves and PPE.
- Using the bathroom.
- Coughing or sneezing.

**WASH BEFORE AND AFTER:**
- Contact with another person—sick or well.
- Eating or preparing food.
- Blowing your nose.

**Cleaning, disinfection and housekeeping.**

**HARD SURFACES** Things like tables, doorknobs, light switches, counter tops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc., are touched a lot and should be cleaned and disinfected at least daily.

**SOFT SURFACES** Items like carpeted floors, rugs and drapes should be cleaned or disinfected often.
- Use soap and water or cleaners that won’t damage items.
- Launder items if possible. See Laundry.
- Or use an EPA-registered disinfectant.

**ELECTRONICS** Tablets, touch screens, keyboards, remote controls and ATMs should be cleaned and disinfected at least daily.
- If there’s no cleaning guidance from the manufacturer, use alcohol-based wipes or sprays (at least 70% alcohol).

**LAUNDRY** Follow tag instructions and use the warmest water setting. Dry items completely.
- Do not shake dirty laundry.
- Dirty clothing, towels and linens from a sick person can be washed with the rest of the laundry.
- Clean and disinfect clothes hampers.

**AREAS WHERE SOMEONE WITH COVID-19 HAS BEEN** Close off areas from other people in the building and try to increase air circulation in the area by opening outside doors and windows.
- Wait 24 hours, or as long as possible, to clean and disinfect an area.
- Wear disposable gloves and gowns for all cleaning, disinfection and housekeeping.
- Clean and disinfect all things—hard and soft surfaces and electronics—used by the person who is sick.
- If it’s been more than 7 days since the person who is sick was in an area, additional cleaning and disinfection isn’t needed.