

CLOROXPRO[®]

Environmental Cleaning and Disinfection Protocol Guide

(Workplace)



Introduction



PROTOCOLS

Smart Disinfection

This 4-part guide to environmental cleaning and disinfecting protocols provides recommendations and tools to target surface disinfection based on pathogen transmission risk to maximize effectiveness and optimize the use of disinfectants.

Reminder: Contact your local health department to see whether illness level is rising in your community.

1. Day Porter Cleaning and Disinfecting

This section provides guidance on when and where to focus cleaning and disinfecting during the day in restroom and non-restroom areas as well as in case of accident or spill.

2. Nightly Cleaning and Disinfecting

This section recommends step-by-step protocols on cleaning and disinfecting restrooms and non-restrooms areas using electrostatic sprayers.

3. Shared, Frequently Touched Surfaces to Clean and Disinfect

This section visually shows shared, frequently touched surfaces to clean and disinfect an office facility.

4. Risk Assessment Tool

This questionnaire is a tool to evaluate the risk level of an area to help prioritize your cleaning and disinfecting resources to where they are most needed.

Day Porter Cleaning and Disinfecting



PROTOCOLS

Disinfect Manually During the Day

Why: Building is occupied with people, making it more difficult to close off areas/rooms to disinfect thoroughly using technology such as electrostatic sprayers.

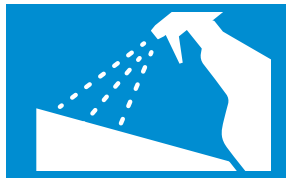
Method: General Manual Cleaning & Disinfecting Steps*



1. Put on PPE



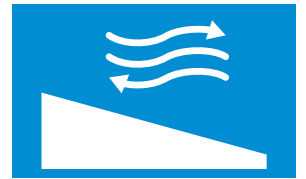
2. Clean visible soil



3. Spray disinfectant or wipe w/disinfecting wipes



4. Wait for the contact time



5. Air dry or wipe

If you are able to close off areas/rooms to disinfect during the day and have the resources to do so, electrostatic sprayers can be used as a faster and efficient way to disinfect surfaces.

PROTIPS: Restroom Disinfection

When:



Per Shift†

Where: Focus on shared, frequently touched surfaces including, but not limited to, the below



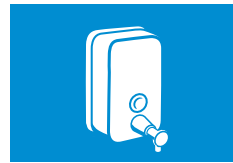
Faucet Handle



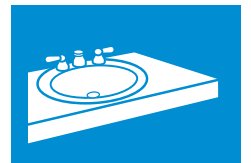
Stall/Entry Door Handle



Toilet/Urinal Handle



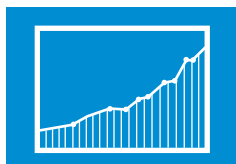
Dispenser Push Bar



Sink Countertop

PROTIPS: Non-Restroom Disinfection

When:

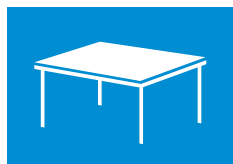


Rising Illness Level in Your Facility or Community‡

Where: Focus on shared, frequently touched surfaces including, but not limited to, the below



Handles/Crash Bars



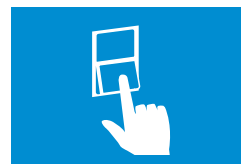
Tabletops/Desktops



Countertops



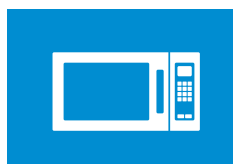
Chairs/Arm Rests



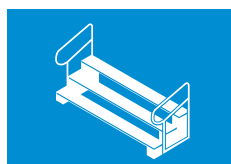
Switches



Equipment/Touch Screens



Buttons (Elevator, Microwave)



HandRails



Push Bars

* Be sure to follow the specific direction for use on the product label. For electronic surfaces, check manufacturer instructions first.

† Establish a schedule for day porter services based on daily restroom usage. In general, we recommend disinfecting shared, frequently touched surfaces after all high-use periods such as mid-morning and mid-afternoon.

‡ Contact your local health department to see whether illness level is rising in your community. We also recommend day porters disinfect shared, high-touch surfaces during seasons when illness level spikes, such as cold & flu (Nov.-Mar.)

Day Porter Cleaning and Disinfecting



PROTOCOLS

PROTIPS: Encourage Other Infection Prevention Practices

The more you, your staff and the building occupants incorporate other infection prevention practices in addition to surface disinfection, the less likely pathogens will spread. Place signage to remind people of actions they can take to protect themselves and others.

Check out our [Champions of Clean program](#) to access signage, posters and more.



Wash Hands before eating, after using the restroom and after touching high-touch surfaces



Avoid Touching your eyes, nose and mouth with unwashed hands



Make Disinfecting Wipes Accessible to enable building occupants* to disinfect surfaces in between uses or after high use periods



Cover Coughs/Sneezes with a tissue or elbow



Stay Home When Sick



Add Other Measures specific to an illness and how it spreads

Blood and Body Fluid Spills:

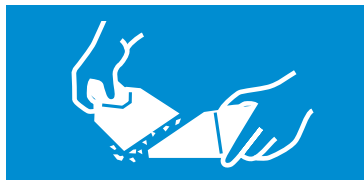
When there is a blood and body fluid (e.g. feces, vomit) spill, a trained cleaning professional must clean and disinfect using a 2-step process immediately.



1. Put on PPE



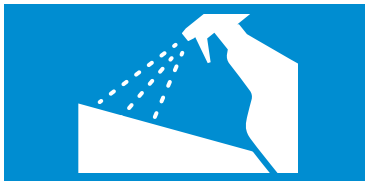
2. Close off the area



3. Confine the spill, remove and dispose soil



4. Clean the surface with a cleaner



5. Disinfect the surface



6. Wait for the required contact time



7. Discard soil and contaminated disposable supplies or reprocess reusable supplies



8. Remove and discard PPE



9. Wash hands with soap and water

* Keep disinfecting wipes out of reach of children

Nightly Cleaning & Disinfecting



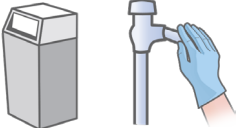

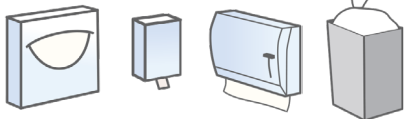
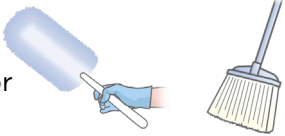

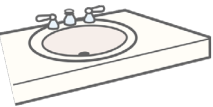


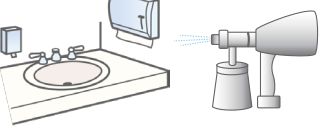
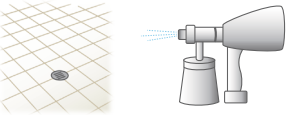

PROTOCOLS

Disinfect Using an Electrostatic Sprayer for a Thorough, End-of-Day Surface Disinfecting to Reset for Next Day

Why: In the evening, building is not occupied with people, making it easier to close off areas, use electrostatic sprayer, and quickly and effectively disinfect potential pathogens that have been accumulating during the day.

PROTIPS: Restroom Disinfection

To minimize the risk of cross-contamination, disinfect surfaces as the last step and make sure the surfaces remain wet for the contact time.

- 1.** Pick up objects (trash) and flush urinals/toilets 
- 2.** Dispense disinfectant into urinals/toilets 
- 3.** Refill all dispensers and empty trash 
- 4.** Dust surfaces (top to bottom) and sweep floor 
- 5.** Clean assigned surfaces and remove visible soil, particularly from commonly touched and shared surfaces 
- 6.** **As Needed:** Clean hard water deposits off chrome, sinks, tile and fixtures 
- 7.** Scrub toilets and urinals, then flush 
- 8.** **As Needed:** Clean hard water deposits off toilets and urinals 
- 9.** Disinfect above-the-floor, commonly touched and shared surfaces with electrostatic sprayer and air dry 
- 10.** Disinfect floor with electrostatic sprayer and wait for the contact time 
- 11.** Wipe clean floor with a clean flat mop 

Nightly Cleaning & Disinfecting



PROTOCOLS

PROTIPS: Non-Restroom Disinfection

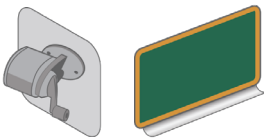
In addition to disinfecting last and ensuring surfaces remain wet for the contact time, prioritize surface disinfection to "high risk" areas where a lot of people congregate. Use the risk assessment tool provided in the toolkit to determine high-risk areas in your facility.

1. CLEANING

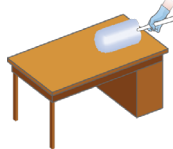
1. Empty waste baskets and replace liners



2. Clean pencil sharpeners and chalk/white board trays



3. Dust assigned horizontal surfaces



4. Dust ceiling light fixtures, air vents and other assigned surfaces



5. Pick up large debris (paper clips, paper, etc.) from floor



6. Clean assigned horizontal surfaces and remove visible soil

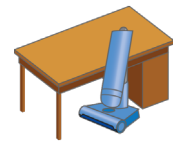


7. Clean assigned vertical surfaces and remove visible soil

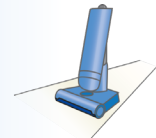


2. VACUUMING

8. Vacuum under desk and wastebaskets



9. Vacuum all traffic areas



10. Spot vacuum all other areas (visibly dirty floor)



11. **As needed:** Vacuum visible debris, crumbs or dry spills on furniture

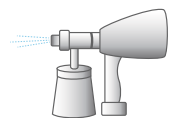


12. Reposition furniture



3. DISINFECTING

13. **Disinfect** shared, frequently touched surfaces in areas considered "high risk" with electrostatic sprayer and air dry



14. Turn off lights, secure area



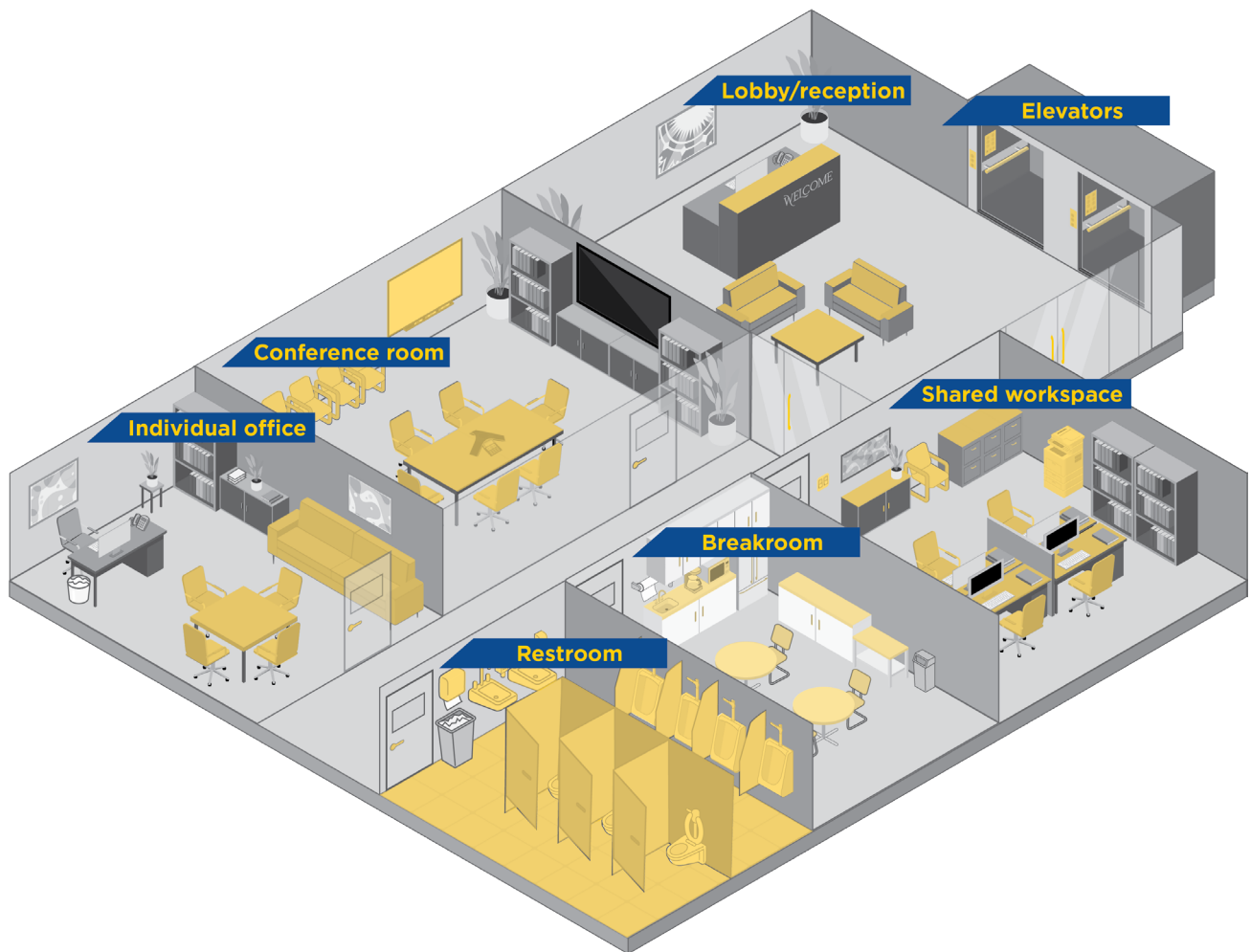
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Shared, Frequently Touched Surfaces to Clean and Disinfect



PROTOCOLS

Focus disinfecting shared, frequently touched surfaces. While every facility is unique and may have different needs, we highlighted in yellow the surfaces that we consider high risk and should be disinfected.

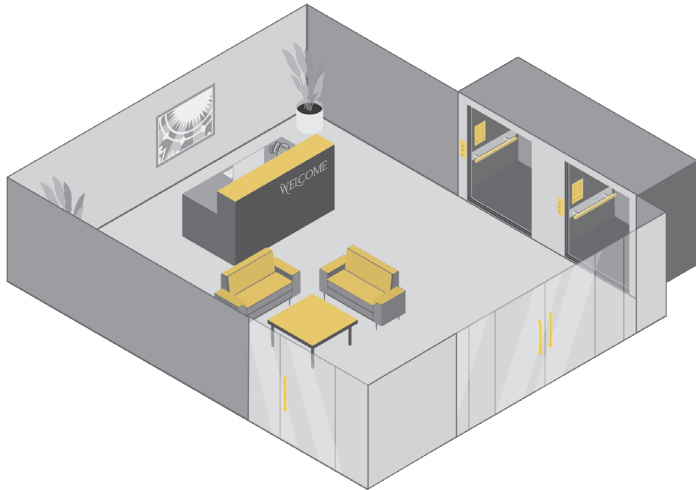


Shared, Frequently Touched Surfaces to Clean and Disinfect



PROTOCOLS

Lobby/Reception Area



Countertops



Chairs/Arm Rests



All Handles/Crash Bars
(door, cabinet, faucet)

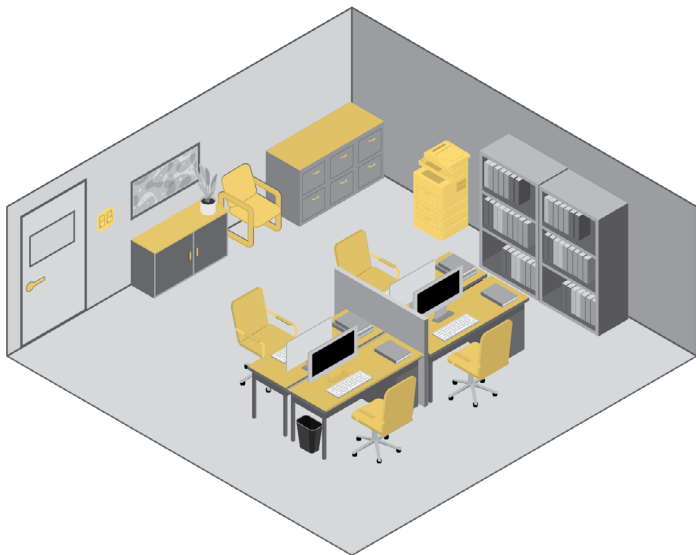


Switches



Desk Tops/Table Tops
(shared)

Open Work Area



Desk Tops/Table Tops
(shared)



Chairs/Arm Rests



All Handles/Crash Bars
(door, cabinet, faucet)



Switches



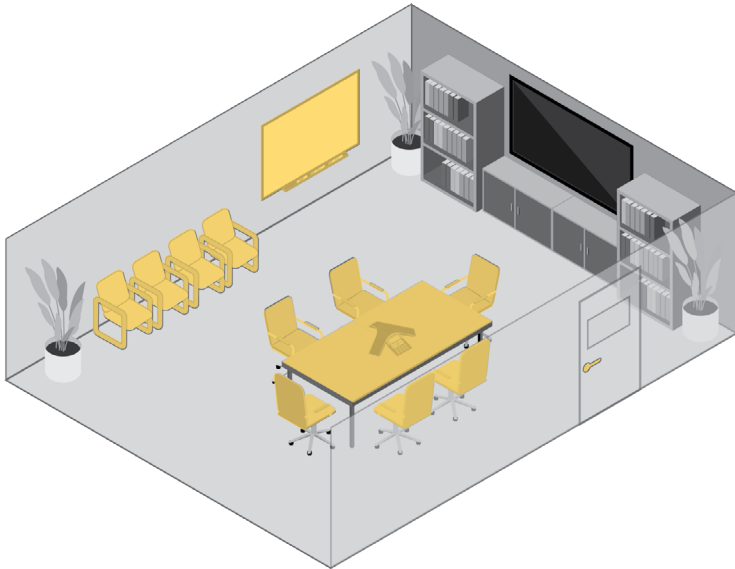
Phones, Touch Screens, Printer/
Copier (as approved)

Shared, Frequently Touched Surfaces to Clean and Disinfect



PROTOCOLS

Conference Room



Desk Tops/Table Tops



Chairs/Arm Rests



All Handles/Crash Bars
(door, cabinet, faucet)



Switches



Phones, Touch Screens
(as approved)

Breakroom



Countertops



Chairs/Arm Rests



All Handles/Crash Bars
(door, cabinet, faucet)



Switches



Appliances (exteriors,
push buttons, handles)



Vending Machines
(buttons, lid)



Desk Tops/ Table Tops



Shared, Frequently Touched Surfaces to Clean and Disinfect



PROTOCOLS

Office



Desk Tops/Table Tops (shared)



Chairs/Arm Rests

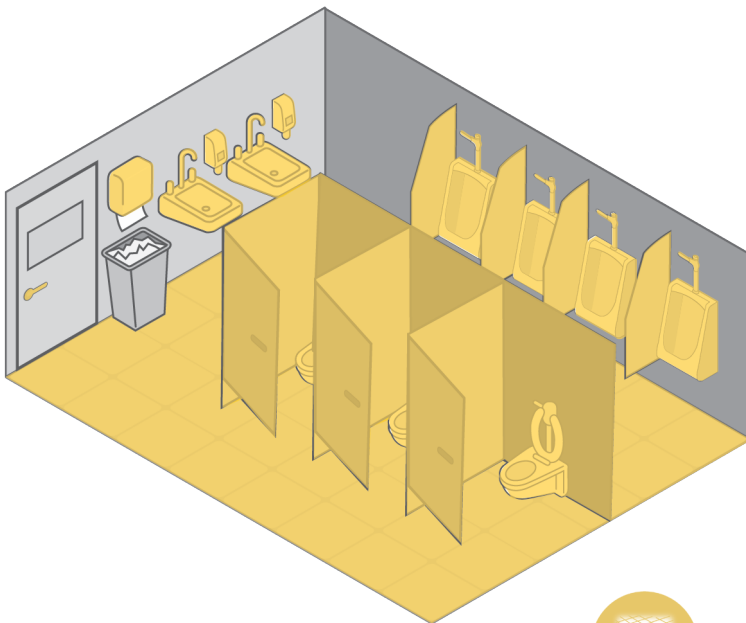


All Handles/Crash Bars (door, cabinet, faucet)



Switches

Restroom



Toilets/Urinals (flush handles, seats, partition)



Dispensers (push plates)



All Handles/Crash Bars (door, cabinet, faucet)



Switches



Receptacles (fem. hygiene)



Railings



Floor*

*While floors are not considered shared, frequently touched surfaces, we recommend disinfecting restroom floors due to the potential for exposure to contaminants and pathogens.

Pathogen Transmission Risk Assessment Tool



PROTOCOLS

Please use this tool to help identify and prioritize “high-risk areas” in your facility to clean and disinfect.

Instructions

1. Determine an area you want to evaluate in terms of risk of pathogen transmission.
2. Answer the questions below and assign a risk level score (1-5).
3. Total your risk scores.
4. Prioritize cleaning and disinfection in areas with higher risk scores.

Questions to determine	Choices	Risk Score	Examples	Evaluation
1 Probability of Contamination with Pathogens How frequently are surfaces/objects exposed to blood, other body fluids such as vomit, urine, and mucous or mold?	Routinely	5	Emergency rooms; restrooms	
	Occasionally	3	Classrooms	
	Hardly	1	Conference rooms	
2 Vulnerability of Population to Infection How susceptible to infection are people occupying the space?	Highly	3	Very young, very old and people with certain medical conditions	
	Slightly	1	Relatively healthy people	
3 Potential for Exposure Are there surfaces that are touched frequently by multiple people?	Yes	3	Door knobs, light switches, pencil sharpener	
	No	1	Ceilings, walls, shelves, individual desks	
4 Traffic Is the area high-traffic?	Yes	3	Classrooms, airports, breakrooms	
	No	1	Individual offices	
5 Hygiene Access & Practices Are supplies to practice good hygiene readily available?	abundant	1	Disinfecting wipes, hand soap and sanitizers (min. 60% alcohol), and tissues near where people congregate	
	scarce	2	No/limited disinfecting wipes, hand soap and sanitizers (min. 60% alcohol), and tissues near where people congregate	
Actively promotes good hygiene practices	Yes	1	Signage on proper hand washing, cough etiquette, mask wearing, etc., placed in visible locations	
	No	2	No/limited signage on proper hand washing, cough etiquette, mask wearing, etc.	
Does the area have good ventilation?	Yes	1	Well-maintained HVAC system with high-efficiency filters; able to measure indoor air quality	
	No	2	Poor ventilation system; limited access to fresh air	
Total				

