



Keeping the workplace clean is always important, but especially now with COVID-19. Frequent handwashing along with regular cleaning and disinfecting of the workplace can go a long way in slowing the spread of disease.

- Remove clutter from the workplace. Get rid of what you do not need. It will be easier to clean.
- Set up a cleaning and disinfection schedule. Identify the things and surfaces people frequently touch and clean and disinfect them often. Shared areas like breakrooms should be cleaned at least once daily.
- Follow directions on the label.
 - You can use products that are ready to use or concentrated. If you dilute from concentrate, use gloves and safety goggles to prevent chemical burns and irritation.
 - Contact time is the amount of time a surface must be wet with a disinfectant to kill viruses. A surface should remain wet with diluted household bleach for at least one minute to kill bacteria and viruses.
 - Use personal protective equipment (PPE) including gloves and safety goggles to prevent contact. Some ingredients in disinfectants can

irritate the nose, throat, or lungs. Choosing products with hydrogen peroxide, alcohol, lactic acid, and citric acid can avoid this problem.

- Never mix chemicals. This can create poisonous gases.
- Only use chemicals in well ventilated areas. Turn on fans or open windows when cleaning.
- Train employees. Have them clean surfaces with soap and water before applying disinfectant products. Inform them of the hazards they are working with, ensure they have access to Safety Data Sheets, and have the proper PPE.



Resources

[Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[Back to Work Safely™ Labor and Industries](#)

<https://www.lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources>