



Frequently Asked Questions about Cleaning and Disinfecting the Workplace to Prevent the Spread of COVID-19

How often should I be cleaning?

The CDC provides information about [when to clean versus when to disinfect](#) your workplace. In general cleaning followed by disinfection of the entire facility once a day should be enough to minimize risks. Clean and disinfect all frequently touched surfaces such as workstations, countertops, cash registers, handrails, light switches and doorknobs more often throughout the day.

How should I be cleaning and disinfecting my workplace?

When cleaning and disinfecting increase air flow for good ventilation. Open doors, windows and turn on ceiling fans to make ventilation better while cleaning. Wear gloves during the whole cleaning process and wash your hands with soap and water when finished. Train staff to use chemical disinfectants safely and according to the information on the label. To minimize inhalation exposure, try to use cleaning wipes versus sprays when possible.

Are surface disinfectants safe? Will they damage surfaces? Can I just use alcohol wipes?

Used properly, surface disinfectants will not harm surfaces. When used correctly, [alcohol wipes](#) are effective against COVID-19, as long as they contain at least 60% ethanol (preferred) or 70% isopropanol. Do not use products containing methanol. Read product label closely to clean and disinfect surfaces properly. Use wipes instead of spray when possible.

Which disinfectants work to eliminate COVID-19?

Select products from the [List of EPA Approved Disinfectants](#) for COVID-19. General advice for cleaning and disinfecting your workplace can be found on the [CDC website](#).

If I don't have an EPA approved disinfectant, what can I use?

Clean surfaces with soap and water if they are visibly dirty. Diluting chlorine bleach in water can be an effective disinfectant. Follow these [guidelines for how much bleach and how much water to mix](#). This option can be used on hard surfaces but may stain fabrics. Be sure to wear gloves when using this option. Ethanol or isopropyl alcohol solutions with at least 60-70% alcohol may also be used as a disinfectant.

Should I use a HEPA filter vacuum?

Yes, you should use a HEPA filter vacuum, if possible. Using vacuum cleaners without a HEPA filter may increase spread of COVID and dust in your business.

What should I have available for my clients?

You should provide hand sanitizing stations at key places such as by the doors and register. You can also have disposable surgical masks for clients who arrive without a mask.

Should I do any additional cleaning or disinfection if I find out that an employee or client was in the business and positive for COVID-19?

If an employee or client tests positive for COVID-19 after coming to work, follow [these steps](#) to clean and disinfect your workplace. It is unlikely that you will need to close your business if you follow proper cleaning and disinfecting practices.