

Contact EH&S at (510) 642-3073 or [ehs@berkeley.edu](mailto:ehs@berkeley.edu) for questions or assistance.

## Researcher Guide to Routine Sanitizing and Housekeeping

### Purpose and Scope

1. To identify spaces that researchers and laboratory workers are responsible for cleaning and disinfecting
2. To provide guidance on routine cleaning and disinfecting steps of high-touch surfaces and equipment within the lab and/or office that personnel occupying those spaces are responsible for

### Examples of High-Touch Points

High-Touch Surfaces and Equipment	
Pipettes	Benchtops
Light Switches	Autoclaves
Sink Handles	Hand Tools
Shared Glassware	Scales / Balances
Shared Instrumentation	Chair Backs / Armrests
Door Handles / Knobs, Cabinets, Drawers	Other Shared Electronics
Touch Interface Systems (Computers, Peripherals, etc.)	Fume Hood Sash, Utility Valves, Air Foil, etc.

### Wear the Appropriate PPE

When performing cleaning and disinfecting in lab spaces, researchers and staff are required to wear standard lab attire (gloves, eyewear, lab coat) when cleaning any surfaces that could potentially be chemically contaminated, such as benchtops, instrumentation and hoods. The following may be used for all tasks in the cleaning process, including handling trash:

- Protective Eyewear
- Chemically compatible gloves and lab coats
- Site or facility-specific PPE requirements, which may complement or supersede the guidelines listed here
- Other PPE as specified in process-specific standard operating procedures or directions



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## Use EPA Approved Disinfectants

A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). In general, most Clorox and Lysol products will be effective, so long as the active ingredient is sodium hypochlorite, quaternary ammonium, citric acid, or hydrogen peroxide (concentration not specified by CDC). Use of pre-moistened disinfectant wipes, or wiping with paper towels and 70% alcohol (5 min contact to kill virus), or diluted Clorox (4 tsp. per quart of water, 1 min contact to kill virus) and similar bleach products, are acceptable protocols. **Alcohol is a flammable liquid and is subject to Fire Code restrictions on quantity and handling. Do not purchase large quantities for disinfection.** Never mix household bleach with ammonia or any other cleanser. Review SDS and/or other use directions of disinfectants prior to using.

## Make Note of Disinfectant Contact Time

DO NOT assume that disinfectant works on contact. Most disinfectants need time to work. Refer to the link in the previous section for contact times for common disinfectants. In general, follow the instructions on the label to ensure safe and effective use of the product.

## Pay Attention to Surface and Equipment

- For electronics such as tablets, touch screens, keyboards, remote controls, etc., remove visible contamination if present. Consider use of wipeable covers for electronics.
  - Follow the manufacturer's instructions for all cleaning and disinfection products such that the extent of disinfecting is effective, while not damaging the surface / equipment.
- Dry surfaces thoroughly to avoid pooling of liquids.

## Consider Other Precautions in the Process

- Ensure areas to be cleaned and disinfected are well ventilated.
- Be mindful of physical distancing practices when performing routine cleaning and disinfecting.
- More frequent cleaning and disinfection may be required based on level of use, especially when involving common use equipment.
- It's recommended to keep a record / log book of areas to be cleaned; include in the record names of personnel responsible for each space and the date when last sanitizing was performed.
- Practice proper chemical and personal hygiene. Wash hands thoroughly after performing cleaning and disinfecting steps.