

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

Guide to Routine Disinfecting and Housekeeping

Please consider these guidelines as you return to work and begin routinely cleaning and disinfecting high-touch surfaces and equipment within the office or work area that you are responsible for.



Cleaning Surfaces in the Workplace

Departments will need to supplement campus efforts to clean and disinfect office spaces, breakrooms, etc. Your worksite-specific plan should detail the spaces where increased disinfection is required and may include multiple cleanings of individual workplace surfaces, high-traffic / common areas, and shared equipment.

Examples of High-Touch Surfaces and Equipment:

- Light Switches
- Sink Handles
- Door Handles / Knobs, Cabinets, Drawers
- Hand Tools Chair Backs / Armrests
- Touch Interface Systems (Computers, Peripherals, etc.)
- Shared Equipment (e.g. copiers)
- Other Shared Electronics

Areas that Campus Facilities Services is Responsible for Disinfecting

- Building entries
- Bathrooms
- Building hallways
- Lobbies
- Elevators
- Commonly used door knobs (stairwell entrances, hallways)
- Designated conference rooms

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Using Disinfectant Supplies

Use EPA Approved Disinfectants

The EPA has released a [list of approved products](#) that are for use against the virus that causes COVID-19. 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). Ensure areas to be cleaned and disinfected are well ventilated as fumes may be irritating. Please keep in mind that some products may be limited due to high demand. Use of pre-moistened disinfectant wipes, or wiping with paper towels and 70% alcohol (5 min contact to kill virus), or diluted bleach or other similar products (4 tsp. per quart of water, 1 min contact to kill virus), are acceptable procedures.

Common Disinfectants for COVID-19

Diluted bleach such as Clorox

Lysol disinfecting spray

Quaternary ammonium wipes

Hydrogen peroxide wipes

Sourcing Disinfectant Supplies

Please work with your building manager or coordinator who may submit requests for supplies through the COVID-19 Replenishment Request Center. **The following supplies are available through the request center:**

- buckets with wipes (including refill requests)
- spray bottles of disinfectant
- paper towels
- disposable masks
- gloves

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Campus facilities services will install centralized hand sanitizer stations for buildings that are approved to reopen. The stations will be located in elevator landings/lobbies for each floor. If one of the centralized stations is out of sanitizer, please let your building manager know. At this time, facilities services will not provide sanitizers to each department through the replenishment request center.

Make Note of Disinfectant Contact Time

DO NOT assume that disinfectant works on contact. Most disinfectants need time to work. Refer to the [list of EPA approved products](#) for contact times for common disinfectants. In general, follow the instructions on the label to ensure safe and effective use of the product.

Important Reminders

Take Precautions When Using Disinfectant Supplies

Flammable Liquids

- All flammable liquids (such as hand sanitizer and alcohol) are subject to storage and handling requirements of the Fire Code and are not suitable in large quantities for non-laboratory settings. Contact EHS@berkeley.edu if you have concerns about stored chemicals.

Mixing Incompatible Disinfectants

- Never mix household bleach with ammonia or any other cleanser.
- Store bleach and ammonia separately from each other.
- Review labels, Safety Data Sheets, or other use directions prior to using disinfectants.

Wear the Appropriate PPE

- Always check the label on cleaning products and follow the specific instructions.
- If occasionally cleaning your own space, gloves do not need to be used. It is recommended to wash your hands before and after cleaning.
- For frequent or prolonged use, gloves are recommended.

Pay Attention to Surface and Equipment

- For electronics such as tablets, touch screens, keyboards, remote controls, etc., remove visible filth with soap and water, or other cleaner, before wiping with a disinfectant.

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- 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, after the contact time has elapsed, to avoid pooling of liquids.

Other Precautions and Considerations

- Ensure areas to be cleaned and disinfected are well ventilated.
- Be mindful of physical distancing practices when performing routine cleaning and disinfecting around others.
- 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 disinfection was performed.
- Practice proper personal hygiene. Wash hands thoroughly after performing cleaning and disinfecting steps.

Resources

- [EPA's Disinfectants for Use Against SARS-CoV-2 \(COVID-19\) List](#)
- [CDC's Cleaning and Disinfecting Your Facility Guidance](#)
- [UC Berkeley COVID-19 Health and Safety Guide for Returning to the Workplace](#)