

## ROUTINE CLEANING, SANITIZING, AND DISINFECTION: GUIDELINES FOR SHELTERS

Take proper steps for cleaning, sanitizing, and disinfecting surfaces to remove germs that can make people sick. Surfaces that people touch a lot (door handles, railings, light switches, chairs, tables) and bathroom and kitchen surfaces should be cleaned, sanitized, and disinfected routinely.

### **CLEAN, SANITIZE, AND DISINFECT COMMON AREAS DAILY**

Daily disinfection of surfaces that people touch frequently can help decrease the spread of germs. When illness has been identified in a staff member, guest or resident, consider disinfecting surfaces multiple times per day.

**Cleaning** uses soap or detergent to **remove dirt and debris** from surfaces.

**Sanitizing** is meant to **reduce, but not kill**, the occurrence and growth of germs from surfaces.

**Disinfection** uses a chemical to **kill germs** on surfaces that are likely to harbor germs. Disinfectants work best on a clean surface and usually require a longer surface contact period (between 1 - 10 minutes) to work.

| Surfaces to Clean and Sanitize  | Surfaces to Clean and Disinfect  |
|---|--|
| <ul style="list-style-type: none"> <li>• Food contact surfaces</li> <li>• Common areas</li> <li>• Sofas</li> <li>• Tables</li> <li>• Chairs</li> <li>• Remote controls</li> <li>• Phones</li> <li>• Elevator buttons, light switches, etc.</li> <li>• Railings</li> <li>• Wheelchairs</li> <li>• Spaces to meet with clients</li> </ul> | <p>Bathrooms</p> <ul style="list-style-type: none"> <li>• Sinks</li> <li>• Handles or knobs (door, toilet, etc.)</li> <li>• Dispensers (soap, paper towel, sanitary napkin)</li> </ul> <p>Between guests</p> <ul style="list-style-type: none"> <li>• Cots</li> <li>• Storage bins</li> <li>• Sleeping mats</li> <li>• Mattresses</li> <li>• Bed frames</li> </ul> |

### **SUPPLIES FOR CLEANING, SANITIZING, AND DISINFECTION**

Ensure supplies are stocked and available for cleaning and disinfecting:

- Personal protective equipment: disposable gloves, eye protection, clothing that covers exposed skin, face mask
- Properly labeled spray bottles & measuring cups
- Scrubbing pads/cleaning brushes, paper towels, garbage bags

### **HOW TO SELECT A SANITIZER AND/OR DISINFECTANT**

Sanitizing and disinfecting cleaners and wipes are readily available and come in pre-mixed formulas such as kitchen or bathroom disinfectant as well as hospital-grade formulations. These products are effective for cleaning and sanitizing common surfaces. To select the best one for your facility, read the label for guidance.

**Common types of disinfectants to choose from include:**

- Bleach/sodium hypochlorite
- Quaternary ammonias (ammonium chloride formulations)
- Accelerated hydrogen peroxides

**HOW TO USE “DISINFECTANT WIPES” EFFECTIVELY**

To use wipes for disinfecting, use a “wipe, discard, wipe” technique. Wipe the surface to clean away dirt or debris, discard the wipe, and then wipe again with a fresh wipe and allow the surface to air dry.

**STEPS FOR CLEANING, SANITIZING, AND DISINFECTING USING SPRAY SOLUTIONS**

**1. Clean first:**

Spray your surface with a cleaning solution. Wipe or rinse with water. Use a scrubbing pad or brush to remove debris. If using a disinfectant cleaner, follow the instructions on the product label for cleaning.

**2. Apply your Sanitizer/Disinfectant:**

Wet the surface and leave solution on the surface for the recommended contact time, generally between 1 - 10 minutes. Dry with a paper towel or let the surface air dry.

**HOW TO CLEAN UP VOMIT AND DIARRHEA**

Take extra precautions for cleaning vomit and diarrhea. Open windows or use a fan for ventilation. Use personal protective equipment (gloves, face mask, eye protection, protective clothing). Clean the area to remove the vomit or diarrhea. Disinfect with a 5,000 ppm solution of bleach and water and allow it to sit on the surface for 1-2 minutes before wiping with a paper towel or air drying. Dispose of all soiled items in a garbage bag and remove it from your facility right away.

For more information, see the factsheet: “How to Clean up Vomit, Diarrhea and Blood”

**HOW TO MIX A BLEACH SOLUTION**

- Identify the bleach/sodium hypochlorite % on the label and prepare your sanitizing or disinfecting solution based on the surface or area you are cleaning (see table below).
- Use cool water, not warm or hot water, for mixing.
- Mix fresh solutions for sanitizing and disinfecting. If using a spray bottle, mix daily, and if using a bucket with rags, make a new batch every 2-4 hours.
- Always add the bleach to the water.
- Do not mix liquid bleach with other cleaning products.

|   | <b>To one gallon of water, add:</b>     |   |
|---|---|---|
|   | <i>8.25% bleach/sodium hypochlorite</i> | <i>5.25% bleach/sodium hypochlorite</i> |
| <b>Sanitizing (100 PPM)</b>                                     | 1 teaspoon                              | 1 teaspoon                              |
| <b>Disinfecting (600 PPM)</b>                                   | 2 tablespoons                           | ¼ cup                                   |
| <b>Special disinfecting (5000 PPM): vomit, diarrhea, blood*</b> | 1 cup                                   | 1 ½ cups                                |

\*see the factsheet “Cleaning to Kill Hepatitis A” for more information