

# GUIDANCE FOR DISINFECTION OF COMMON TOUCH SURFACES

During the COVID-19 pandemic, diligence in the disinfection of common touch surfaces is critical to preventing the spread of disease.

- Disinfect common touch surfaces at least twice a day using an appropriate disinfecting solution:
  - Commercially available, EPA-registered household disinfectant (i.e. Lysol, Chlorox, or equivalent disinfecting products), following instructions on the label.
  - Diluted bleach solution may be used if commercial products are not available.
    - Check the label to confirm the bleach is intended for disinfection and the product is not past its expiration date.
    - To make bleach solution, mix:
      - 5 tablespoons (1/3 cup) of bleach per gallon of water
      - OR
      - 4 teaspoons bleach per quart of water
    - Solution is only effective for 24 hours. Mix new solution daily.
  - If using diluted bleach, use one of these methods for dispensing the solution:
    - Spray method
      - Mix solution in a spray bottle.
      - Spray solution onto a paper towel.
      - Wipe down surface, leaving the surface wet for 1 minute.
    - Wipe method
      - Mix solution and place in plastic container with a cover.
      - Add paper towels to the container make sure they are submerged in solution.
      - Wring out paper towel and wipe down surface, leaving the surface wet for 1 minute.
- Visibly dirty surfaces must be cleaned with soap and water prior to disinfection.
- **Do not** use the intermediate-level disinfecting wipes or spray that is used in the clinical area for disinfection of common touch surfaces.
- Pens: used by only one (1) patient. After use, place pens in a container labeled “Dirty” and disinfect with one of the methods above according to the schedule.



- Electronics: if manufacturer's instructions for cleaning and disinfection and reusable or disposable barriers are not available for keyboards, credit card machines, etc., alcohol-based disinfectant wipes or sprays with at least 70% alcohol are preferred.
- Signature pads – disinfect after each use



# DISINFECTION CHECKLIST

Surfaces	Monday		Tuesday		Wednesday		Thursday		Friday	
	Noon	EOD	Noon	EOD	Noon	EOD	Noon	EOD	Noon	EOD
<b>Office</b>										
Telephone handsets & key pads										
Computer keyboards & mouse										
Door handles/knobs										
Restroom sinks, faucets, handles, etc										
<b>Reception Area</b>										
Counters										
Chair arms										
Tables										
Pens										
Copy machine										
Credit card machine										
<b>Staff/Break room</b>										
Table										
Chairs										
Counters										
Microwave										
Water dispenser										
Refrigerator										
Coffee maker										

