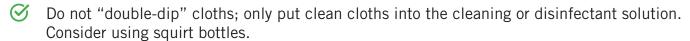# General Cleaning and Disinfecting Tips

- Cleaning removes germs, dirt, dust, and body fluids from surfaces using water, detergents, and, most importantly, friction (e.g., scrubbing and rubbing).

- While cleaning removes germs, it does not kill them.

- Disinfection kills germs using chemicals. It is important to clean before disinfection.

- Read and follow all manufacturer instructions for cleaning and disinfectant products.

- Follow site policies and procedures (if available) for cleaning and disinfection.

- Check the disinfectant label to see how long it needs to be left wet on the surface for it to be effective (also known as contact time) and what germs it is effective against.

- Make sure that the disinfectant is safe to use after the cleaning product. Some cleaning products and disinfectants are not compatible.

- Make sure cleaning and disinfectant products are not expired.

- Do not "top-up" cleaning or disinfectant solutions.

- Do not "double-dip" cloths; only put clean cloths into the cleaning or disinfectant solution. Consider using squirt bottles.

- Personal protective equipment (PPE) is equipment worn to protect yourself against potential hazards. PPE includes gloves, gowns, and facial protection. You should use PPE appropriately when cleaning based on the risk of exposure to germs. Make sure to clean your hands before and after using PPE.

- Use a caddy or cart to store cleaning and disinfecting supplies, PPE, and alcohol-based hand rub (ABHR).

- Clean and disinfect from clean to dirty areas, from top to bottom, and from low-touch to high-touch surfaces. This helps to make sure that dirtier areas don't contaminate the cleaner areas.
  - High-touch surfaces (e.g., door knobs, light switches) should be cleaned and disinfected at least daily, and more frequently if a lot of people at your site are sick.
  - Low-touch surfaces (e.g., floors, walls) require cleaning on a regular, but not necessarily daily, basis. However, they should be cleaned immediately when visibly soiled.

- Clean cleaning equipment after use to avoid the growth of germs.