

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

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.

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

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