

## Cleaning Touch Points in Offices

As part of Duluth Facilities Management's response to COVID19, we are asking faculty, staff and students to clean their office space so custodians can focus on increased cleaning and disinfection of public spaces.

In order for disinfection to be effective, surfaces must be clean. Ensure the areas to be disinfected are free of debris and dust. Dust surfaces from top to bottom.

First clean with Multi-Surface Cleaner (blue label) to remove all debris. Disinfect with MultiMicro 200 (yellow label). It is important to get proper dwell times (5 minutes) with disinfectant. It is best to spray surfaces and let air dry. Exception to this direct spray is electronic equipment. Never direct spray electronic equipment. Spray disinfectant into paper towels and wipe surfaces.

## Common Touch Points to Consider

Clean and disinfect frequently touched surfaces at least daily. These may include:

- Door knobs and handles
- Light switches
- Keyboards and mice
- Telephones (receivers and buttons)
- Shared remote controls
- Chair arms
- Copiers
- All surfaces, horizontal and vertical

Dispose of paper towels in compost bin or trash can. Wash your hands for at least 20 seconds with soap and water after disinfecting office.

## Reminder

Our chemicals have expiration dates. MicroSolution (blue label) should be used or refilled every 30 days from date of dispensing (see label on spray bottle). MultiMicro 200 (yellow label) should be used and refilled within 7 days of dispensing. The spray bottles are reusable and it is important in our cost control measures. Additionally, it is difficult to get spray bottles from our vendors. **Please help us keep costs low by returning spray bottles to your custodian or to the campus distribution points when expired or empty.**

**Note:** Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, consider using covers that protect the keys but enable use of the keys.

