



Procedures to Clean and Disinfect

Cleaning and Disinfecting Procedures:

Below are tips on how to slow the spread of Flu / COVID 19 specifically through cleaning and disinfecting.

Daily clean and disinfect surfaces and objects that are touched often, such as desks, breakroom tables and chairs, countertops, doorknobs, computer keyboards, copiers, faucet/lavatory handles, and phones. Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, a person trained in bloodborne pathogens will use a bodily fluid cleanup kit. Remove the spill, and then clean and disinfect the surface.

Break areas will be cleaned and disinfected at the following intervals:

- Prior to the start of the shift.
- After each break including lunch

Vehicles and all equipment will be cleaned and disinfected at the following intervals:

- At the start of each shift
- Prior to changing drivers or passengers

Tools, electronics and other handheld items that are shared with other employees will adhere to the following recommendations:

- Wear gloves when handling any such items.
- Wash hands or use a hand sanitizer prior to and after handling such items.
- Use a disinfectant to spray (where the item can be exposed to liquid or sprays) every hour.

Cleaning and disinfecting product use procedures:

HMW will provide and maintain an adequate supply of cleaning supplies for use on our jobsites and offices. Employees will adhere to the manufacturers recommended use and any PPE required while using.

Flu / COVID 19 viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceilings, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

Clean and disinfect correctly

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water and follow with an EPA-registered disinfectant to kill germs. Read the label to make sure it states that EPA has approved the product for effectiveness against influenza A virus. If a surface is not visibly dirty, you can clean it with an EPA-registered product that both cleans (removes germs) and disinfects (kills germs) instead. Be sure to read the label directions carefully. Use disinfecting wipes on



electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.

Use products safely

Pay close attention to hazard warnings and directions on product labels and SDSs if any.

Handle waste properly

Place no-touch waste baskets where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying waste baskets. Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.