
Touch Point Cleaning Tips in offices

Ensure that areas to be cleaned and sanitized are debris and dust free.

Dust surfaces from top to bottom.

Use your PPE before using any chemical cleaner.

With disinfectant spray and paper towels or sanitizing wipes, wipe the following areas. If possible, use the disinfectant spray and paper towels because wipes are in very limited supply.

- Keyboards
- Telephone receivers
- All surfaces, vertical or horizontal
- Door knobs
- Refrigerator handles
- Chair arms
- Light switches
- Copiers
- Any other “shared” surfaces

Use multiple paper towels or wipes. Do not use the same wipe to clean all of those areas as you will be cross contaminating germs and potential viruses.

Throw your paper towel or wipe in the trash can. Never flush any paper towels or wipe down the toilet. They are not bio-degradable and will clog the plumbing.

Remove your PPE and wash your hands or use hand sanitizer.

Remember the most effective way to kills germs and viruses is handwashing for 20-30 seconds.

The wipe containers and spray bottles we are providing are re-useable and can be refilled. Please return empty containers to your Custodian for refilling. This is vital, as these items are very difficult to procure.