

Job Aid for SBCC: Cleaning Work Area

Please follow these simple procedures when cleaning your work area, including all “high touch” areas. We highly recommend you clean your area multiple times/day. At a minimum, clean at the beginning, middle, and the end of your workday.

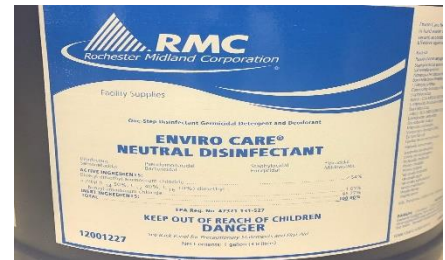
Step 1: Protect Yourself – put on your gloves and other PPE



Step 2: Prepare – make sure you have your paper towels and Enviro-Care Disinfectant Solution (ECDS)



Step 3: Apply – spray the ECDS on all “high touch” surfaces and allow to sit for at least 15 seconds



Step 4: Wipe – Use the paper towels to wipe off the ECDS from applied surfaces



Step 5: Discard – once finished, place the used paper towel in your trash receptacle.



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Step 6: Discard Again – properly remove your gloves and place in your trash receptacle. **DO NOT REUSE.**



Step 7: Wash – wash your hands with soap and warm water



High Touch areas include:

- Entry area handles, i.e., door handles
- Immediate work area, i.e., desk, desk phone, keyboard, mouse
- Desk handles