

Sanitize & Disinfect

Germ on surfaces can make you sick. Protect your health.

Steps to Sanitize or Disinfect

- **1 Protect yourself** - always wear gloves (and a mask and apron if disinfecting)
- **2 Clean surfaces to remove dirt** before disinfecting or sanitizing (for disinfecting wipes, use separate sheets for steps 2 and 3)
- **3 Spray and leave sanitizer/disinfectant** on the surface for the label's recommended amount of time
- **4 Dry surface with a clean paper towel** or let the surface air dry

Daily Sanitizing & Disinfection



Sanitize frequently touched surfaces 1-3 times daily (doorknobs, railings, light switches, remotes, etc.)



Disinfect sleeping areas weekly, when dirty, and between clients



Clean and disinfect bathrooms and kitchens 1-3 times daily and sanitize showers between uses

How to mix your disinfectant or sanitizer solution:



Disinfectant
1/4 cup 8.25% bleach +
4 cups water

-OR-

3/8 cup 5.25% bleach +
4 cups water



Sanitizer
1/4 tsp bleach +
4 cups water





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Clean Up Vomit, Diarrhea, or Blood

1



Protect yourself – wear gloves, an apron, eye protection, shoe covers, and a face mask

2



Use kitty litter or baking soda to soak up big spills and scoop up (don't vacuum)

3



Use paper towels and soapy water for wiping and cleaning

4



Spray area with disinfectant and let it sit for the amount of time recommended on the label

5



Wipe the area with a paper towel or let it air dry

6



Clean and disinfect scrub brushes and other non-disposable supplies (e.g. machine wash reusable mop heads with hot water and 1/2 cup of bleach)

7



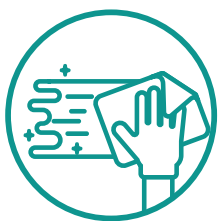
Double bag all soiled items and throw them out

8



Wash hands after clean-up





Sanitize & Disinfect CHECKLIST

Use this checklist if you are in charge of setting up, managing, equipping or inspecting facilities that serve people experiencing homelessness.

Help your team understand when to clean, sanitize, or disinfect.

- ☐ **Clean with soap and water** when you want to remove dirt and debris from surfaces. This is the first step you take before sanitizing or disinfecting.
- ☐ **Sanitize when you want to reduce, but not kill all, the germs on surfaces.** It's good for frequent uses, such as prepping a food service area, washing dishes, or spraying a shower stall before use.
- ☐ **Disinfect when you want to kill germs on surfaces.** You want to disinfect after cleaning up bodily fluids or when you want to kill germs on highly used surfaces like doorknobs, handrails, or light switches.
- ☐ **Instruct people to use disinfectant wipes properly.** Use one wipe to clean and a separate wipe to disinfect.
- ☐ **See Appendix F** for more details about cleaning, sanitizing, and disinfecting.

Use the right product for the right job.

- ☐ **Purchase a product that kills or reduces the germs** you want to control. For instance, many products are not effective against hepatitis A, so be sure to check that information.
- ☐ **Choose a product that cleans and disinfects.**
- ☐ **Always read labels** and use products according to the instructions. See Appendix I for how to read product labels.
- ☐ **If the choices are overwhelming, a simple bleach and water solution works** for most circumstances. See this section's visual guide or Appendix F for mixing instructions.

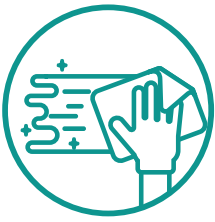
Store chemicals safely.

- ☐ **Ensure chemicals are stored below and/or away from food and food surfaces,** and out of the reach of children and pets.
- ☐ **Keep chemicals in their original labeled containers** unless pre-mixing solutions for use (e.g. spray bottles).
- ☐ **Label all spray bottles** with chemical + water solutions (more information on pre-mixing below).
- ☐ **Post the phone number for poison control.**
- ☐ **Contact your local labor and industries representative** for more information about requirements for your facility to comply with WISHA chemical safety standards.

Pre-mix sanitizers and disinfectants for easy use.

- ☐ **Mix solutions ahead of time** and label spray bottles or containers with the amount of chemical + amount of water and whether the solution is a sanitizer or disinfectant. See example for labeling in Appendix J.
- ☐ **Mix fresh solutions for sanitizing and disinfecting regularly.**
 - If using a spray bottle, mix daily.
 - If using a bucket with rags, make a new batch every 2-4 hours. Use clean rags.
 - Or follow the instructions on the chemical's label.
- ☐ **Never mix chemicals or cleaning solutions together.**

Checklist continues on the next page



Sanitize & Disinfect CHECKLIST

CONTINUED

- **Review Public Health’s Cleaning, Sanitizing, and Disinfection Guidelines** in Appendix F and post instructions for the products that you are using in areas where you prepare your disinfectant.

Schedule daily sanitizing and disinfecting rounds.

- **Create a master cleaning schedule** that covers cleaning requirements for the entire site, including:
 - Restrooms and showers
 - Kitchen and eating spaces
 - Sleeping spaces
 - Common areas and high-touch surfaces
- **See Appendix G for a sample master cleaning schedule.**

Make supplies and protective gear easy to access.

- **Stock supplies and protective gear** and ensure everyone can access them for:
 - General cleaning
 - Cleaning up diarrhea, vomit, and blood
 - Washing linens and client belongings

- **Ensure you have the following on hand for cleaning:**

- Disposable gloves
- Disposable face masks
- Absorbent material (e.g. kitty litter or baking soda) to clean up liquids
- Grabber tool and sharps container for needles and sharps
- Grabber tool for collecting other garbage
- Aprons (water resistant) or smocks to cover exposed skin or clothing
- Measuring cups
- Scrubbing pads/cleaning brushes
- Cleaning and disinfectant solutions in properly labeled spray bottles
- Paper towels and garbage bags
- Shoe covers
- Eye protection, such as goggles
- Scoop or scraper (e.g. inexpensive dustpan)
- Signs that say “caution – wet floor” or safety cones to block off temporarily contaminated areas



Questions about sanitation and hygiene? Call 206-263-9566