

## How to Clean and Disinfect?

### Clean

- Wear reusable or disposable gloves for routine cleaning and disinfection.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- Practice routine cleaning of frequently touched surfaces. High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

### Disinfect

- Use cleaning products provided by Baker College for your office or workspace. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping surface wet for a period of time (see product label)
- Follow manufacturer's instructions for application and proper ventilation. Never mix cleaners together.
- Leave solution on the surface for at least 1 minute.
- Bleach solutions will be effective for disinfection up to 24 hours.



### Electronics

For electronics, such as laptops, touch screens, keyboards, telephone, and remote controls.

- Frequently wipe items down with disinfecting wipes provided by Baker College.
- Allow surfaces to dry on their own. Disinfectants must be allowed to act on the surface to be effective. This should take only a few minutes.
- Follow **manufacturer's instruction** on product for cleaning and disinfecting.

Small meeting rooms, on-site fitness centers, student centers, and breakrooms are closed until further notice; however, microwaves and appliances are available to use.

Employees are required to disinfect the microwave, and any other appliance that is used, before and after each use.

