



New Jersey Institute
of Technology

5 Steps to Effective Disinfection

Environmental Health and Safety

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5 Steps to Effective Disinfection

- 1. Survey Your Workspace**
- 2. Establish a Disinfection Plan**
- 3. Use Appropriate Disinfectants**
- 4. How to Disinfect**
- 5. Proper Glove Use**



1 Survey Your Workplace

Cleaning and disinfecting is a vital part of reducing the risk of exposure to COVID-19.

To establish an effective disinfection strategy, it is important to survey your workplace.

- Consider what items can be moved or removed completely to reduce frequent handling or contact.
- Determine what kinds of surfaces and materials make up the area.
- Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges of disinfecting them.
- Most surfaces and objects will just need normal routine cleaning.

2 Establish a Disinfection Plan

Frequently touched surfaces / objects will need to be cleaned, and then disinfected.

1. Develop a routine cleaning schedule with soap and water

Routine cleaning decreases the amount of germs and dirt on surfaces and objects.

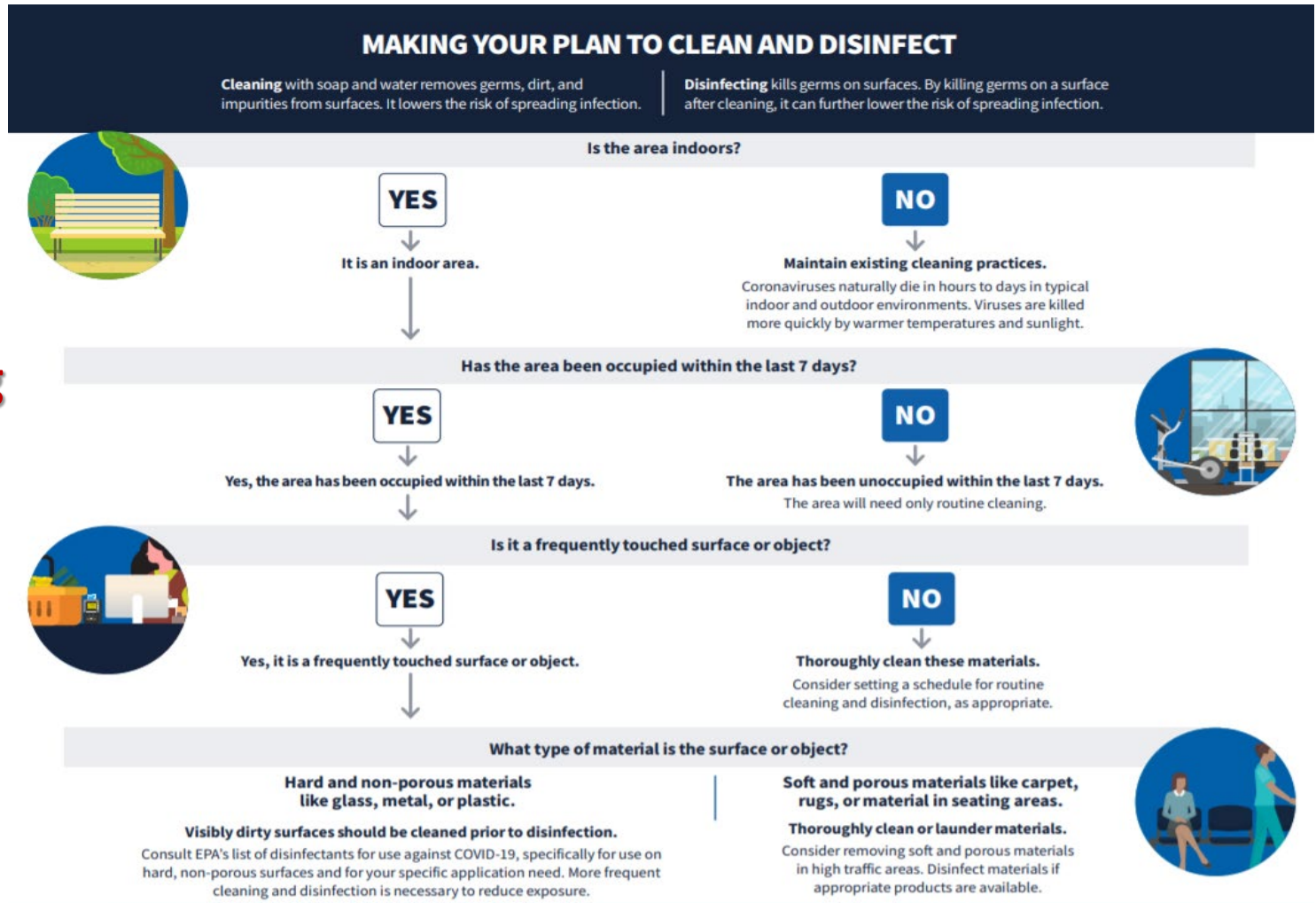
2. Implement a disinfection schedule

Frequently touched surfaces and objects, such as light switches, desk, and doorknobs, will need to be cleaned, and then disinfected.

3. Ensure cleaning and disinfection strategies are sustainable

2 Establish a Disinfection Plan

Cleaning & Disinfecting Decision Tool



3 Use Appropriate Disinfectants

Ensure disinfectants are safe to users, surfaces, objects, and materials.

- Use [EPA-approved Disinfectants](#)
- Use Alternative Disinfectants if EPA-approved disinfectants are unavailable
 - 1/3 cup of bleach added to 1 gallon of water
Bleach solutions are effective for disinfection up to 24 hours.
 - 70% Alcohol Solution
- Use water at room temperature for dilutions unless stated otherwise on the label
- Use no more than the recommended amount of cleaning solution
- Ensure all containers of cleaning and disinfectant solutions are properly labeled.

4 How to Disinfect

DO NOT mix bleach or other cleaning and disinfection products together.

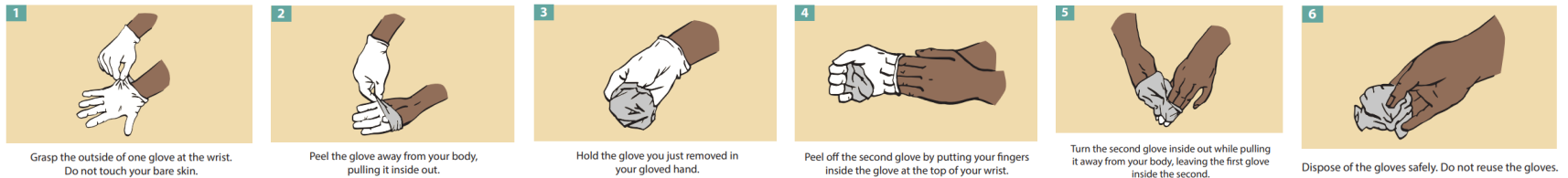
- 1. Check that your product is [EPA-approved](#) or use alternative disinfectant**
Ensure the area/room has adequate ventilation prior to cleaning and disinfecting.
- 2. Don gloves and other protective gear as needed**
Ensure your hands are clean and dry before putting on disposable gloves. Consider eye protection for potential splash hazards.
- 3. Read the label and/or instructions**
Follow manufacturer's instructions. Note the product's uses, the compatible surfaces, and the precautionary statements.
- 4. Pre-clean the surface with soap and water**
Wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.
- 5. Apply disinfectant and allow recommended contact time**
The surface should remain wet the whole time to ensure the product is effective. The contact time can be found in the directions.

4 How to Disinfect

DO NOT mix bleach or other cleaning and disinfection products together.

6. Remove gloves and other protective gear

For disposable gloves, discard them after each cleaning. Wash your hands with soap and water after removing the gloves.



7. Properly store cleaning products and supplies

Store the cleaning products according to the manufacturer's instructions, and away from heat and direct sunlight. Ensure the lids are tightly sealed.

8. Maintain your established disinfection plan

But be flexible. As changes occur with the pandemic recovery, resources may also be impacted.

4 How to Disinfect - Electronics

Dry surfaces thoroughly to avoid pooling of liquids. DO NOT use bleach on electronics.

- Remove visible contamination if present with a lint-free cloth, such as a screen wipe or a cloth made from microfiber.
- Ensure moisture does not get into any openings to avoid damage.
- Avoid excessive wiping and submerging items in cleanser.
- Unplug all external power sources and cables as necessary.
- Do not use aerosol sprays, bleach, or abrasive cleaners.
- Never spray cleaner directly on an item. Consider using wipeable covers for electronics.
- If no manufacturer guidance is not available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.

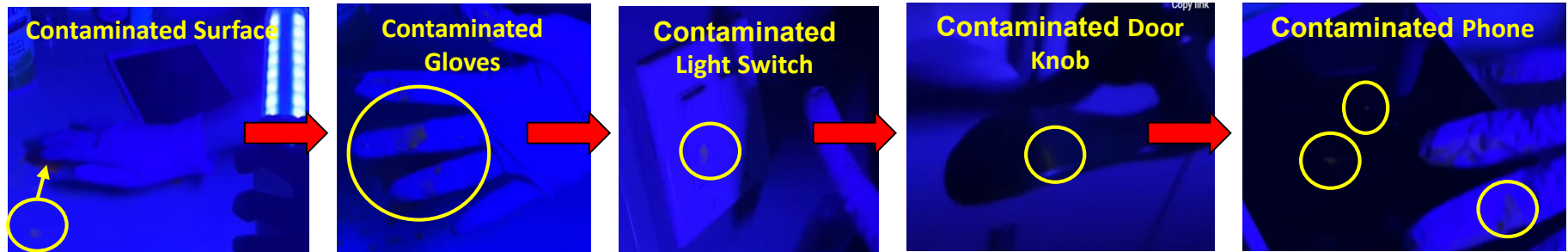
5 Proper Glove Use

Studies have shown frequent glove changes is the best way to reduce contamination.

- Always wash and dry your hands before putting on gloves, between glove changes, and after removing gloves
- Change your gloves any time you would need to wash your hands
- Ensure gloves fit properly and are designed for the task
- Store gloves in a clean, dry area away from direct sunlight and heat
- Avoid cross-contamination by changing gloves
 - Before beginning a different task or entering a new work station/area
 - After sneezing, coughing or touching contaminated surfaces/objects with a gloved hand
 - As soon as gloves become soiled or torn
 - At least every four hours during continual use

5 Proper Glove Use

Proper Glove Use is Essential! Avoid Cross-Contamination.



The pictures above illustrates cross-contamination. The process by which germs are unintentionally transferred from one substance or object to another, with harmful effect. The pictures of a gloved hand contaminating other surfaces were taken under UV light. Photos: EverythingLubbock.com

Gloves are meant to protect the wearer, not others. Often people develop a false sense of security when wearing gloves, because they forget contaminated gloves can carry as many germs as bare hands.

If you touch something that is contaminated with gloved or ungloved hands, you can still spread those germs onto other surfaces/objects such as phones, computer/lab equipment, door knobs, handrails, or other items.



Resources

- [CDC & EPA Guidance for Cleaning and Disinfecting](#)
- [EPA 6-Steps to Safe and Effective Disinfectant Use](#)
- [CDC Guidance for Cleaning & Disinfecting for Community, Schools, and Workplaces](#)
- [Everything Lubbock: How Quickly Cross Contamination Happens](#)



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