

COVID-19 State of Emergency

Disinfection Plan – High Touch Surfaces in Public Areas

While in a Massachusetts State of Emergency the disinfection plan below is to be implemented. The goal is to disinfect all surfaces, at a minimum, every 4-6 hours.

**SURFACES TO DISINFECT**

* Door handles
* Handrails
* Elevator buttons
* Time Clocks
* Phones
* Keyboards/mouse
* Non-automatic water faucets / soap dispensers / paper towel dispensers
* Toilet Handles
* Radios
* Cell phones
* TV remote
* Walkers/wheelchairs
* Copy Machines
* Coffee maker / water cooler
* Light Switches

**CHEMICALS TO USE**

* Hydrogen Peroxide wipes
* Bleach wipes
* All-purpose Disinfectant

**PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED**

* Gloves

**OTHER EQUIPMENT NEEDED**

* Rags/cloths or paper towels

**PROTOCOL**

* Wash hands for 20 seconds before entering an area
* Don gloves
* Follow label instructions regarding kill times for viruses
  + Hydrogen Peroxide = Keep the surface wet for 30 seconds
  + Bleach Wipes = Keep the surface wet for 1 minute
  + Disinfectant = Keep the surface wet for 10 minutes
* Begin at entrance and work through department/building (Restroom to be done last)
* Spray 6-8 inches from the surface OR directly onto your cleaning rag/cloth
* Spray until thoroughly wet
* Allow disinfectant to sit on surface
* Wipe stainless steel and mirrors with a dry cloth
* When completed, remove gloves and wash hands for 20 seconds

REPEAT, at a minimum, every 4-6 hours