

City of Memphis Office Cleaning Recommendations

City of Memphis Safety Office recommends that all divisions and offices disinfect their office and public spaces daily using the following procedures based on CDC guidelines:

What is needed to properly clean:

1. Personal Protective Equipment

Please use personal protective equipment (PPE) in a manner to prevent self-contamination. Example of PPE are gloves.

Resource: <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

2. Disinfecting Cleaning Solution

EPA-approved disinfectants list:

<https://www.epa.gov/newsreleases/epa-releases-list-disinfectants-use-against-covid-19>

Cleaning Recommendations:

- Daily clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

- Surfaces should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants products should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface.
 - Follow manufacturer's instructions for application and proper ventilation.
 - Check to ensure the product is not past its expiration date.

- Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Please talk with your budget or procurement liaison to discuss your procurement options.