



**TOWN OF BROOKLINE  
DEPARTMENT OF PUBLIC HEALTH**

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**Guidance for Cleaning and Disinfection for Home Owners, Residential Buildings,  
Condominiums, Lodging Homes, Group Homes, Retail Stores, etc., for COVID-19**

*To help prevent the spread of COVID-19, procedures and supplies should be in place to encourage proper hand and respiratory hygiene as well as routine cleaning and disinfecting of high-risk locations. This guidance is provided for any public or private facilities so that owners, operators, and other individuals can incorporate these procedures into their facility protocols.*

**Background:**

In December 2019, a new respiratory disease called Coronavirus Disease 2019 (COVID-19) was detected in China. COVID-19 is caused by the virus SARS-CoV-2, which is a member of a family of viruses known as coronaviruses.

**Hand Hygiene:**

Signage with handwashing procedures should be posted in prominent locations promoting hand hygiene. Regular hand washing with soap and warm water for at least 20 seconds should be done: [Fact-sheet](#)

- Before and after eating.
- After sneezing, coughing or nose blowing.
- After using the restroom.
- Before handling food.
- After touching or cleaning surfaces that may be contaminated.
- After using shared equipment and supplies like electronics such as keyboards, mice, and phones.

If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Children should be supervised by an adult when using hand sanitizer.

**What steps should be taken to  
clean and disinfect against  
COVID-19?**

Now: All settings should continue performing routine cleaning. High-risk locations (see below) warrant cleaning and disinfecting on a regular schedule.

**If an individual with laboratory confirmed COVID-19 was symptomatic while in your home or facility clean and disinfect throughout the area.**

## **Respiratory Hygiene:**

- Cover coughs and sneezes with tissues or the crux of your arm.
- Dispose of soiled tissues immediately after use and wash hands.

## **Routine Cleaning:**

As part of standard infection control practices, routine cleaning should be rigorous and ongoing, and time should be allocated for individuals to routinely clean. Surfaces touched most frequently should be prioritized for routine cleaning because these surfaces can be reservoirs for germs and an exposure pathway for transmission to people through contact with these surfaces.

Examples of priority areas for routine cleaning include:

- High contact surfaces that are touched by many different people, such as light switches, handrails, and doorknobs/handles.
- Dust- and wet-mopping or auto-scrubbing floors.
- Vacuuming of entryways and high traffic areas.
- Removing trash.
- Cleaning restrooms.
- Wiping heat and air conditioner vents.
- Spot cleaning walls and carpets.
- Dusting horizontal surfaces and light fixtures.
- Cleaning spills.
- Regular cleaning and laundering of linens.
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***Identify and routinely clean and disinfect high-risk locations even before a confirmed case of COVID-19 occurs in your area.***

Examples of high-risk locations include:

- First Aid Station/Health Office:
  - Clean and disinfect health cots regularly (after each use).
  - Cover treatment tables and use pillow protectors.
  - Discard or launder coverings after each use.
- Restrooms:
  - Clean and disinfect all restroom surfaces, fixtures, door knobs, push plates, and switches (at least once daily).
- Dining Areas:
  - Clean and disinfect counters, tables, and chairs regularly (at least once daily).
- Other Frequently Touched Surfaces:
  - Clean and disinfect frequently touched surfaces on a periodic schedule as operational considerations allow, which may range from at least daily to up to 72 hours.

### **Examples of frequently touched surfaces:**

- Desks and chairs
- Counters and tables
- Door handles and push plates
- Handrails
- Kitchen and bathroom faucets
- Appliance surfaces
- Light switches
- Handles on equipment (e.g. carts)
- Remote controls
- Credit card stations
- ATMs
- Shared telephones
- Shared computers, keyboards etc.
- Shared pens and writing devices

**Note:** Computer keyboards can be difficult to clean. Encourage proper hand hygiene before and after computer use to minimize disease

## **Cleaning and Disinfecting:**

Cleaning removes germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects. Individuals should use any protective equipment (e.g. gloves) as recommended on product labels. Carefully read and follow all label instructions for safe and effective use.

**Step 1: Cleaning:** Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Clean surfaces using water and soap or detergent to reduce soil and remove germs. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use. The use of green cleaning products is recommended.

**Step 2: Disinfecting:** Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Use the [EPA list of products](#) identified as effective against COVID-19.

If these products are not available, it is acceptable to use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water). Prepare bleach solution daily or as needed.

- Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e. the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
- For disinfectants that come in concentrated forms, it is important to carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.

**Step 3: Disposal:** Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and warm water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

## **Procedures and Training:**

**If a laboratory confirmed case of COVID-19 was in your home or facility, perform cleaning and disinfecting of all surfaces throughout the area.** Cleaning and disinfection should be conducted by individuals who have been trained to use products in a safe and effective manner. Training should be ongoing to ensure procedures for safe and effective use of all products are followed. Training assures that individuals are reminded to read and follow use and safety instructions on product labels. It should also identify the location of all personal protective equipment (e.g. gloves) that should be used.

## **For More Information:**

Brookline:

- Webpage - <https://brooklinecovid19.com/>
- For Non-Medical COVID-19 Questions and Resources: Phone – 617-879-5636; Email: COVID19Info@brooklinema.gov.
- For Medical COVID-19 Questions and Resources: Phone – 617-730-2300: COVIDMedical@brooklinema.gov (specific medical or public health inquiries).

Massachusetts:

- Webpage - <https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19>
- Phone - 211 (for general questions about COVID-19 not related to Brookline).
- Phone – 617-983-6800 (24/7 line for Mass. Department of Public Health).

United States:

- Webpage - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**In the event of an emergency call 911**