

COVID-19 Cleaning and Disinfecting Your Work Area

Employees Returning to Work

General Guidance

UWL custodial staff continue to clean and disinfect common areas in campus facilities. Their cleaning and disinfecting service schedules have increased during COVID-19. Custodial cleaning frequencies, service locations, and surface types maintained are listed in the document, [“COVID-19 Services Provided by UWL Custodial Units.”](#)

The purpose of this document is to provide guidance on best practices you can apply for sanitizing, cleaning, and disinfecting surfaces in your immediate office environments that are not maintained by UWL custodians. Your supervisor may have additional guidance or direction for cleaning and disinfecting within your assigned work area. If you have any questions related to your assigned duties, or methods to enhance your or others safety and health, please contact your supervisor or [UWL Environmental Health and Safety](#).

How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person-to-person. People without symptoms may be able to spread the virus. We are still learning about how the virus spreads. Person-to-person spread is thought to be the primary route of spread and through the following means:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible for COVID-19 to spread from touching surfaces or objects, but this is not thought to be the main way the virus spreads. The COVID-19 virus does not have an ability to infect through contact with your intact skin. There may be a possibility that a person can get COVID-19 by touching a virus contaminated surface and then touching their own mouth, nose, or possibly their eyes. You can eliminate this method of contracting COVID-19 by washing your hands and not touching your mouth, nose, or eyes with unwashed hands or gloved hands.

Based on existing practices:

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Sanitizing** means to reduce, not kill, the occurrence and growth of bacteria, viruses, and fungi.
- **Disinfecting** refers to using chemicals to kill most, but not all germs on surfaces.

How to clean and disinfect

UWL will be providing a one-step cleaner and disinfectant known as Virex II 256. Virex will be provided in one-quart labeled spray bottles at the manufacturer specified use dilution of 1/8 ounce per quart of water. You are encouraged to review the [Safety Data Sheet \(SDS\) for Virex II 256](#). As listed on the SDS the use dilution being provided to you is not classified as hazardous according to OSHA's Hazard Communication rules. However, you still want to follow minimal rules provided here to prevent exposure and effectively clean or disinfect surfaces.

- Wear one-time use disposable gloves to clean and disinfect.
- Any visibly dirty surfaces should have the dirt removed followed by application of Virex II 256 to the cleaned surface.
- The primary focus for cleaning and disinfecting should be high touch surfaces contacted by multiple people. Examples of such surfaces include, but are not limited to: service counters, break room tables, countertops, and handles.
- Wash your hands with soap and water after removing gloves.
- All food contact surfaces must be wiped down with water after being disinfected with Virex II 256. Do not use Virex II 256 on glassware, utensils, or dishes.
- When cleaning and disinfecting surfaces, apply spray onto cleaning towel, then wipe on surfaces and let air dry. Spraying onto the towel minimizes the amount of chemical that becomes airborne and reduces the likelihood of chemical inhalation.
- When using Virex II 256 as a disinfectant, the surfaces must remain wet for 10 minutes.
- For cleaning with Virex II 256, wipe surfaces and let air dry.
- Do not use Virex II 256 or spray other liquids directly onto electronic devices. For electronics use isopropyl alcohol-based wipes containing at least 60% alcohol. Allow alcohol to evaporate.
- Do not clean or disinfect your mask with Virex II 256.
- Special cleaning and disinfecting processes, including wiping down walls and ceilings (with the exception being when such surfaces are visibly contaminated with body secretions or other contaminants), frequently using room air deodorizers, and fumigating, are not necessary or recommended.
- Contact Facilities Custodial Services at 785-8593 with any questions on use of Virex II 256.
- For questions related to safe use of Virex II 256 or a copy of UWL's Hazard Communication program contact [Environmental Health and Safety](#).

Content Source:

[Centers for Disease Control and Prevention: Cleaning and Disinfecting Your Facility](#) and other CDC documents

The purpose of this guidance document is to provide information to protect yourself and others from COVID-19. Each of us contributes to the health of others by staying home when sick, social distancing, and wearing a mask when social distancing is not possible or practical. Thanks for this community effort!

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