**IMPORTANT NOTE:** These guidelines are for facilities where there are NO reported or suspected cases of COVID 19. **Facilities with suspected or confirmed COVID 19 cases** **should follow the CDC recommendations for** [**Cleaning and Disinfection for Community Facilities**](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)**.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Equipment/Vehicle: |  |  | Location: |  |  | Shift: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Operator (if applicable): |  |  | Date/Time: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Disinfectant Used: |  |  | [Contact Time Required by CDC List N](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) | min |

Choose a disinfectant listed by the CDC for Use Against SARS-Co-V-2 (COVID19)

Must be appropriate for the surface or equipment (can damage electronics)

Confirm contact time necessary to kill the virus with supplier or check [CDC List N](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).

|  |  |
| --- | --- |
| Circle PPE Required: | Glasses Goggles Gloves (Type)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Respirator: | (Type) |

|  |  |
| --- | --- |
| Other Precautions (Ventilation, etc.) |  |

|  |
| --- |
|  |

**Identify Hi-Touch Surfaces to be cleaned and disinfected:** *(Use the following list of examples to develop your own list specific to your equipment)*

|  |  |
| --- | --- |
| VEHICLES | OFFICE OR PRODUCTION FACILITIES |
| * Mirror Adjustment Controls | * Computer Keyboard and Mouse |
| * Door Handles, inside and out | * Desk Surfaces including keyboard tray |
| * Window Controls | * Chair Adjustment Handles |
| * Steering Wheels | * Telephone |
| * Shift Levers | * Office Door Handles including Restroom |
| * Environmental Controls | * Reception area counters |
| * Seatbelts | * Security Keypads/Alarm System Controls |
| * Brake Handles | * Cash Registers/touch pads, money trays |
| * Entertainment Controls | * Break Room- tables, counters, handles |
| * GPS/Radio Controls | * Laptop computers- keypad, touchscreen |
| * Seat Adjustment Handles | * Printer Controls |
|  | * Movable Guards/Machine Controls |

**CLEAN SURFACES:**

* + Use soap and water to remove visible organic and inorganic material.
  + Remove garbage and debris

**DISINFECT SURFACES:**

* + Spray/wipe on disinfectant on the above listed hi-touch surfaces
  + Let disinfectant sit for the manufacturer recommended contact time listed above
  + Wipe surfaces dry with clean cloth
  + Tag vehicle as cleaned and ready for use

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Completing Cleaning and Disinfection: |  |  | Date: |  |  |