Clean and Disinfect

• **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, and keyboards.

• Individuals using shared office items, such as copiers, must clean and disinfect the item before and after use.

• Food Preparation: Individuals may prepare food in common areas only one person at a time and must clean the area after their use.

• If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.