

# Best Practices

## 5 steps to improve the way you clean.



### 1 Know your definitions.

*Clean*; reduce the number of germs, dirt, and impurities on the surface

*Disinfect*; kill germs on the surface with an EPA-registered disinfectant

### 2 Use clean tools.

You can't clean and disinfect with dirty tools. Always use a fresh side of a clean cloth to wipe a new surface.

### 3 Choose the right product.

Hand sanitizers, hand soaps, and surface disinfectants are not interchangeable. Each product only helps prevent infection when used as recommended.

### 4 Follow label directions.

Many products require:

- Dwell time – keeping the surface visibly wet for a certain amount of time
- Hazard labels – sections starting with “WARNING” or “CAUTION” with important safety instructions

### 5 Identify surfaces to clean and disinfect.

- Touch points (light switches, doorknobs, electronics)
- Hard surfaces (desks, countertops, tables)
- Soft surfaces (chairs, carpet, drapes, upholstery)
- Potentially contaminated surfaces (sinks, toilets, trash collection areas).

