<< FARM NAME >> Cleaning and Disinfecting Procedures

COVID-19 Background:

* COVID-19 is spread by person-to-person contact within about 6 feet via respiratory droplets on surfaces.
* Depending on the material, the virus can be viable for up to several days on contaminated surfaces.
* Spread can be prevented through social distancing and disinfecting surfaces.
* It is unknown how long the virus remains viable in air.

Cleaning & Disinfecting:

* Wear disposable gloves when cleaning and disinfecting soft and hard surfaces.
	+ Discard gloves after each use in a sealed container or bag.
	+ Wash hands immediately after glove removal.
* Consider wearing safety glasses to prevent chemicals and disinfectants entering the eyes during use as well as to prevent any other material entering the eye during the task.

Chemicals

* Use chemicals with EPA-registered disinfectants to kill germs on surfaces. Disinfecting is not cleaning. Cleaning in combination with disinfecting is key to lowering the spread of COVID-19.
* Follow the Safety Data Sheet, product label, and cleaning & disinfecting instructions for products used.
* Do not mix chemicals. Follow the directions and warnings on labels.
* Wear the Personal Protective Equipment for the product listed in the safety data sheet or on the label.

Home, Office, Lunchrooms, and Common Areas:

* Wipe down all surfaces several times per day. Clean from top to bottom.
* Vacuum & mop floors daily.
* Clean inside and outside of small and large appliances.
* Wipe down food and materials brought into the home, office or lunchroom.
* Declutter – put away anything that is not in use.
* Take out trash & recycling daily.
* Sterilize common mugs, dishes, and cutlery. Use disposables where possible.

Electronics:

* Check the owner’s manual of the electronic equipment for care instructions.
* In absence of instructions, use a 70% alcohol solution to clean screens and cases.
* Do not use material that can pool on the electronic device.

Tools, Equipment, Vehicles, and Machinery:

* Unplug all tools, equipment or machinery before cleaning and disinfecting.
* Follow the manufacturer’s manual for care for the tool, equipment, vehicle, or machine.
* Only use disinfectants that are safe for the surface being applied.
* Do not use a cleaner or disinfectant that can pool on the tool, equipment or machinery.
* Do not immerse the tool in cleaner or disinfectant.
* Wipe down all surfaces that an operator would touch such as steering devices, buttons, keys, door handles, seat adjustment, and hand controls.
* On machines, wipe down all buttons and switches that a person could touch.

Hard Surfaces:

Clean and disinfect surfaces that are most often touched such as:

* Door/Drawer Handles
* Light Switches
* Tables & Desks
* Vehicle Cabs
* Sinks
* Toilets
* Dispensers
* Hand/Power Tools
* Equipment
* Machinery
* Electronics
* Ladders
* Railings
* Adjustments
* Gates/latches

Set a cleaning and disinfecting schedule based on use. The more often an item is used, the more often it is cleaned and disinfected.

If surfaces are dirty, clean them using soap and water before disinfecting them.

Disinfect with an EPA- registered retail product or mix your own solution. See disinfectants fact sheet.

Soft Surfaces:

* Launder items either through dry cleaning or washer/dryer facilities as appropriate in accordance with the manufacturer’s instructions. Use the warmest setting possible for the item and dry items completely.
* Add bleach only if the label indicates it is safe to do so.
* Clean and disinfect laundry baskets.
	+ Where possible, use a disposable bag or liner or one that can be laundered in the basket, if easier than cleaning the actual basket itself.
* Launder work clothes daily.

Reference:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>