

COVID-19: General Guidance for Cleaning and Disinfection for Non-Health Care Settings

This document provides guidance for cleaning and disinfecting non-health care settings, such as commercial and residential buildings, workplaces and retail establishments, to help prevent the spread of COVID-19. For detailed information for food service establishments, see the [Reopening New York City Checklist for Restaurants and Outdoor Dining](#). For additional guidance on reopening NYC, visit [COVID-19: RESTART Guidance for Businesses](#).

New York State (NYS) requires regular cleaning and disinfection at least every day, and more frequent cleaning and disinfection of high-risk areas used by many individuals, such as shared objects, frequently touched surfaces and high transit areas (for example, restrooms and common areas). Businesses are also required to maintain cleaning logs on site that document the date, time and scope of cleaning and disinfection. See the New York City Department of Health and Mental Hygiene's [sample log](#) to help you meet NYS requirements.

Safety measures for cleaning staff

- Ask staff to stay home if sick.
- Have a safety plan in place for protecting staff who use cleaning chemicals.
- Provide appropriate protective gear for cleaning staff.
- Train staff on using cleaning and disinfectant products according to directions on the label.
- Remind staff to frequently wash hands with soap and water for at least 20 seconds.
- Remind staff to avoid touching their eyes, nose and mouth with unwashed hands.
- Remind staff to stay at least 6 feet apart from others whenever possible.
- Provide face coverings at no cost to staff who come into direct contact with other people.

For more information, visit the [Occupational Safety and Health Administration's page](#) on control and prevention of COVID-19.

Recommendations for routine cleaning and disinfection

- **Read the product label and take appropriate precautions.**
 - When using cleaning and disinfecting products, always read the product label and follow the manufacturer's directions.
 - Wear appropriate gloves or other personal protective equipment as instructed on the product label. Throw away gloves after each cleaning, and wash hands with soap and water for at least 20 seconds; use an alcohol-based hand sanitizer if soap and water are not available.

- **Focus cleaning and disinfection on shared and high-touch surfaces.**
 - High-touch surfaces and objects vary by location. Examples include doorknobs, light switches, handrails, kitchen appliances, countertops, drawer handles, tables, sinks, faucet and toilet handles, drinking fountains, elevator buttons, push and pull plates on doors, phones, keys and remote controls.
 - When cleaning residential buildings, pay special attention to high-touch surfaces and objects that are in high-transit areas or shared spaces, such as door handles, stairway railings, elevator buttons, light switches, reception desks, hopper doors, push and pull plates on doors, mailboxes and laundry room equipment. For more information, visit nyc.gov/health/coronavirus and look for “**Residential Building FAQ**” under the Guidance for Businesses web page.
 - When cleaning workspaces, cubicles and other office areas, make sure to disinfect frequently touched surfaces and objects, such as desks, chairs, phones, printers, keyboards and computer mice.
 - Clean restrooms and other common areas frequently.
 - When cleaning vehicles, pay special attention to surfaces and objects that are touched often by passengers, such as door handles, window buttons, locks, payment machines, arm rests, seat cushions, buckles and seatbelts. Also wipe down surfaces that drivers frequently touch, such as the steering wheel, radio buttons, turn indicators and cup holders. For more information, visit nyc.gov/health/coronavirus and look for “**Guidance for Vehicle Operators**” under the Guidance for Businesses web page.
 - When cleaning food establishments, pay special attention to cash registers, and food, deli and checkout counters. For more information, visit nyc.gov/health/coronavirus and look for “**Checklist for Restaurants**” under the Guidance for Businesses web page.

- **Clean first, then disinfect.**
 - Clean surfaces with soap or detergent and water (or a cleaning product) first to remove visible dirt and grime. Disinfectants are most effective on clean surfaces and objects.
 - For hard or non-porous objects (for example, tables, desks, floors, doorknobs and phones), use a disinfectant that is effective against the virus that causes COVID-19, such as bleach, peroxide or an alcohol-based product. For a list of disinfectants that are approved by the Environmental Protection Agency (EPA) as effective against the virus that causes COVID-19, visit cfpub.epa.gov/giwiz/disinfectants/index.cfm.
 - If you’re disinfecting with a diluted bleach solution, follow the label’s instructions for use and be sure to properly ventilate your surroundings. Check the product’s expiration date. Add 4 teaspoons of bleach to 1 quart or 1 liter of water. Prepare a new solution daily or as needed. **Never mix household bleach with ammonia or any other cleanser.**
 - If you’re disinfecting with a 70% alcohol solution, wipe the surface or object thoroughly with the solution and let it dry.

- In food service settings, make sure to use a disinfectant that is safe on surfaces and equipment that come into contact with food.
- For clothing, towels, linens and other items that go in the laundry, wash at the warmest possible setting with your usual detergent and then dry completely. Do not “hug” or shake dirty laundry before washing to avoid spreading the virus or other dirt and bacteria. Laundry from a person who is sick can be washed with other people’s items.
- For other soft items (for example, drapes, upholstered sofas and rugs), follow the manufacturer’s instructions or use a cleaning product specifically for that item. For example, use a steam cleaner or apply a disinfectant product that is appropriate for fabrics, according to [NYS’s list of disinfectants](#).
- Mop heads, cloths and other cleaning tools should be washed with soap and water, and sanitized with an EPA-registered disinfectant or bleach solution and allowed to dry prior to reuse. A new or cleaned and sanitized mop or cloth should be used to clean and disinfect each area. Use single-use, disposable mop heads or cloths as an alternative.

The NYC Health Department may change recommendations as the situation evolves.

6.26.20