

## COVID19 Disinfecting Kit - Instructions for Use

### Important Information

1. Read the relevant Safety data sheet (SDS) before using any chemical
2. Follow SDS instructions pertaining to Personal Protective Equipment (PPE) when using any chemical.
3. Do not use different types of cleaning chemicals together on the same surface
4. Do not use the same disposable wipe for more than one chemical
5. Cleaning chemicals can damage or alter the appearance of surfaces if they are incompatible – before using a chemical please check with the manufacturer regarding suitable cleaning products.
6. Products are supplied for the purpose of cleaning UW property only
7. Hand hygiene (hand washing or alcohol sanitizer) should always be performed both before putting on PPE and after taking off PPE.

### How to clean

**Low touch surfaces** = surfaces that are not touch frequently by hands, such as, the base of a chair, the frame edges of a computer monitor, whiteboards, walls, window ledges

**High touch surfaces** = surfaces that are touched very frequently by hands – as such they tend to be more heavily contaminated Examples of such areas: desk- surfaces and edges, arm rests, computer mice and keyboards, cell phones, phone receiver & call buttons, elevator buttons, door knobs/handles/push plates, light switches, taps, microwave buttons, kettle handle, kitchen counter tops, touchpads/touchscreens, handrails, cupboard drawer-pulls , car steering wheel/ gearstick etc

1. Prepare the area: clear the surfaces to be cleaned then using a clean cloth/paper towel/*Toolbox disposable rag* dampened with water (and dish soap if necessary) remove dust, debris, coffee spill stains etc
2. Clean low touch surfaces first then high touch surfaces. Holding the product away from your body carefully spray the product onto the first surface to be cleaned. Allow a couple of seconds for the products to settle onto the surface. Using a fresh *Toolbox disposable rag* wipe the product across the surface vigorously and leave to dry naturally. Move onto the next surface, spraying before wiping with the same cloth.
3. If the cloth becomes heavily soiled discard it and take another cloth, then resume cleaning.
4. Important: Leave the wet surface(s) to dry naturally. DO NOT dry the surface with another cloth. (Note: after the surface is dried some streakiness may be observed – this is normal)
5. Dispose of the cloth(s) into the garbage