

## 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 touched frequently by hands, such as, the base of a chair, the 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 *Toolbox White Rag* disposable cloth or paper towel dampened with water (and dish soap if necessary) remove dust, debris, coffee spill stains etc.
2. Ensure the cannister lid is closed and gently shake the cannister to ensure the liquid disinfectant inside coats the wipes.
3. Remove one wipe and close the lid.
4. Clean low touch surfaces first then high touch surfaces last. If the cloth becomes heavily soiled or begins to dry out discard it and take another cloth, then resume cleaning. Be sure to rub the cloth vigorously across the surface being cleaned.
5. 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)
6. Dispose of the cloth(s) into the garbage