Clean and Disinfect
School Facilities

Do you have a suspected COVID-19 case in your facility?

Follow the cleaning and disinfection steps below.

Additional information can be found at cdc.gov.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
</table>
| 1    | **Air out**  
  - Close off areas used by the person who is sick.  
  - Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.  
  - Open doors and windows. Use fans to increase air flow. |
| 2    | **Clean**  
  - Clean all areas used by the person who is sick.  
  - When cleaning wear disposable gloves and a mask, be sure to wash hands immediately after completion. |
| 3    | **Disinfect**  
  - Mix 1/3 cup bleach with 1-gallon cool water or use an EPA-approved disinfectant effective against COVID-19.  
  - Let sit for at least 1 minute on all surfaces.  
  - Make sure disinfectant can be used on food contact surfaces.  
  - Use protective gear and follow directions on labels. |
| 4    | **Vacuum**  
  - Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.  
  - Wait until the room is empty to vacuum. |
| 5    | **Return to work**  
  - Once area has been appropriately disinfected, it can be opened for use.  
  - Workers without close contact can return to work immediately after disinfection. |

Learn more and stay updated at [www.ltdhd.org](http://www.ltdhd.org).