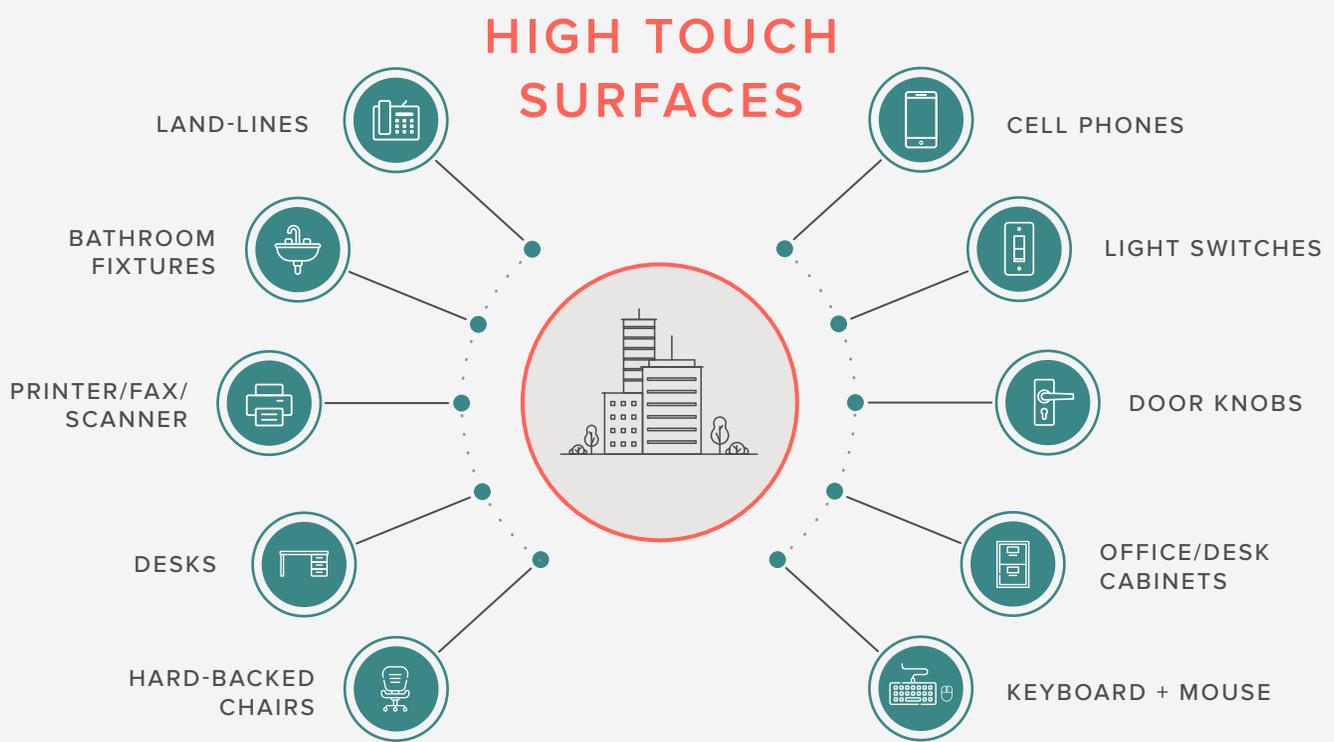


# — Disinfecting vs. Cleaning —

## RETURNING TO THE WORKPLACE

As states begin to ease their restrictions and businesses begin to reopen, it is more important than ever to ensure you are providing a safe and healthy workspace. During a pandemic, it is important to remember that cleaning and disinfecting are separate hygienic practices. Cleaning merely removes the bacteria and viruses from surfaces, whereas disinfecting kills them. With this in mind, the CDC recommends that high touch surfaces be disinfected daily during this public health crisis.

The Aldrich Benefits Team put together this guide to help encourage appropriate sanitation practices.



### VIRUS STABILITY ON SURFACES

PER NEW ENGLAND JOURNAL OF MEDICINE

PAPER +  
TISSUE PAPER



AIR



CARDBOARD



WOOD



CLOTH



STAINLESS  
STEEL



PLASTIC



GLASS



METAL



#### About Aldrich Benefits

We assist employers with employee benefit consulting including medical, dental, group life, and disability insurance for their employees and executive benefits for high level and key employees. Our services include plan design, implementation, and annual review of benefits. Aldrich Benefits LP is known as Aldrich Insurance Solutions LP in California.

# – Disinfecting –

## HIGH TOUCH ITEMS

Remember to always follow manufacturers' instructions for cleaning, ensure supplies are not expired, and check the [EPA's list of approved disinfectants](#) that are effective against COVID-19.

Additional Resources can be found [here](#) on the CDC's website.

### CELL PHONES

Always remember to check the manufacturing guidelines

#### WHAT YOU'LL NEED:

Microfiber cloth  
Disinfectant solution with 70% isopropyl alcohol or Disinfectant wipes – i.e. Clorox wipes



#### STEPS

1. Take your phone out of the case – if you have one
2. Unplug and power down the device
3. Use a microfiber cloth to gently wipe away any debris on the device
4. If you are using a disinfectant spray, do not spray it directly on the phone, instead, lightly spray the solution on a microfiber cloth so that it is damp, not wet, or use a manufacturer approved disinfectant wipe
5. Gently rub over the nonporous/hard surfaces of the phone while taking care to avoid any ports or openings on the phone so as to not allow moisture into any openings
6. Let the phone sit for about 15 minutes before put it back into the case or using it

*PRO-TIP: While you let your phone dry, take the time to clean your phone case thoroughly*

### DESKTOP KEYBOARD + MOUSE

**WHAT YOU'LL NEED:**  
Paper towel or cloth  
Disinfectant wipe or spray with 70% isopropyl alcohol



#### STEPS

1. Use a paper towel or cloth to wipe away and dislodge any debris, dust, or dirt
2. Spray the disinfectant over the keyboard and mouse, or use the wipes to thoroughly run over the keyboard and mouse
3. Let the solution sit for several minutes and then wipe away any remaining residue and grime with a clean piece of paper towel or cloth

### LAPTOPS

**WHAT YOU'LL NEED:**  
Paper towel or cloth  
Disinfectant wipe or spray with 70% isopropyl alcohol



#### STEPS

1. Unplug and power off your laptop
2. Use a paper towel or cloth to wipe away and dislodge any debris, dust, or dirt
3. Spray the disinfectant onto a cloth so that the cloth is damp, not wet, and wipe down the surface of your laptop, keyboard, and trackpad
4. Let the solution sit for several minutes and then wipe away any remaining residue and grime with a clean piece of paper towel or cloth

### HARD SURFACES

**WHAT YOU'LL NEED:**  
Gloves  
Paper towel  
Water and soap  
Disinfectant wipes or spray with 70% isopropyl alcohol



#### STEPS

1. Wipe down the hard surface with household soap or detergent
2. Wet a paper towel or cloth with water and wipe away the soap or detergent
3. Use a fresh piece of paper towel or cloth to dry the surface
4. Apply a disinfectant spray or wipe, or diluted bleach, to the surface
5. Allow the solution to sit for 10 minutes before using a fresh piece of paper towel or cloth to wipe away any residue

*NOTE: if a disinfectant is not available then diluted household bleach can be effective. Check to see if the bleach product is intended for disinfection and that it is not past expiration date. Follow precise instructions for diluting the bleach and use gloves and proper ventilation.*

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