Job Aid for SBCC: Cleaning Work Area

Please follow these simple procedures when cleaning your work area, including all “high touch” areas. We highly recommend you clean your area multiple times/day. At a minimum, clean at the beginning, middle, and the end of your workday.

**Step 1: Protect Yourself** – put on your gloves and other PPE

**Step 2: Prepare** – make sure you have your Multi-Purpose Alcohol Wipes

**Step 4: Wipe** – Use the wipes to wipe your area

**Step 5: Discard** – once finished, place the used wipe(s) in your trash receptacle.
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Step 6: Discard Again – properly remove your gloves (Inside out method) and place in your trash receptacle. DO NOT REUSE.

Step 7: Wash – wash your hands with soap and warm water

High Touch areas include:

- Entry area handles, i.e., door handles
- Immediate work area, i.e., desk, desk phone, keyboard, mouse
- Desk handles

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