

SLAC Clean-As-You-Go Recommendations for Common Touch Surfaces during the Covid-19 Pandemic

Common touch surfaces are surfaces that anyone may come in contact with while at SLAC. These surfaces include office and shop equipment, microwaves and toasters, vending machines, coffee makers, light switches, shared computer peripherals conference room chairs and tables, copiers, faxes, key lockers, file cabinets and storage areas. Clean-as-you-go areas include conference rooms, printer rooms, mail rooms, storage rooms and shared cubicles or workstations.

It is expected that all individuals will practice good personal hygiene. That includes using hand sanitizer and washing hands frequently.

GENERAL CLEANING:

- Subcontractor janitorial services perform nightly and targeted daily sanitizing of bathrooms, breakrooms, and doorknobs of common areas. They also perform targeted daytime cleaning and disinfection of common use areas.
- Frequently touched surfaces should be cleaned at least once per shift. This includes tabletops, counters, shared equipment (phones keyboards, mice, and hand tools. SLAC employees should clean common use areas not sanitized by janitorial subcontractors, at least once per shift if the area is under your control.
- Ensure adequate ventilation when using any sanitizer or disinfectant
- If using a spray disinfectant DO NOT spray products directly onto surfaces. Spray onto a paper towel and clean with the wetted paper towel. Follow disinfectant label for required contact time.
- All employees should wash their hands when they are done cleaning surfaces
- Cleaning waste can be disposed of in regular trashcans
- For information on getting cleaning supplies contact your ESH Coordinator. The ESH Coordinator should follow the [CAYG Work Request Procedure](#).

RESEARCH AREA SETTING (LAB or HUTCH, etc.):

- **Use same general cleaning and waste disposal methods described above as appropriate for equipment in individual labs**
- Shared surfaces such as equipment panels/switches, benchtops, fume hood sashes and working spaces, commonly used hand tools and small objects such as pipettors, and [shared PPE](#) (such as laser goggles) should be cleaned at least once per shift if they are used. *Note: Take care in choosing appropriate sanitizer for optical equipment to avoid damaging them*

FACILITIES OPERATIONS IN SHOPS AND FIELD:

- **All general cleaning and waste disposal requirements listed above will be followed**
- All tools used during a work shift should be cleaned or wiped down at least once per shift
- All utilized shop area tools and common areas should be cleaned at the end of the shift
- Follow [vehicle sharing guidelines](#) for SLAC or government vehicles.