Disinfecting Protocol

What to use to disinfect:

- Home Forward uses Oxivir brand disinfectant wipes and Botanical Disinfectant Solution to disinfect common areas.
  - For Oxivir wipes keep surface wet for at least one minute.
  - For Botanical Disinfectant Solution keep surface wet for at least four minutes.

- Clorox or Lysol wipes may be used in personal work spaces or vehicles.
  - Keep surface wet for at least 4 minutes.
- Always follow the instructions on the label to ensure safe and effective use of the product.

How often to disinfect:

- Common areas should be disinfected 3 times a day
- Personal work stations should be disinfected before and after use.

Where to disinfect:

- Disinfect all common area high touch surfaces:
  - Tables, doorknobs, light switches, countertops, handles, handrails, toilets, faucets, sinks, elevator buttons, mailboxes, vending machines, etc
- Personal work stations
- Do Not use sprayers in stair wells
  - Only use Oxivir wipes to disinfect stairwell hand rails.

How to disinfect:

- When using wipes: Make sure surfaces are not visibly dirty before disinfecting.
- Use one wipe per surface. It is important that wipes are not used from one surface to another.
- Keeping surface wet as long as product direction indicate.
- Dispose of used wipes in regular garbage.

When using Botanical Disinfectant Solution:

- Make sure surfaces are not visibly dirty before disinfecting.
- Use Victory electrostatic sprayer.
- Set sprayer nozzle to red colored tip.
- Hold sprayer 24” from surface.
- Maintain a distance 10’ from all others while spraying.
- Spray evenly over surface.
- See sprayer instruction booklet for charging and maintenance.
Product safety:
- Oxivir, Clorox and Lysol wipes are not to be use to clean or disinfect hands or face.
- With any disinfectant wipe, avoid contact with eyes, skin, and clothing.
- Do not eat, drink or smoke when using disinfectant wipes.
- When in/or disinfecting common areas, always wear respirator, goggles and gloves.

Go to [3E online access](#) to view the SDS for any cleaning product used by Home Forward.
(Log in: Homeforward PW: safe)

For more information on cleaning and disinfecting see the [CDC Cleaning and Disinfecting Your Facility page](#).

If you are unable to use the products described or have any further questions please email Safety@homeforward.org.