Office cleaning and safety plan

We’ve collected some of the most useful research to help you navigate the right way to manage some of the common safety concerns as you reopen the office.

Cleaning vs. disinfecting

Cleaning is for routine health and wellness. In everyday situations, the CDC recommends cleaning rather than disinfection. Green cleaner or a soap-and-water solution can make surfaces safe by removing dust and dirt, as well as germs using a paper towel or cloth.

Disinfection, on the other hand, kills germs by means of a chemical process. The CDC recommends disinfection only when someone has been working in or visiting the office while carrying a contagious illness; it doesn’t have to occur for routine cleaning.

Where to clean in the office

High-touch areas
- Tables and desks
- Countertops
- Chair-backs
- Doorknobs
- Light switches
- Cabinet pulls and handles

Shared + common areas
- Front desk and reception areas
- Kitchen and break rooms
- Bathrooms
- Conference and meeting rooms
- Mail and resource rooms

Equipment
- Nitrile gloves (latex can cause allergic reactions in some individuals)
- Paper towels, or microfiber cloths (if you can wash and sanitize them after use)
- Green cleaning spray
- Disinfecting wipes, spray, or a correctly-diluted bleach solution
- Trash bags
- For disinfection: A properly-rated respirator mask and protective gown

Promote healthy habits
- Encourage good hand-washing and respiratory hygiene practices
- Discourage presenteeism in the office
- Keep supplies stocked and readily available
- Place wipes, sanitizer, paper towels, and waste bins in high-traffic areas
- Make space-hygiene practices a regular part of corporate communication
- Consider automatic or “touchless” office upgrades that reduce contact

Note: Don’t skip dusting. Airborne diseases spread through dust particles and aerosolized moisture.