

Steps for Retail Businesses:

Cleaning, Disinfecting & Distancing

Routinely cleaning and disinfecting frequently touched surfaces throughout the day helps prevent exposure to COVID-19 in the workplace.

Frequently touched surfaces include door handles, tables, chair backs, light switches, handles, countertops, phones, keyboards, faucets, sinks, toilets, etc.

PRECAUTIONS: Wear disposable gloves for all cleaning tasks including handling trash. Wash your hands often with soap and water for 20 seconds after removing gloves. Educate workers how to properly clean and disinfect surfaces. Develop policies for the protection of workers and your customers.



CLEAN: Clean with soap & water.

DISINFECT: After cleaning, disinfect with an [EPA-registered household disinfectant](#) or diluted bleach solution of **4 teaspoons bleach to one quart of water**. Follow instructions on the label, keeping the surface wet for the appropriate amount of time. While cleaning, make sure you have good ventilation. Sanitizers containing at least 70% alcohol may be used if appropriate for the surface. Refer to “[Everyday Steps to Clean & Disinfect Your Facility](#).”



Soft surfaces: Clean carpeted floors, rugs, and upholstery using soap and water or appropriate cleaners. For uniforms, aprons and linens, launder and dry on the warmest appropriate settings. Dry items completely.

Electronics: Consider putting a wipeable cover on electronics, such as plastic wrap. Follow manufacturer’s instructions for cleaning and disinfecting. If no guidance is provided, use alcohol-based wipes or sprays with at least 70% alcohol.



Guidelines to Keep Your Workplace Safe

Maintain Physical Distance:

- Use booking & scheduling to stagger customers and work shifts through the day
- Transact business online or over the phone whenever possible
- Deliver products through curbside pick-up or delivery
- Avoid large gatherings
- Increase physical space between employees and customers
- Place traffic cones, tape, markers, signs or other measures to control distances
- Maintain 6-foot distance from one another in meeting rooms and breakrooms.



Practice Infection Control:

- Instead of shaking hands, use non-contact ways to greet people
- Provide alcohol-based hand sanitizer for customers
- Limit handling of cash
- Discontinue offering samples
- Discourage customers from bringing pets, except service animals, into stores
- Increase ventilation by opening windows or adjusting air conditioning
- Discourage workers from using other worker's office tools and equipment
- After meetings, disinfect surfaces, such as tables, desks, and other high-touch surfaces



Promote Employee Health:

- Encourage employees to stay home if they feel sick
- Schedule reminders for employees to wash their hands
- Limit sharing of food
- Clean and disinfect surfaces in breakrooms and bathrooms

