

# SOP: Surface Dusting and High-Touchpoint Disinfection Protocols

This SOP details **surface dusting and high-touchpoint disinfection protocols** designed to maintain a clean and hygienic environment by systematically removing dust and disinfecting frequently touched surfaces. It covers the selection of appropriate cleaning agents, proper dusting techniques, identification of high-touch areas, disinfection procedures, safety precautions, and frequency of cleaning to prevent the spread of contaminants and ensure the health and safety of occupants in the facility.

## 1. Purpose

To provide standardized procedures for surface dusting and the disinfection of high-touch areas to reduce contamination risks.

## 2. Scope

This SOP applies to all custodial staff and cleaning personnel responsible for maintaining cleanliness in the facility.

## 3. Responsibilities

- Custodial staff: Ensure all protocols are followed as outlined.
- Supervisors: Provide training and monitor compliance.
- Occupants: Report areas of concern to management.

## 4. Definitions

- **High-Touch Surfaces:** Areas frequently touched by multiple people (e.g., door handles, light switches).
- **Disinfectant:** EPA-registered chemical agent effective against bacteria, viruses, and fungi.
- **Dusting:** Removal of loose dirt and debris from surfaces using appropriate tools.

## 5. Materials and Equipment

- Microfiber cloths
- Disposable gloves
- EPA-approved disinfectants
- Feather dusters or electrostatic dusters
- Face masks (optional based on hazard assessment)
- Cleaning caddies

## 6. Procedure

### 1. Preparation

- a. Wear personal protective equipment (gloves, mask if required).
- b. Ensure proper ventilation in the cleaning area.
- c. Assemble all cleaning materials.

### 2. Dusting

- a. Start from high surfaces and work downward (e.g., shelves, frames, counters).
- b. Use damp microfiber cloths or electrostatic dusters to capture dust (avoid dry dusting which can disperse particles).
- c. Clean from cleanest to dirtiest areas to minimize cross-contamination.

### 3. Identification of High-Touch Points

- Door handles and push plates
- Light switches
- Elevator buttons
- Handrails
- Desks and table surfaces
- Shared equipment (e.g., phones, keyboards, remotes)
- Restroom fixtures (faucets, flush handles)

### 4. Disinfection Procedure

- a. Apply disinfectant to a clean cloth (do not spray directly onto electronic devices).
- b. Wipe high-touch surfaces thoroughly, ensuring contact time as per the disinfectant manufacturer's instructions.
- c. Allow surfaces to air dry unless instructed otherwise.

## 5. Post-Cleaning

- a. Dispose of used gloves and cleaning cloths appropriately.
- b. Wash hands thoroughly after cleaning.
- c. Document cleaning activities as per facility protocols.

## 7. Frequency

**Surface dusting:** At least daily

**High-touchpoint disinfection:** Multiple times per day, based on facility usage and occupancy.

## 8. Safety and Precautions

- Consult Safety Data Sheets (SDS) for all chemicals used.
- Never mix cleaning chemicals.
- Use appropriate PPE as indicated.
- Ensure proper hand hygiene after completing tasks.

## 9. Documentation

Record all cleaning and disinfection activities in cleaning logs specifying areas cleaned, date, time, and initials of personnel.

## 10. References

- EPA List N: Disinfectants for Use Against SARS-CoV-2
- CDC Cleaning and Disinfecting Guidelines
- Facility-specific policy manuals