INFECTION CONTROL

PROPER CLEANING PROCEDURES FOR HOME AND THE WORKPLACE

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KNOW THE DIFFERENCE

Cleaning, **Disinfecting** and **Sanitizing** are three words often used interchangeably, but hold very different meanings.

Cleaning: Removes visible dirt, soil and debris. It does not disinfect.

Disinfecting: Eliminates bacteria, fungi and certain levels of viruses. It does not remove dirt (clean).

Sanitizing: Reduces the number or germs on surfaces or objects to a safe level, as judged by public health standard or requirements. It does not eliminate them.

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HOUSEKEEPING PROCEDURE

Proper housekeeping procedures contain steps to **clean** and **disinfect**, or **clean** and **sanitize** your furniture. It's important to understand that:

+ Products that clean will **not** disinfect or sanitize
+ Products that disinfect or sanitize will **not** clean

When using products designed to disinfect or sanitize, it's important to consider their dwell time. This is a length of time that these products need to be in contact with a surface, and remain wet, in order to achieve their specified kill rate. Dwell times can vary from just seconds to several minutes.

The **EPA** website includes dwell times for approved disinfectants and sanitizers. We recommend to always check the manufacturers instructions/details before use.

We recommend using a **3 STEP PROCESS** when administering your housekeeping procedure.

CLEAN | DISINFECT/SANITIZE | RINSE

+ Wipe surfaces with a cleaning agent to clean off dirt
+ Apply your sanitizer/disinfectant (allow recommended dwell time)
+ Rinse the surface material with a damp cloth to maximize lifespan

*All information in this in document should be viewed as a guideline. When using these chemicals, we recommend to always do a spot test before applying to a larger surface area.

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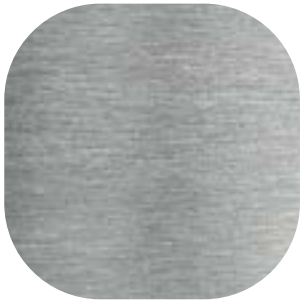
COMMON MATERIALS

LAMINATE

Laminate is commonly found on desk and table surfaces. It is a man-made product that is stronger, more durable and easier to care for than real wood or veneer.

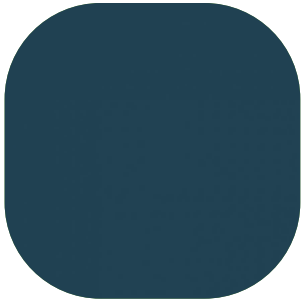


METAL

Metal finishes include steel, aluminum and chrome. Chrome is comprised of chromium that has been electroplated as a thin layer on a metal surface for its appearance. Aluminum is a non-steel alloy that is light, strong and durable. It can be coated or polished to a mirror finish.

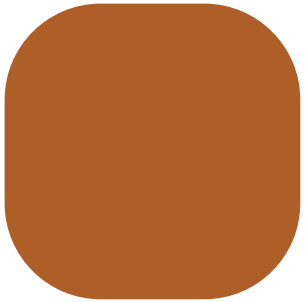
WOOD

Wood can be found on casegoods, beds, chair frames and table surfaces. Because it is a natural material, it can have a thick and varied look. It is less durable than laminate.



PLASTIC

Plastic can be found on chairs, chair bases and arm caps. This includes glass-filled nylon, self-skinned urethane (SSU) and polypropylene. Thermoplastics such as PET, acrylic and polycarbonate can be found on desks and wellness screens. All plastics are made from polymers that have been combined to achieve different characteristics.



PAINT

Painted surfaces include metal storage, table bases and panel frames. Paint is applied by powder coat which is then heat cured, resulting in a final product that is smooth and thick. It is a very durable finish for metal.

TEXTILES

We offer a large range of commerical and performance textiles from several different mills. Performance textiles are identified by their enhanced cleaning and disinfecting properties, and are suitable for use in workplace, education and healthcare settings.

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COMMON DISINFECTANTS

Below are the four most common categories of disinfectant used within healthcare facilities as defined by **BIFMA**. Please check the **EPA** website for a complete list of approved disinfectants.

QUATERNARY AMMONIUM COMPOUNDS (QUATS)

Quaternary ammonium compounds or "QUATS" will kill most bacteria, viruses and fungi. For disinfecting, they are commonly used on noncritical surfaces such as floors, furniture and walls. Examples of QUATS include Fantastik® All Purpose Cleaner, Lysol® Disinfecting Wipes, Clorox® (non-bleach) Disinfecting Wipes, Formula 409® and Virex.®

HYDROGEN PEROXIDE SOLUTION

Hydrogen peroxide can vary in its disinfecting strength, depending on the specific product formulation. Some peroxide products can also meet the EcoLogo product labeling requirements and may be used in green cleaning programs. Examples of hydrogen peroxide-based products include Clorox® Hydrogen Peroxide Disinfecting Cleaner, Oxivir® TB and Virox.

SODIUM HYPOCHLORITE

Sodium hypochlorite is commonly known as household bleach. It is typically diluted at a 10:1 or 20:1 water to bleach ratio for healthcare purposes. The most well-known brand is Clorox®.
Although bleach may be used for infrequent disinfecting, it is recommended to minimize its use as it can corrode metal and damage environmental surfaces. Bleach can also be inactivated by organic matter and reacts easily with other chemicals.
As bleach is toxic, it should be used with caution.

ISOPROPYL AND ETHYL ALCOHOL

Alcohol isopropyl and ethyl alcohol at 55-70%, is usually used in combination with QUATS or as 70% isopropyl alcohol as a disinfectant. Due to its quick evaporation, alcohol is typically used on smaller surface areas. Examples include CaviCide Wipes and household rubbing alcohol.

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DISINFECTING YOUR PRODUCT

Disinfecting your product

The chart below has been provided to you as information only. Please refer to the manufacturer's label for application, specific product detail, and its use. No warranty is implied since results may vary. Please refer to Appendix A for application notes.

Disinfectants: Sample Brand Names	Fantastik® All Purpose Cleaner, Lysol® Disinfecting Wipes, Clorox® (non-bleach) Disinfecting Wipes, Formula 409®, Virex®, etc.	Clorox® Hydrogen Peroxide Disinfecting Cleaner, Oxivir® TB, Virox, etc.	CaviCide Wipes, Household Rubbing Alcohol, etc.	Household Bleach, Clorox® Bleach, etc. Used at 20:1 water to bleach dilution	Household Bleach, Clorox® Bleach, etc. Used at 10:1 water to bleach dilution
Disinfectants: Chemical Category	Quaternary ammonium compounds (QUATS)	Hydrogen peroxide solution	Isopropyl and ethyl alcohol/ alcohol-based (55-70%)	Sodium hypochlorite/ household bleach	Sodium hypochlorite/ household bleach
Laminate Worksurfaces + Edging/Trim	1	X	X	X	X
Wood Veneer Surfaces + Edging/Trim	2	X	X	X	X
Metal Painted Frames	3	X	3	X	X
Metal Painted Storage	3	X	3	3	X
PET Felt Screens	X	X	X	X	X
Desk Screens - Polycarbonate	X	4	5	X	X
Panel Infill – Laminate	1	X	X	X	X
Panel Infill – Glass	●	X	X	X	X
Panel Infill - Acrylic + Wellness Screens – Acrylic	●	X	X	X	X
Panel Infill - Textile	9	X	X	X	X
Work + Task Seating Bases and Frames (GFN – Glass Filled Nylon)	X	X	10	10	X
Chrome Seating Bases + Table Bases	6	6	X	X	X
Polished Aluminum Seating Bases + Table Bases	●	7	10	X	X
Armcaps (Self-Skinned Polyurethane)	10	7	10	X	X
Plastic Chairs and Armcaps (Polypropylene)	X	8	8	8	8
Seating – Performance/ Infection Control Textiles*	11	11	11	11	11
Seating – Commercial Textiles**	11	X	X	11	11

* Please refer to our website for more information on our range of performance/infection control textiles.
** Woven commercial textiles cannot effectively be disinfected due to their porous nature. Please refer to our website for more information on how to clean your textile to remove dirt.

Table Information: Legend

● Okay for use ● Can be used under select conditions - see Appendix A for more information X Not recommended for use

All info on this table is courtesy of Global Furniture Group.

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Appendix A: Application notes

1. Spot test in an inconspicuous area on the product before using on any visible surface.
2. Porous surfaces like veneer can be damaged by the use of disinfectants over time. Prolonged use of some disinfectants may result in residue build-up. Lifting of the veneer surface may also occur. Spot test in an inconspicuous area on the product before using on any visible surface.
3. Some higher chromatic colors may discolor due to the pigments used. Harsher cleaners can cause dulling or cracking of the surface over time. Spot test the disinfectant used in an inconspicuous area on the product before using on any visible surface to ensure there is no dulling or discoloration.
4. Use a 3-5% hydrogen peroxide solution.
5. Use only isopropyl alcohol-based disinfectants.
6. Chrome is not suitable with any cleaners/disinfectants as it can rust over time. If a disinfectant and cleaner must be used, wash and wipe down immediately after application. Damage may still occur if the disinfectant is left on the surface for a period of time before washing and wiping it down.
7. Rinse and wipe down after application. Any type of hydrogen peroxide-based disinfectant is more likely to change the color of the surface.
8. Spot test in an inconspicuous area on the product before using on any visible surface. Product should be rinsed with water after disinfecting to avoid build-up that may eventually damage the surface finish. If bleach is used to disinfect, carefully rinse with water wipes or fresh water to prevent any leftover deposit of bleach on the surface as it will discolor or turn whitish overtime.
9. Lightly wet the textile surface and allow it to air-dry. If color is transferred onto the wipe, the textile is not colorfast to that product, and it should not be used. Carefully follow label instructions, especially regarding the dilution of the disinfectant. Lightly wet the textile surface and allow to dry – do not saturate the surface. If repeated applications are anticipated, rinse with clear water to prevent build-up of chemical residue on the textile surface.
10. Spot test in an inconspicuous area on the product before using on any visible surface. Rinse with water and wipe down after application.
11. Follow the cleaning and disinfecting guidelines provided by the material manufacturer to prevent any damage to the surface. Bleach can only be used on bleach-safe textiles. For custom materials (COM), contact the material manufacturer directly for cleaning and disinfecting guidelines.

Guidelines

All disinfecting information contained in this document should be treated as guidelines only. It does not guarantee the elimination of viruses, bacteria or long-term impacts of disinfectant use on our products. Due to the wide variation in the end use of these cleaning products (including the amount of product applied, elapsed time before removal from the surface, physical action used to remove the cleaner, and the number of applications), your results may vary from the test results used to develop this guide.

Always do a spot test before using any chemical on your products and follow the product directions from the manufacturer. Intensive cleaning/disinfecting/sanitizing routines over a prolonged period of time may impact the finish aesthetic and/or performance of the product. Use proper care to minimize overspray on adjacent surfaces of varying materials. Overspray on adjacent materials my cause permanent damage to the surface of those materials. Rinse and wipe down your furniture with water after the application of cleaning agents and/or disinfectants/sanitizers to minimize possible damage that may occur if the disinfectant/sanitizer is left on the surface. Please check your warranty for details before using any cleaning, disinfection or sanitizing product.

**All info on this appendix is courtesy of Global Furniture Group.*

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COMMON TEXTILES USED

When it comes to upholstering furniture, there are several different kinds of textiles we work with to meet the needs of the programs and facilities we work with. Based on their properties, some are more appropriate than others.

Some common examples in contract furniture include but are not limited to: **Vinyl, Crypton, Sunbrella and Leather.**

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TEXTILE DIFFERENCES

VINYL:
Vinyl (Polyvinyl Chloride or PVC) is made to stand the test of time in some of the harshest environments. Constructed of laminated vinyl on top of a polyester backing, this material boasts an impressive life expectancy while acting as a moisture barrier. With excellent resistance to abrasion, chemicals and UV exposure, they can be easily cleaned with mild soap and water solutions. It's properties also allow it to be disinfected with harsher chemicals and diluted bleach solutions.

CRYPTON:
Crypton® fabrics resist spills, stains, odors and microbial growth - keeping your furniture cleaner and looking great longer. Crypton® extends the life of textiles in highly trafficked, demanding environments such as corporate offices, healthcare, hospitality and education.

SUNBRELLA:
Sunbrella® Contract and Sunbrella Contract with Defiance™ fabrics are high-performance, easy-to-clean, soft to the touch, UV resistant, and specifically engineered to retain their color. Defiance antimicrobial treatment inhibits the growth of bacteria, fungus, mold and mildew.

LEATHER:
Leather is a durable and valuable natural material derived from processed animal skins that has a wide range of uses, such has furniture. The best way to think about leather is that it's like your skin. It's breathable, changes over time and requires constant maintenance to keep looking its best. Unfortunately, it's not an appropriate material when furnishing harsh or demanding environments. Luckily, there are several vinyls out there that mimic the look and feel of leather!

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COMMON TEXTILES: VINYL

FLANDERS

CLICK **HERE** TO SEE SPEC AND CLEANING INFO

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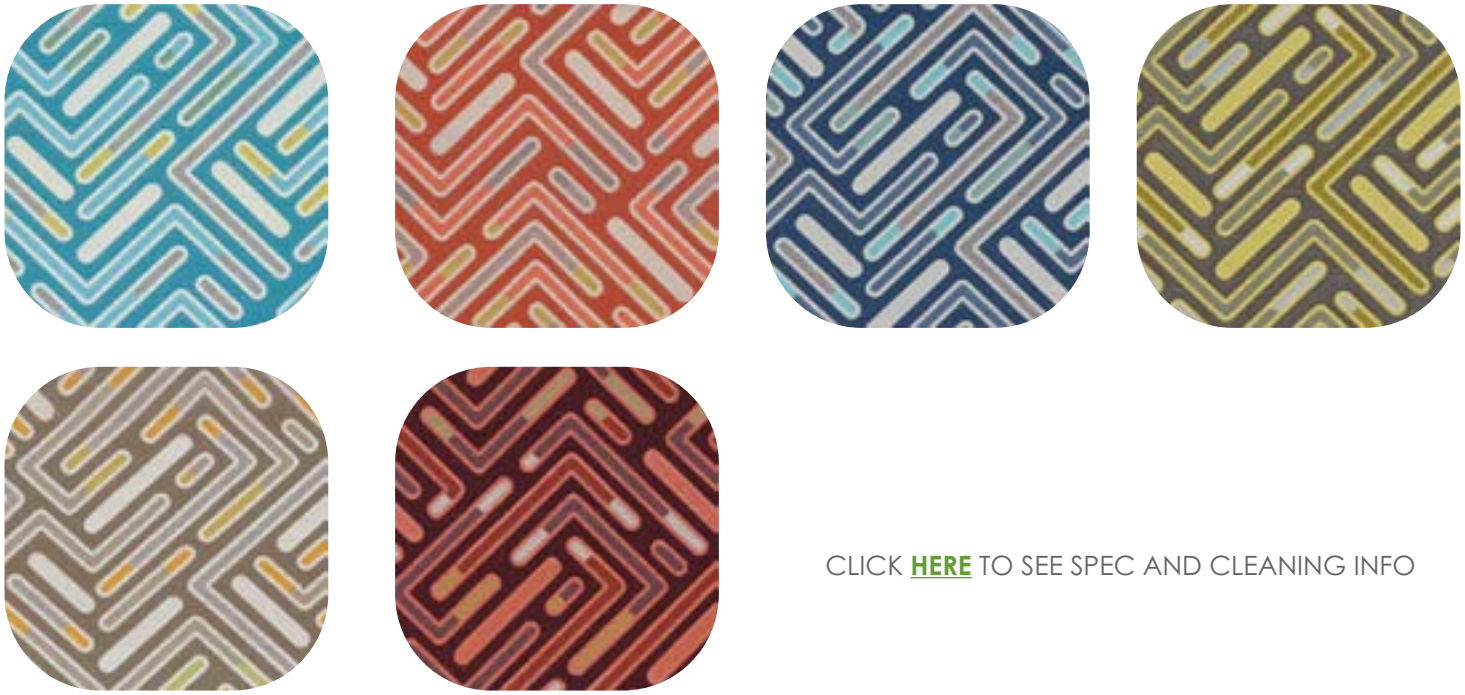
COMMON TEXTILES: CRYPTON

MAZE



CLICK **HERE** TO SEE SPEC AND CLEANING INFO

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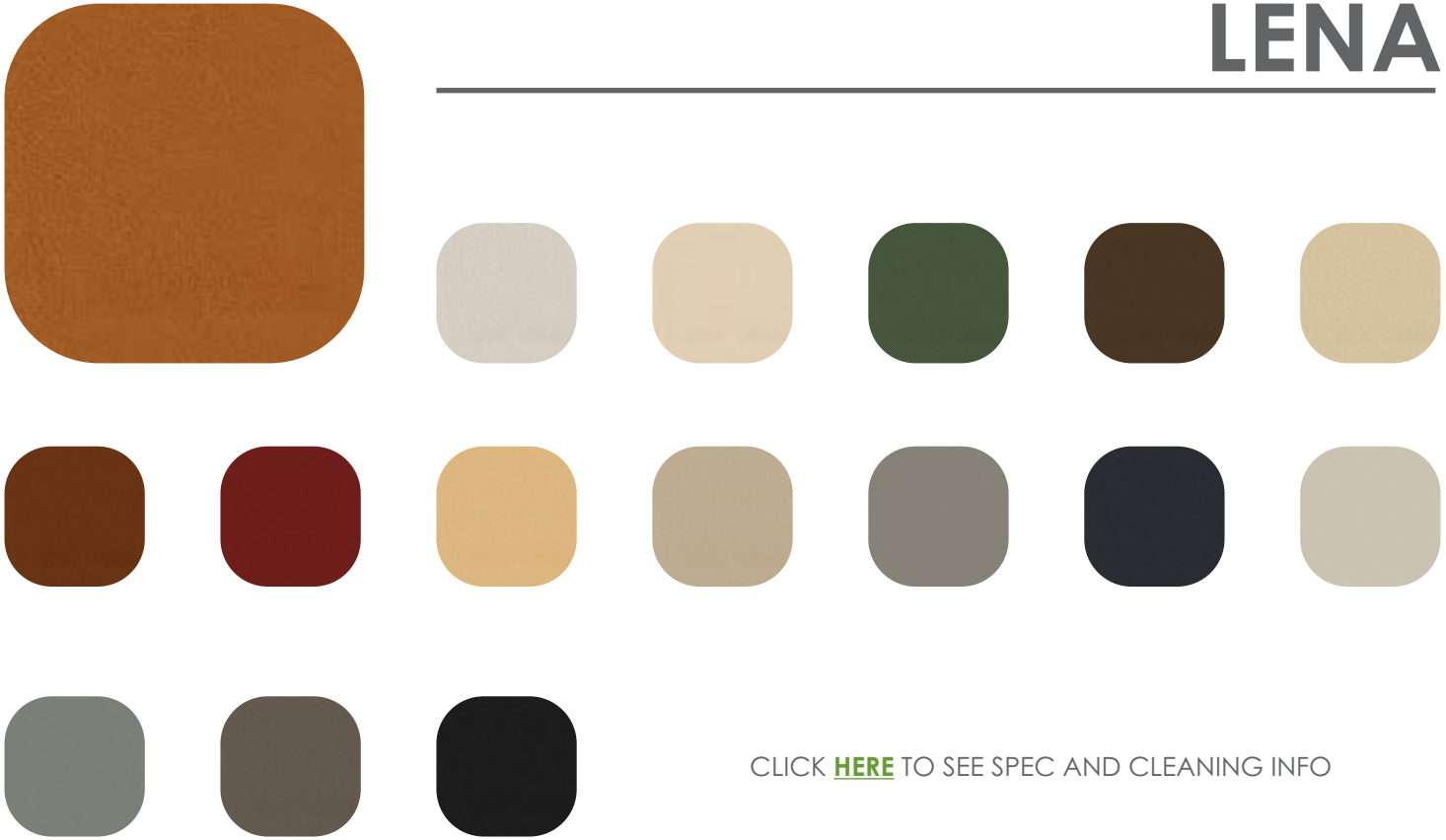
COMMON TEXTILES: LEATHER

LENA



CLICK **HERE** TO SEE SPEC AND CLEANING INFO

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RECONSIDER SHARED SPACES

As we adjust to this new norm of social distancing, there are several factors to consider from a design and layout standpoint in your facilities.

+ “We Space” vs. “Me Space”
+ Minimum of 6 Feet between individuals
+ Clear pathways for circulation and cleaning
+ Furniture selection

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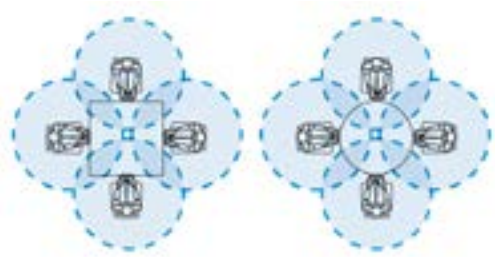
RECONSIDER SHARED SPACES

DINING AREAS

BEFORE



AFTER

"We Space" vs. "Me Space"

+ Reduce capacity of space and/or convert typical gathering areas to individual seating areas.

+ Maintain a minimum of 6ft between individuals in these areas

+ Pathways between furniture should be widened to create adequate space for circulation and cleaning.

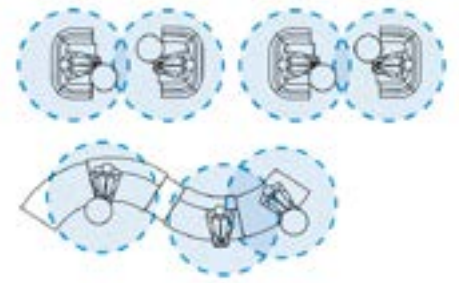
+ Select furnishings that:
  - can be easily moved
  - can be wiped down and disinfected

+ Adding wayfinding symbols to help direct the flow of traffic

+ Adding sanitation stations encourages infection control and regular hand disinfecting.

LOUNGE / COMMUNITY ROOMS

BEFORE



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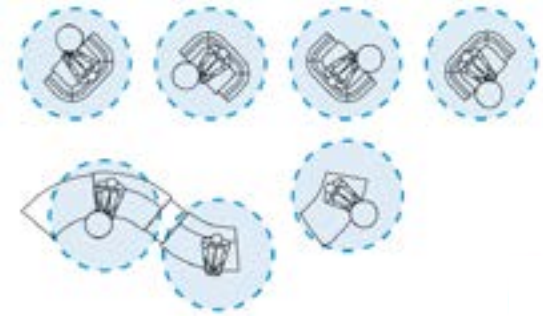

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RECONSIDER SHARED SPACES

RECENT MULTIPURPOSE ROOM INSTALLATION

Laminate flip top tables on casters

Poly stacking chairs with metal feet

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INFORMATION RESOURCES

ADDITIONAL CLEANING GUIDES

+ CDC: CLEANING AND DISINFECTING YOUR HOME

+ CLEVELAND CLINIC: CLEANING AND DISINFECTION PROGRAM

+ EPA: 6 STEPS TO SAFE AND EFFECTIVE DISINFECTANT USE

+ HOW TO CLEAN LEATHER

If you disinfect your leather harshly, then be sure to condition it harshly afterward. I recommend Chamberlain Leather Milk to do that best. Do not use bleach or rubbing alcohol on leather because it may discolor. I suggest rubbing it down with a HOT cloth that you can barely hold, along with a dab of light shampoo because it's PH balanced for the leather. For generally dirty leather, I recommend just hot water.

CLEANING PRODUCTS

+ ZEP

+ ELECTROSTATIC CLEANERS

+ TIDE ANTIBACTERIAL FABRIC SPRAY

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INFORMATION RESOURCES

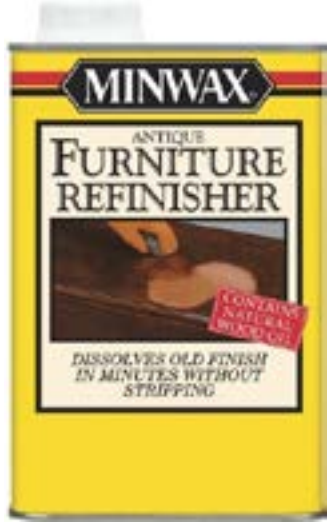
COMMON FURNITURE REPAIR SOLUTIONS

LEATHER & VINYL REPAIR KIT

Wood Finish Stain Markers

Paint Repair Markers

Wood Refinisher (Strips Off Old Finish)



VINYL, FABRIC AND LAMINATE REPAIR KIT

Clear Sleeve Foot Protectors

UNIVERSAL WOOD REPAIR KIT

METAL FINISH REPAIR SPRAY

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