

Cleaning and Disinfecting Tips and Checklist for **Patient Care** and **Non-Patient Care** Areas

The AAP is committed to supporting pediatricians and the continued care for children. This reminder of basic infection prevention and control (IPC) practices from Project Firstline will continue to keep you, your practice team, and families safe.

- **Clean your hands:** Reduce infections by using alcohol-based hand sanitizer or washing them.
- **Disinfect equipment and surfaces:** Pay special attention to high-touch areas and surfaces.
- **Promote optimal physical distancing:** Depending on the types of clinical interactions and procedures.
- **Wear masks:** During periods of higher levels of community respiratory virus transmission, consider broader use of source control for everyone 2 and older, particularly for children and youth with special health care needs.



Cleaning Tips for **Non-Patient Care Areas**

Keep your patients and staff safe by thoroughly cleaning non-patient care areas of your practice!

Equipment/Furniture Maintenance

- Keep vacuums in good repair and consider equipping them with HEPA filters.
- Avoid the use of upholstered furniture and furnishings in areas with increased potential for body substance contamination.
- Maintain the surface integrity of furniture upholstery by repairing tears and holes.

Cleaning Tips

- Detergent and water are adequate for cleaning surfaces in non-patient-care areas (eg, administrative offices).
- Periodically perform a thorough, deep cleaning of carpeting as determined by facility policy by using a method that minimizes the production of aerosols and leaves little or no residue. Thoroughly dry wet carpeting to prevent the growth of fungi; replace carpeting that remains wet after 72 hours.
- Designate care and maintenance of flowers and potted plants to staff not directly involved with patient care. *(If plant or flower care by patient-care staff is unavoidable, instruct the staff to wear gloves when handling the plants and flowers and perform hand hygiene after glove removal.)*

Air Handling Systems

- Monitor ventilation systems in accordance with engineers' and manufacturers' recommendations to ensure preventive engineering, optimal performance for removal of particulates, and elimination of excess moisture.
- Bag dust-filled filters immediately upon removal to prevent dispersion of dust and fungal spores during transport within the facility.
- Maintain air intakes and inspect filters periodically to ensure proper operation.
- Remove bird roosts and nests near air intakes to prevent mites and fungal spores from entering the ventilation system.
- Prevent dust accumulation by cleaning air-duct grilles in accordance with facility-specific procedures and schedules when rooms are not occupied by patients.
- Periodically measure output to monitor system function; clean ventilation ducts as part of routine HVAC maintenance to ensure optimum performance.
- Use portable, industrial-grade HEPA filter units capable of filtration rates in the range of 300–800 ft³/min. to augment removal of respiratory particles as needed.

Cleaning and Disinfecting for Patient Care Areas

Cleaning vs. Disinfecting – What’s the Difference?

Cleaning removes the visible dirt, dust, spills, smears, and grime, as well as some germs, from surfaces. This is accomplished by washing the surface using a cleaning product and water. Cleaning products include liquid soap, enzymatic cleaners, and detergents. High-touch surfaces should be cleaned regularly. Some examples of high-touch surfaces include tables, door handles, and keyboards.

Disinfecting kills germs on surfaces or objects. This is accomplished by cleaning an area with soap, water, or any additional detergent; then using an EPA-registered disinfectant. Disinfectants are only for disinfecting after cleaning and are not substitutes for cleaning unless they are a combined detergent-disinfectant product. For effective use of the disinfecting product, follow the instructions on the label.

PPE should be worn while cleaning or disinfecting to prevent exposure to chemicals. At a minimum gloves should be worn. Masks and eye protection may be needed if splashing may occur.

Please note, these checklists are intended to be samples, consider adding specific equipment as needed.

Cleaning and Disinfecting Checklist for Patient Care Areas

Area	Frequency	Process	Initials
Toys	After each use and at least daily or when a toy or equipment becomes soiled with dirt or bodily fluid, including saliva. Note: Any toys that cannot be properly cleaned and disinfected (eg books, stuffed animals) should be removed.	Clean and sanitize	
Exam rooms	After each patient/case At least twice per day	Clean and disinfect: • high-touch and low-touch surfaces and floors	
Waiting/Admission	Daily and as needed	Clean and disinfect: • high-touch and low-touch surfaces and floors	
Medication Preparation Area	Between uses	Clean and disinfect: • countertops • portable carts used to transport or prepare medications	

End of Day Cleaning Procedures

Area	Process	Initials
Toys	<ul style="list-style-type: none"> • Clean and disinfect or sanitize with food safe product • Discard those that cannot be cleaned 	
Exam rooms	Clean and disinfect: <ul style="list-style-type: none"> • reusable medical equipment • high-touch surfaces • countertops • sinks 	
Waiting/Admission	Clean and disinfect: <ul style="list-style-type: none"> • high-touch surfaces • countertops • restock supplies for respiratory etiquette 	
Medication Preparation Area	Clean and disinfect: <ul style="list-style-type: none"> • countertops • sinks • portable carts used to transport or prepare medications 	

Cleaning Procedure Summaries for Spills of Blood or Body Fluids

1. Wear appropriate PPE
2. **Confine the spill** and wipe it up immediately with absorbent (paper) towels, cloths, or absorbent granules (if available) that are spread over the spill to solidify the blood or body fluid (all should then be disposed of accordingly).
3. **Clean** (neutral detergent and water)
4. **Disinfect** using a facility-approved disinfectant.
5. Immediately **clean/disinfect all reusable supplies and equipment** after the spill is cleaned up.

To view guidelines on environmental infection control and disinfection and sterilization visit:

[cdc.gov/infectioncontrol/guidelines/environmental/index.html](https://www.cdc.gov/infectioncontrol/guidelines/environmental/index.html)

[cdc.gov/infectioncontrol/guidelines/disinfection](https://www.cdc.gov/infectioncontrol/guidelines/disinfection)

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