

CLEANING AND DISINFECTING CHECKLIST

GENERAL GUIDANCE:

- **District and Magistrate Courts are not authorized to close to the public without first obtaining authorization from the Supreme Court's ERT.**
- **Cleaning** refers to the use of soap/detergent and water to remove visual impurities.
- **Disinfecting** refers to the use of [EPA registered disinfectants](#). EPA disinfectants provides a list of brand names and products that are effective against the novel coronavirus
- COVID safe practices require that **high touch areas and equipment** be disinfected, at a minimum, every two hours.
- If **public scanners and kiosks** cannot be disinfected after every use, hand sanitizer must be readily available.

HARD SURFACES (Tables, Chairs, Benches):

- Clean before disinfecting.
- Disinfect using an EPA-registered disinfectant.

SOFT SURFACES (Floors, Rugs, Drapes):

- Remove visible contamination if present and clean.
- Disinfect with suitable EPA-registered chemicals.

ELECTRONICS (Computers, tablets, cellular phones and accessories):

- Use EPA-registered wipes or sprays to disinfect. Dry thoroughly.

FABRICS (Clothing, Towels, Linens):

- If items can be laundered, launder at the warmest water setting in the manufacturer's instructions.