

GLOVES

WHEN YOU ARRIVE:

Each hard surface was sprayed with disinfectant by the previous occupants and may still be wet. Grab a paper towel and wipe down the individual hard surfaces.

If you are the first class of the day, each hard surface is disinfected from the night before. However, spraying down each surface to your comfort is recommended.

BEFORE YOU LEAVE:

Spray each hard surface with disinfectant, enough to dampen the surface (three to four sprays on the mist setting for each workspace).

Do not wipe dry. The time between classroom use will allow for the disinfectant to effectively work by sitting on the surfaces a minimum of five minutes.

CLEANING ELECTRONICS, EQUIPMENT AND THE DAIS

The same disinfectant and paper towels will be used to disinfect all electronics; HOWEVER the process of cleaning is different. Please spray disinfectant on a clean paper towel and then wipe off all electronic hard surfaces. **Do not spray electronics directly.** Please be sure to not oversaturate these areas.

SUPPLIES RUNNING LOW? [UPDATE.GANNON.EDU/SUPPLIES](https://update.gannon.edu/supplies)



DISINFECTANT
SPRAY

PLEASE RETURN
WHEN FINISHED



PAPER
TOWELS

PLEASE RETURN WHEN FINISHED

Wipe in. Spray out.

SANITATION STATION



SANITATION STATION

WHAT'S INCLUDED:

Disinfectant Spray – For use on hard surfaces, electronics & equipment.

Paper Towels – Wipe off excess cleaning spray after allowing it to sit for five minutes.

Gloves – May be used for personal protection while wiping surfaces.

Box of Masks – To be kept in the department for emergency use as needed (not for daily use).

CLEANING HARD SURFACES IN INDIVIDUAL OFFICES AND COMMON AREAS:

Disinfectant spray can be used to disinfect all hard surfaces and wiped dry with a paper towel after allowing it to sit on the surface for a minimum of five minutes to achieve maximum effectiveness.

CLEANING ELECTRONICS, EQUIPMENT AND THE DAIS:

The same disinfectant and paper towels will be used to disinfect all electronics; HOWEVER the process of cleaning is different. Please spray disinfectant on a clean paper towel and then wipe off all electronic hard surfaces. **Do not spray electronics directly.** Please be sure to not oversaturate these areas.



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WIPE IN. SPRAY OUT.

IT'S A TEAM EFFORT TO KEEP EVERYONE SAFE, PLEASE BE SURE THE PROCEDURE IS FOLLOWED.

WHEN YOUR CLASS ARRIVES:

Each hard surface was sprayed with disinfectant by the previous occupants and may still be wet. Grab a paper towel and wipe down the individual hard surfaces.

If you are the first class of the day, each hard surface is disinfected from the night before. However, spraying down each surface to your comfort is recommended.

WHEN YOUR CLASS ENDS:

Spray each hard surface with disinfectant, or assign students to do so. Enough spray should be used to dampen the surface (three to four sprays on the mist setting for each workspace). **Do not wipe dry.** The time between classroom use will allow for the disinfectant to effectively work by sitting on the surfaces a minimum of five minutes.

KEEP TEACHING AREAS CLEAN:

Spray each hard surface with disinfectant. **Do not wipe dry.** The time between classroom use will allow for the cleaner to effectively work by sitting on the surfaces a minimum of five minutes.

CLEANING ELECTRONICS, EQUIPMENT AND THE DAIS:

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