

It is important to clean and disinfect work areas between use. Each room is provided with hand sanitizer, disinfecting wipes and PPE. Please follow these guidelines for appropriate cleaning/disinfecting of the space prior to departing the room.

1. Obtain and apply gloves.
2. Read instructions on disinfectant label. Clean and disinfect high-touch surfaces including, but not limited to, lectern, tables, chairs and seats, doorknobs, light switches, remotes, handles, desks, workstations, pens, whiteboard, etc., that have been used.
3. Use proper glove removal techniques (shown below). Dispose of used cleaning and PPE materials in the regular trash.

**Step 1:** Grasp the outside edge near the wrist.  
 **Step 2:** Slowly peel away from the hand turning the glove inside-out. Hold the glove in the opposite gloved hand.

 **Step 3:** Slide your ungloved finger under the wrist of the remaining glove, be careful not to touch the outside of the glove.   
 **Step 4:** Peel off from inside, creating a bag for both gloves.  
 **Step 5:** Discard the gloves and wash your hand thoroughly.

1. Sanitize hands prior to leaving the room.

Cal Poly Pomona is committed to protecting the health and well-being of students, staff and faculty. We appreciate your attention to this important matter, so please do not hesitate to contact Environmental Health and Safety if you have any questions/concerns. Email us at [ehs@cpp.edu](mailto:ehs@cpp.edu).