

# Host Safety Checklist

We want to make sure that you're protected while cleaning your space. Make sure to follow these step-by-step guidelines as you go through your cleaning process.

## Before you clean

**Ventilate the space**

The CDC recommends that you ventilate a space for at least 24 hours before you enter to clean. If that's not possible, try to ventilate the space as long as you can allow before entering.

**Gather your supplies**

Make sure you have an adequate stock of all the proper disinfectants you'll need. Check this list for [EPA-approved products](#).

**Wash up and gear up**

Make sure to wash your hands with soap and warm water for at least 20 seconds. Then it's time to put your protective gear on: wear a face mask that covers your mouth and nose and disposable gloves.

## While you're cleaning

**Clean visibly dirty surfaces**

Cleaning is using soap and water to clean a surface. Some surfaces, including those that are not frequently touched, only need to be cleaned. Cleaning increases successful results of the next step.

**Disinfect high-touch surfaces**

Disinfecting is using an [EPA-approved product](#) to kill germs. Make sure you read the instructions for proper use. The CDC recommends that you disinfect high-touch surfaces, including:

- |  |   |
|--|---|
| <input type="checkbox"/> Door knobs        | <input type="checkbox"/> Toilets                            |
| <input type="checkbox"/> Light switches    | <input type="checkbox"/> Desks                              |
| <input type="checkbox"/> Tables            | <input type="checkbox"/> Phones                             |
| <input type="checkbox"/> Countertops       | <input type="checkbox"/> Keyboards                          |
| <input type="checkbox"/> Handles           | <input type="checkbox"/> Touch screens                      |
| <input type="checkbox"/> Faucets and sinks | <input type="checkbox"/> Lighting equipment (if applicable) |

## While you're cleaning (continued)

**Double check where you disinfect**

Make sure you go throughout the space to double check that you've disinfected all high touch surfaces.

## When you're done

**Put supplies away**

Properly store all supplies. Note that this includes cleaning out the vacuum you used. Make sure to take stock of your supplies now to restock if necessary. Dispose of the gloves you've been using to clean. Put on a new pair of gloves.

**Restock for guests**

If you are providing any amenities, including paper towels or toilet paper, wait until you are done cleaning and disinfecting to restock.

**Dispose of protective gear**

Safely dispose of your gloves and any other protective gear you may have used while in the space.

**Leave**

Once you leave the space, it's important that you not re-enter the space. The next people in your space should be your guests.