

A person wearing blue gloves is cleaning a grey fabric sofa with a white cloth. The person's arm and hand are visible, reaching into the crevice of the sofa. The sofa has a textured, woven fabric. The background is a plain, light-colored wall.

# Infection control in the workplace

Rebooting the workplace

global



# Infection control in the workplace

As a trusted partner, Global is ready to support you as we “reboot the workplace.” We have over 35 years of experience partnering with hospitals to create furniture and infection-prevention protocols that set the standard for safety and wellness. Applying this experience to the workplace, we have compiled the following information to assist you in undertaking the correct disinfecting procedures for your Global furniture.

## Cleaning, disinfecting and sanitizing: know the difference

While many interchangeably use the words cleaning, disinfecting and sanitizing – they are not the same.

### What is the difference?

**Cleaning:** removes visible dirt, soil and debris. It does not disinfect.

**Disinfecting:** eliminates bacteria, fungi and certain viruses. It does not remove dirt (clean).

**Sanitizing:** reduces the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. It does not eliminate them.



# Creating an effective housekeeping procedure

An effective housekeeping procedure will contain steps to clean and sanitize, or clean and disinfect your furniture. It is important to select the right products for each of these steps. As previously outlined, products designed to clean will not sanitize or disinfect, and products designed to sanitize or disinfect will not clean.

Additionally, products used for sanitizing and disinfecting also vary in their dwell time. This is the length of time that a sanitizer or disinfectant must be in contact with the surface, and remain wet, in order to achieve the product's advertised kill rate. Dwell times can range from a matter of seconds, to more than 10 minutes.

Always check the manufacturer's instructions for details. The [EPA](#) website includes information on dwell times for approved disinfectants/sanitizers and their applications.

As part of your housekeeping procedure, we suggest you apply the "wipe-thrice" method to clean, sanitize/disinfect and rinse.

1. Wipe surfaces with a cleaning agent to clean off dirt
2. Apply your sanitizer/disinfectant (allowing for the recommended dwell time)
3. Rinse the materials with a damp cloth to maximize its lifespan

All disinfecting information contained in this document should be treated as guidelines. Always do a spot test before using any chemical on your Global furniture and follow the product directions from the manufacturer.



# What materials are in my product?

The information compiled below is organized by material type found in our products.



## Laminate

Laminate is commonly found on desk and table surfaces. It is a man-made product that is stronger, more durable and easier to care for than real wood or veneer. Products from Global include both high pressure and thermally fused laminate.

## Metal

Metal finishes include Aluminum and Chrome, and are found on table and chair bases. Chrome is comprised of chromium that has been electroplated as a thin layer on a metal surface for its appearance. Aluminum is a non-steel alloy that is light, strong and durable. It can be coated or polished to a mirror finish.

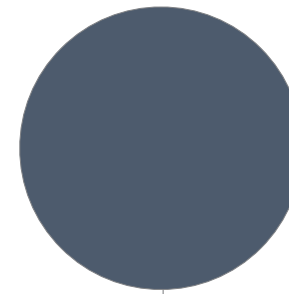
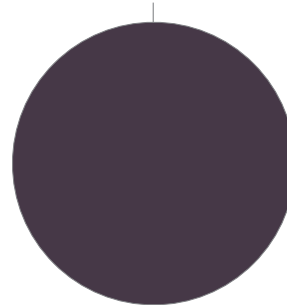


## Wood

Wood can be found on wood chair frames and on table surfaces as wood veneer. Because it is a natural material, wood veneer has a rich and more varied look. It is less durable than laminate.

## Plastic

Plastic can be found on chairs, chair bases and armcaps. This includes glass-filled nylon, self-skinned urethane (SSU) and polypropylene. Thermoplastics such as PET, acrylic and polycarbonate can be found on desks and wellness screens. All plastics are made from polymers that have been combined to achieve different characteristics.

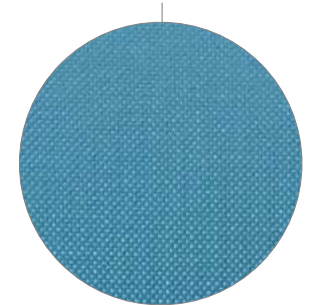


## Paint

Painted surfaces include metal storage, table bases and panel frames. Paint is applied by powder coat which is then heat cured, resulting in a final product that is smooth and thick. It is a very durable finish for metal.

## Textiles

Global has a large range of commercial and performance textiles, including offerings from our alliance textile programs. Performance textiles are identified by their enhanced cleaning and disinfecting properties, and are suitable for use in workplace, education and healthcare settings.



# Common disinfectants

We have organized the information below by type of disinfectant. The four categories of disinfectants included are based on the most commonly used products in healthcare facilities as defined by [BIFMA](#). Please check the [EPA](#) or [Health Canada](#) websites for a complete list of approved disinfectants. These categories are:



## Quaternary ammonium compounds (QUATS)

Quaternary ammonium compounds or “QUATS” will kill most bacteria, viruses and fungi. For disinfecting, they are commonly used on noncritical surfaces such as floors, furniture and walls. Examples of QUATS include Fantastik® All Purpose Cleaner, Lysol® Disinfecting Wipes, Clorox® (non-bleach) Disinfecting Wipes, Formula 409® and Virex®.



## Hydrogen peroxide solution

Hydrogen peroxide can vary in its disinfecting strength, depending on the specific product formulation. Some peroxide products can also meet the EcoLogo product labeling requirements and may be used in green cleaning programs. Examples of hydrogen peroxide-based products include Clorox® Hydrogen Peroxide Disinfecting Cleaner, Oxivir® TB and Virox.



## Sodium hypochlorite

Sodium hypochlorite is commonly known as household bleach. It is typically diluted at a 10:1 or 20:1 water to bleach ratio for healthcare purposes. The most well-known brand is Clorox®.

Although bleach may be used for infrequent disinfecting, it is recommended to minimize its use as it can corrode metal and damage environmental surfaces. Bleach can also be inactivated by organic matter and reacts easily with other chemicals. As bleach is toxic, it should be used with caution.

## Isopropyl and ethyl alcohol

Alcohol isopropyl and ethyl alcohol at 55-70%, is usually used in combination with QUATS or as 70% isopropyl alcohol as a disinfectant. Due to its quick evaporation, alcohol is typically used on smaller surface areas. Examples include CaviCide Wipes and household rubbing alcohol.



# Disinfecting your product

The chart below has been provided to you as information only. Please refer to the manufacturer's label for application, specific product detail, and its use. No warranty is implied since results may vary. Please refer to Appendix A for application notes.

Disinfectants: Sample Brand Names	Fantastik® All Purpose Cleaner, Lysol® Disinfecting Wipes, Clorox® (non-bleach) Disinfecting Wipes, Formula 409®, Virex®, etc.	Clorox® Hydrogen Peroxide Disinfecting Cleaner, Oxivir® TB, Virox, etc.	CaviCide Wipes, Household Rubbing Alcohol, etc.	Household Bleach, Clorox® Bleach, etc. Used at 20:1 water to bleach dilution	Household Bleach, Clorox® Bleach, etc. Used at 10:1 water to bleach dilution
Disinfectants: Chemical Category	Quaternary ammonium compounds (QUATS)	Hydrogen peroxide solution	Isopropyl and ethyl alcohol/ alcohol-based (55-70%)	Sodium hypochlorite/ household bleach	Sodium hypochlorite/ household bleach
Laminate Worksurfaces + Edging/Trim	● <sup>1</sup>	X	X	X	X
Wood Veneer Surfaces + Edging/Trim	● <sup>2</sup>	X	X	X	X
Metal Painted Frames	● <sup>3</sup>	X	● <sup>3</sup>	X	X
Metal Painted Storage	● <sup>3</sup>	X	● <sup>3</sup>	● <sup>3</sup>	X
PET Felt Screens	X	X	X	X	X
Desk Screens - Polycarbonate	X	● <sup>4</sup>	● <sup>5</sup>	X	X
Panel Infill - Laminate	● <sup>1</sup>	X	X	X	X
Panel Infill - Glass	●	X	X	X	X
Panel Infill - Acrylic + Wellness Screens - Acrylic	●	X	X	X	X
Panel Infill - Textile	● <sup>9</sup>	X	X	X	X
Work + Task Seating Bases and Frames (GFN - Glass Filled Nylon)	X	X	● <sup>10</sup>	● <sup>10</sup>	X
Chrome Seating Bases + Table Bases	● <sup>6</sup>	● <sup>6</sup>	X	X	X
Polished Aluminum Seating Bases + Table Bases	●	● <sup>7</sup>	● <sup>10</sup>	X	X
Armcaps (Self-Skinned Polyurethane)	● <sup>10</sup>	● <sup>7</sup>	● <sup>10</sup>	X	X
Plastic Chairs and Armcaps (Polypropylene)	X	● <sup>8</sup>	● <sup>8</sup>	● <sup>8</sup>	● <sup>8</sup>
Seating - Performance/ Infection Control Textiles*	● <sup>11</sup>	● <sup>11</sup>	● <sup>11</sup>	● <sup>11</sup>	● <sup>11</sup>
Seating - Commercial Textiles**	● <sup>11</sup>	X	X	● <sup>11</sup>	● <sup>11</sup>

\* Please refer to our website for more information on our range of performance/infection control textiles.  
 \*\* Woven commercial textiles cannot effectively be disinfected due to their porous nature. Please refer to our website for more information on how to clean your textile to remove dirt.

**Table Information: Legend**

- Okay for use
- Can be used under select conditions - see Appendix A for more information
- X Not recommended for use



# Appendix A:

## Application notes

1. Spot test in an inconspicuous area on the product before using on any visible surface.
2. Porous surfaces like veneer can be damaged by the use of disinfectants over time. Prolonged use of some disinfectants may result in residue build-up. Lifting of the veneer surface may also occur. Spot test in an inconspicuous area on the product before using on any visible surface.
3. Some higher chromatic colors may discolor due to the pigments used. Harsher cleaners can cause dulling or cracking of the surface over time. Spot test the disinfectant used in an inconspicuous area on the product before using on any visible surface to ensure there is no dulling or discoloration.
4. Use a 3-5% hydrogen peroxide solution.
5. Use only isopropyl alcohol-based disinfectants.
6. Chrome is not suitable with any cleaners/disinfectants as it can rust over time. If a disinfectant and cleaner must be used, wash and wipe down immediately after application. Damage may still occur if the disinfectant is left on the surface for a period of time before washing and wiping it down.
7. Rinse and wipe down after application. Any type of hydrogen peroxide-based disinfectant is more likely to change the color of the surface.
8. Spot test in an inconspicuous area on the product before using on any visible surface. Product should be rinsed with water after disinfecting to avoid build-up that may eventually damage the surface finish. If bleach is used to disinfect, carefully rinse with water wipes or fresh water to prevent any leftover deposit of bleach on the surface as it will discolor or turn whitish overtime.
9. Lightly wet the textile surface and allow it to air-dry. If color is transferred onto the wipe, the textile is not colorfast to that product, and it should not be used. Carefully follow label instructions, especially regarding the dilution of the disinfectant. Lightly wet the textile surface and allow to dry - do not saturate the surface. If repeated applications are anticipated, rinse with clear water to prevent build-up of chemical residue on the textile surface.

10. Spot test in an inconspicuous area on the product before using on any visible surface. Rinse with water and wipe down after application.
11. Follow the cleaning and disinfecting guidelines provided by the material manufacturer to prevent any damage to the surface. Bleach can only be used on bleach-safe textiles. For custom materials (COM), contact the material manufacturer directly for cleaning and disinfecting guidelines.

### Guidelines

All disinfecting information contained in this document should be treated as guidelines only. It does not guarantee the elimination of viruses, bacteria or long-term impacts of disinfectant use on our products. Due to the wide variation in the end use of these cleaning products (including the amount of product applied, elapsed time before removal from the surface, physical action used to remove the cleaner, and the number of applications), your results may vary from the test results used to develop this guide.

Always do a spot test before using any chemical on your products and follow the product directions from the manufacturer. Intensive cleaning/disinfecting/sanitizing routines over a prolonged period of time may impact the finish aesthetic and/or performance of the product. Use proper care to minimize overspray on adjacent surfaces of varying materials. Overspray on adjacent materials may cause permanent damage to the surface of those materials. Rinse and wipe down your furniture with water after the application of cleaning agents and/or disinfectants/sanitizers to minimize possible damage that may occur if the disinfectant/sanitizer is left on the surface. Please check your warranty for details before using any cleaning, disinfection or sanitizing product.