

## Guidelines for Disinfection of Surfaces at Water ATMs

### A. Surfaces to be disinfected while wearing rubber gloves

- Door/window handles, knobs, tower bolts, latches
- Drawer handles
- Dispensing buttons
- Buttons on control panel
- Dispensing taps
- Sink/ wash basin taps
- Switches
- Table surfaces
- Chair backs and arms
- Any other surfaces that are touched by visitors to the Station

### B. Schedule for Disinfection

- Morning: 6:00 AM or as soon as Operator comes to Station
- 12.00 Noon
- 6.00 pm
- Evening: Before Operator leaves for home

### C. Disinfectant solution: 0.1 % sodium hypochlorite (chlorine) solution

Freshly manufactured sodium hypochlorite solution (~11 % chlorine) should be used to prepare chlorine solution for disinfection. Prepare disinfectant solution by adding **9 ml of sodium hypochlorite** to **1 litre water**. This yields ~ 1000 ppm (0.1%) available chlorine concentration.

### D. Disinfection procedure

1. Cleaning is an important first step BEFORE any disinfection is done. Clean any surface that looks greasy or dirty with soap and water, before disinfecting with chlorine solution, because organic matter will inactivate chlorine, making it ineffective.
2. Soak a clean cotton cloth or towel in 0.1 % chlorine solution and wipe down all surfaces. **Ensure that wiping cloth is not dripping wet, especially while wiping switches or control panels, or it could cause electrical short circuit or damage control box.**  
**Important: Wear gloves** as this concentration of chlorine solution irritates the skin.
3. At least 1 minute of contact time is needed to ensure that effective disinfection has occurred.
4. Solution for disinfection should be freshly prepared. Any leftover solution will be ineffective for disinfection after 24 h and should be discarded by safely pouring down a drain or home toilet.

### E. Precautions for use of chlorine solution

1. **Wear protective gloves, apron and protective eye-glasses** when handling chlorine or disinfecting.
2. **Avoid touching face and eyes while handling chlorine solution.** If it gets into eyes, wash for at least 15 minutes with clean water and consult a physician.
3. **Mix and use chlorine solution in well-ventilated areas.**
4. Mix sodium hypochlorite in **cold water** because hot water decomposes it.
5. **Add sodium hypochlorite to water for diluting and not the other way around, i.e. DO NOT pour water into concentrated sodium hypochlorite solution.**
6. Chlorine solution can corrode metals and painted surfaces.
7. **DO NOT use or mix with other household detergents or cleaning agents, as a toxic gas is produced when chlorine solution is mixed with acidic detergents: this gas may cause death or injury.**
8. **Store in closed bottles in a cool, dark place, out of reach of children in a locked cabinet.**