COVID-19 Product Cleaning Guidelines

Sanitizing guidelines are provided by the CDC here.

In addition to care and maintenance standards for our fabrics and finishes <u>here</u>, Haworth has compiled the following cleaners that may be used on the surfaces of your Haworth products.

With all cleaning products, refer to cleaning product manufacturer's label for application, specific product detail, and use. It is critical to read and follow the safety instructions on any cleaning product you use. Below are the most important safety guidelines when using sanitizing products:

- Never mix bleach with ammonia or any other cleaner
- Wear rubber or other non-porous boots, gloves, and eye protection
- Try not to breathe in product fumes. If using products indoors, use in a well-ventilated area and open windows and doors to allow fresh air to enter

Important! Improper cleaning and maintenance of any surface or material may result in the voiding of that product's warranty. A small, inconspicuous area should always be tested before large scale cleaning.

Instructions for cleaning various types of surface materials are below

<u>Trim (Metal - Smooth, Textured, Metallic)</u> - linked to surface material information and images on Haworth.com TR- (panel frames, desks, storage, walls, accessories, tables) **Clorox disinfecting wipes without bleach**

<u>Plastic Trim (Polymer Trim)</u> - linked to surface material information and images on Haworth.com TR- (panel frames, desks, storage, walls, accessories, tables) **Clorox wipes without bleach, Lysol disinfecting spray without bleach**

Nylon (Polymer Trim) - linked to surface material information and images on Haworth.com TR- (Very task chair back frame, Zody task chair back frame, Soji task chair back frame)

Lysol disinfecting wipes no bleach, Clorox Pro Total 360 disinfecting cleaner, Lysol Heavy Duty cleaner and disinfectant concentrate

Nylon (Polymer Trim) - linked to surface material information and images on Haworth.com TR- (Maari seat shell)

Lysol Neutra Air 2-in-1 Disinfectant spray, Purell Professional Surface Disinfectant

<u>Polypropylene (Polymer Trim)</u> - linked to surface material information and images on Haworth.com TR- (Very side chair seat and back, Very Wire Stacker seat and shell)

Ecolab Peroxide multi-surface cleaner, Clorox Commercial Solutions Hydrogen Peroxide Cleaner/Disinfectant, Lysol Disinfectant wipes without bleach, Clorox Pro Total 360 Disinfecting Cleaner

Electrical (panel installed and surface mounted) - linked to surface material information and images on Haworth.com

- Power should always be disconnected to panels and power units prior to cleaning
- Power units should never be cleaned with spray, but using a rag lightly dampened with the appropriate cleaner TR, 4U

Clorox wipes without bleach, Purell Professional Surface Disinfectant

<u>Laminate (Solid, Wood Grain, Patterned)</u> - linked to surface material information and images on Haworth.com H- (worksurfaces, tables, desks, panels, walls)

Clorox disinfecting wipes without bleach, Lysol disinfecting spray without bleach

<u>Edgeband (for laminate surfaces)</u> - linked to surface material information and images on Haworth.com HP- (worksurfaces, tables, desks)

Clorox disinfecting wipes without bleach, Lysol disinfecting spray without bleach

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<u>Paint on Wood</u>- linked to surface material information and images on Haworth.com

PW- (accessories, desks, seating, tables, walls)

Clorox disinfecting wipes without bleach or Lysol disinfecting spray without bleach

Wood (Anegre, Beech, Cherry, Maple, Oak, Walnut, Double Cut- linked to surface material information and images on Haworth.com

QC, YC, M3, YE, VT, YD, VC, M2, YL, VP, NM, YM, M5, NR, YO, YP, VJ, NR, YB, VB, LQ, VR, YN, Y9, NW, M6, VH, M7, 2P, WL, 2R, WE, WJ, 2N, 2Z, VT, WF, WC, HZ

Clorox disinfecting wipes without bleach

Glass (clear glass only) - linked to surface material information and images on Haworth.com 2G-, 4G-, 9T-, SG-, SK-

Clorox wipes without bleach, Lysol disinfecting spray without bleach

<u>Translucents (acrylic)</u> - linked to surface material information and images on Haworth.com 55-. SG-. SK

Clorox Healthcare bleach germicidal disinfectant, pharmacy grade hydrogen peroxide, 30% isopropyl alcohol

Metal door hardware- linked to surface material information and images on Haworth.com 6204, 629, 630, 652 (architectural walls)

Wash with antibacterial soap and water, rinse, then wipe dry being careful not to get any in locking mechanisms

Upholstery

Codes can be found on product labels, identified by a 1-2 digit prefix Example: SCT-20-7145,6K-NC,MS-FJ,TR-F,TR-F,TR-F

Seating Upholstery

Woven Upholstery - linked to surface material information and images on Haworth.com

- Tellure (3A), Twist (MM)
 - Lysol disinfecting spray without bleach
- Dottie (ME), Jewel (MN), Dots (6K), Big Arrow (4D), Big Diagonale (1K), Pixel (2A), Leef (ML), English Tweed (4E), Diagonale (4N), Align (4F), Tangram (LV)
 - Clorox disinfectant wipes without bleach
- Tech (MV), Element (4Z)
 Virex 256, Oxivir TB, Dispatch

<u>Faux Leather</u> - linked to surface material information and images on Haworth.com Brisa (XG)

Clorox wipes without bleach or Lysol disinfecting spray without bleach

<u>Leather</u> - linked to surface material information and images on Haworth.com Nature leather (XE), Plains leather (XP)

Clorox wipes without bleach or Lysol disinfecting spray without bleach

Mesh - linked to surface material information and images on Haworth.com

- X99 seating (M0)
 - Clorox wipes without bleach
- Lively task chair (3G)
 - Lysol disinfecting spray without bleach

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Vertical Fabrics

Woven Standard

- Tellure (3A)
 - Lysol disinfecting spray without bleach
- Notable (4K), Traffic (WX), Point (EE), Aerial (36), Reverb (3V), Puzzler (7L), Camp (33), Fields (34), Kio (ZR), Ramie (4V), Tangram (LV), Tuscan (TK), Chevron (6X), Striae (C1), Landscape (C2), Ritz (PV), Classic (L5), Thorman (4S), Birds Nest (PH), Geode (PR)
- Clorox disinfectant wipes without bleach
 Etch (35), Tailored (PY), Twist (MM)
 - Virex 256, Oxivir TB, Dispatch