



# Cleaning and Disinfection Procedure

## Background

Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus (“fomites”) is generally considered to be low. Put simply, transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. However, the novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

## Purpose

This procedure provides instruction on the cleaning and disinfection of rooms or areas people have visited. It is aimed at limiting the survival of novel coronavirus in key environments.

## Definitions

- *Community facilities* are settings that are visited by the general public outside of a household.
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and risk of spreading infection.
- *Disinfecting* works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

### **Cleaning and Disinfection after Persons Have Been in the Facility!**

## How to Clean and Disinfect

### Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
  - 4 teaspoons bleach per quart of water
  - Approved cleaners and disinfectants are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
    - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

### **What to Clean and Disinfect**

The DFJV has a cleaning service that cleans the office each night. The service focuses on the primary locations in the office i.e. break area, bathrooms, vacuuming etc.

- **Bathrooms:** The cleaning service conducts minor cleaning e.g., cleaning the sink handles, flush handles, and door knobs each night. It is the responsibility of the Segment offices to assign an individual to clean the sink handles, flush handles and door knobs routinely during work hours.
- **Offices/Cubical Space:** Employees should retrieve the appropriate cleaning supplies from the receptionist and wipe down their desk surfaces, key boards, phones, etc. daily.
  - Conference/training rooms after each meeting
    - Maintain Cleaning Log (attached)
    - Lock conference rooms after they are cleaned after meetings
    - Surfaces handled by employees should be cleaned/disinfected (i.e. drinking water levers, door knobs, tables, phones, chairs. . .)
  - Heavy equipment cabs and automobiles
    - Surfaces should be cleaned/disinfected (i.e. equipment levers, steering wheels, seats, seat belts, windows) at the end of each shift or prior to another operator using the equipment.
  - Hand tools and equipment
    - Clean hand tools daily.

### **Linens, Clothing, and Other Items That Go in the Laundry**

- Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

### **Personal Protective Equipment (PPE) and Hand Hygiene:**

- If possible, wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
  - Gloves and gowns should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - The Safety Data Sheet should be reviewed for PPE guidance and preventive measures.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoid touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one's nose, coughing, or sneezing
    - After using the restroom
    - Before eating or preparing food
    - After contact with animals or pets
    - After visiting public or common areas
    - Before and after providing routine care for another person who needs assistance (e.g., a child)

### **List of Approved Cleaners and Disinfectants:**

- Hydrogen Peroxide
- Sodium Hypochlorite – Bleach
- Quaternary Ammonium – Lysol
- Quaternary Ammonium - Clorox Wipes

- Quaternary Ammonium; Ethanol – Lysol Mist
- Ethanol – Purell

\*\* If you are unsure if a cleaning supply is adequate to use, please contact your segment safety manager.

### **Cleaning Following a Confirmed COVID-19 Case**

- It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
  - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

# DFJV Cleaning Log

Room Name:

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Room Capacity:

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