



HQ Cleaning and Disinfection Guidelines After COVID-19 Exposure

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References:

- a) CDC Cleaning, Disinfecting, and Ventilation; Plan, Prepare, and Respond: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- b) OSHA COVID-19 Website: <https://www.osha.gov/SLTC/covid-19/>
- c) CDC Frequently Asked Questions about Personal Protective Equipment COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-use-faq.html>

Enclosure:

- (1) Cleaning Areas Checklist

Purpose:

This standard operating procedure (SOP) provides recommended actions for the enhanced cleaning and disinfection of rooms or areas in facilities where suspected or confirmed COVID-19 persons have visited. It is aimed at limiting the survival of novel coronavirus in key environments. These recommendations will be updated as additional information becomes available.

These guidelines are focused on community, **non-healthcare facilities** (e.g., schools, institutions of higher education, offices, daycare centers, businesses, community centers).

Personal Protective Equipment (PPE):

Cleaning staff should wear the following items for all cleaning/disinfecting tasks, which should be compatible with the disinfectant product(s) being used:

- Non-sterile disposable (latex/nitrile) gloves
- Non-sterile cleaning gowns or coveralls
- Eye protection/Light goggles
- Facemask

When utilizing disinfectants, ALWAYS follow manufacture's guidance for respiratory protection.

Cleaning/Disinfection Materials:

- Detergent soap and water in spray bottles for cleaning surfaces prior to disinfection
- Heavy Duty Paper Towels
- Large garbage bags with ties (for containment/disposal of used cleaning materials)
- Products listed on the following EPA-registered and approved list for effective disinfection of surfaces exposed to coronavirus should be used.
<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>

Per Occupational Safety and Health Administration (OSHA) Hazard Communication standards (29 CFR 1910.1200), training should be provided to all cleaning staff on-site prior to performing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. Workers should also be trained/informed on the hazards of the cleaning chemicals used in the workplace.

Procedure per CDC:

1. CLOSE off all areas used by the person who is sick and wait as long as possible (at least several hours) before you clean and disinfect.
2. If feasible, open outside doors and windows to increase air circulation in the area.
3. Cleaning staff should wear a facemask, and disposable gloves for all tasks in the cleaning process, including handling trash. Ensure adequate ventilation.
4. CLEAN surfaces occupied by the person who is sick first. If surfaces are dirty, clean using a detergent or soap and water prior to disinfection.
5. DISINFECT cleaned surfaces.
 - Use an EPA-approved disinfectant per the label's instructions.
 - Diluted household bleach solutions can be used if appropriate for the surface. Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Never mix household bleach with ammonia or any other cleanser.
 - Check to ensure the product is not past its expiration date.
 - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.). **Many products recommend keeping the surface wet with a disinfectant for a certain period to work. Ensure adequate contact time** for effective disinfection (1-3 minutes, or as directed on the label.)
6. 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 in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces. Vacuum as usual.
7. Avoid using product application methods that cause splashing or generate aerosols.
8. Clean and disinfect all frequently touched surfaces in affected areas (e.g., counters, tabletops, doorknobs, light switches, bathroom fixtures, toilets, phones, keyboards, tablets, remotes, etc.) according to manufacturer's instructions.
9. Remove gloves and gowns carefully to avoid contamination of the wearer and the surrounding area. Gloves should be removed after cleaning a room or area occupied by ill persons. New gloves and gowns should be used for each day of cleaning/disinfecting.
10. When cleaning is completed, collect soiled materials and PPE in a sturdy, leak-proof (e.g., plastic) bag that is tied shut and not reopened. This waste can go to the regular solid waste stream (e.g., municipal trash) as it is not biohazardous or regulated medical waste.
11. Clean goggles with soap and water at the end of each day of cleaning/disinfecting.
12. Always wash hands immediately after removing gloves using soap and water.
13. Cleaning/disinfecting activities should be supervised and inspected periodically to ensure correct procedures are followed.
14. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor
15. Per ref (a), if it has been more than 3 days since the person with suspected/confirmed COVID-19 visited or used the facility, no additional cleaning or disinfection (beyond regular cleaning practices) is needed.

Notes:

- No additional cleaning is needed for supply and return ventilation registers or filtration systems for the building.
- No additional treatment of wastewater is needed before discharging to a sanitary sewer.

CHECKLIST OF AREAS TO CLEAN & DISINFECT

- Desktops/Tabletops/Countertops (All FLAT surfaces)
- Desk Drawer Fronts/Handles
- Chairs
- Podiums
- Self-standing Cabinet Doors
- Above/Below Counter Cabinet doors
- Light Switches
- Telephones
- Room Doors (front and back vertical surfaces)
- Door Knobs/Handles/Keypads
- Computer Work Station (Keyboard/Monitor/Stands/CPU)
- Technical Training Equipment (TTE); any areas normally touched, as per LS
- Window Sills
- Window Latches/Handles
- Sinks/Faucets
- Miscellaneous Appliances
 - Refrigerator
 - Coffee Maker
 - Toaster/Toaster Oven
 - Water Cooler
- Elevator Walls
- Elevator Rails
- Stairwell Rails
- Bathrooms
 - Flush knobs on toilets
 - Stall Doors/Locks
 - Locker Doors/Locks
 - Shower Walls/Fixtures
 - Sinks/Faucets
 - Mirrors
 - Shelves
 - Fixtures (Paper towel/Soap dispensers)