

DAILY AND KNOWN CONTACT Cleaning and Disinfecting for COVID-19

Guidelines for Janitorial and Cleaning Staff

March 23, 2020

To ensure the health and safety of our janitorial staff, following are guidelines for cleaning and disinfecting, as well as recommended personal protection steps and equipment for workers. If at any time there are questions or needs regarding the recommendations on the cleaning and disinfection of rooms or areas those with suspected or with confirmed COVID-19 have visited, or for continuing updates on this information on this subject, please visit the [CDC website](#).

Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts **(within 6 feet or less)** via respiratory droplets. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Use products approved by the EPA, a list is linked below. Frequent cleaning and disinfection several times per day reduces germs.

When doing routine cleaning and disinfecting, use a product that is effective and to choose the correct Personal Protective Equipment (PPE).

Supplies and Personal Protective Equipment (PPE) needed;

- Gloves, face masks, aprons and goggles/safety glasses for protection of skin and eyes during cleaning
- Protective clothing that can be thrown away or washed
- Paper towels, garbage bags, scrubbing pads/cleaning brushes
- Disinfectant products such as ready to use a.k.a. “RTU” in labeled spray bottles and/ or wipes
- Measuring cups if diluting concentrated products
- Hand sanitizer with 60% to 90% alcohol

Recommended Personal Protection for Janitorial Staff

- Wear disposable facemask and gloves
- Wear disposable apron to protect clothing at any time, and if there was suspected exposure to the job site to prevent contamination of clothing
- Throw away the gloves when done, wash hands with soap and water immediately after removing gloves
- Store commonly used cleaning products in areas only accessible by staff to avoid excessive handling
- Wash hands with soap and water after cleaning
- Use an alcohol-based hand sanitizer if hand washing is not available
- Open doors and windows when cleaning

How to Choose a Cleaning and Disinfecting Product

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The CDC and EPA are working on the most current information about products that will be effective against COVID-19.

[A list of Novel Coronavirus \(COVID-19\) Fighting Products from the American Chemistry Council Center for Biocide Chemistries \(CBC\) contains the most up to date product list.](#)

- Select the product for the purpose it will be used for.
- If you are disinfecting hard surfaces, ensure the product has instructions for hard surfaces.
- Always follow the instructions on the product's label for how to prepare and apply the product, the contact time needed, and what PPE to wear.

Common Product Types

1. Bleach Common
 - a. Effective, available in ready to use formulations such as spray bottles and wipes
 - b. Strong odors, some people are sensitive, can stain clothing, longer contact time, dilutions not shelf stable after mixing.
2. Quaternary ammonias a.k.a. "Quats" Common
 - a. Effective, available in ready to use formulations such as spray bottles and wipes
 - b. Some people may have sensitivities. May require a longer contact time.
3. Accelerated Hydrogen Peroxides Low odor
 - a. Short contact time, effective, available in ready to use formulations such as spray bottles and wipes
 - b. Newer to the markets and not commonly found in household formulations.

IF THERE IS A KNOWN EXPOSURE

Timing and location of cleaning and disinfection of surfaces

- At a school, daycare center, office, or other facility that does not house people overnight:
 - 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.

Surfaces

- Clean visibly dirty surfaces 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

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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 (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - [Products with EPA-approved emerging viral pathogens claims](#) 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.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)) that are suitable for porous surfaces

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. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
- Cleaning staff should 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.
 - 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.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should [clean](#) hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and

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water for 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 avoiding 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
 - Before and after providing routine care for another person who needs assistance (e.g., a child)

References:

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>

**UPDATED GUIDELINES AND OREGON "STAY HOME, STAY SAFE" ORDER OF 3/23/2020 REQUIRES A DISTANCE OF 6 FEET OR MORE BETWEEN PEOPLE*