

# COVID-19 Cleaning and Disinfecting Workplace Plan

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**Location:** 14-006 VA Recreational Therapy Building 3801 Miranda Avenue Palo Alto, CA

**Person in charge of COVID-19 Cleaning and Disinfecting Workplace Plan:** Site Foreman

**Program Reviewed & Approved by:** Jennifer Freitas/Office Manager  
**Name/Title**

## PURPOSE

This plan is to develop a cleaning and disinfecting procedure to prevent the spread of the coronavirus through transfer contact.

## SCOPE

This procedure applies to all employees, subcontractors and visitors working in a facility or off-site locations. This Cleaning and disinfecting plan cover the minimum requirements to perform cleaning and disinfecting.

## INTRODUCTION

Cleaning and disinfecting are primarily used for surface protection from the spread of coronavirus. This plan covers the safety procedures pertaining to implementation of the disinfecting and cleaning high and low frequency touch locations, the frequency of cleaning and disinfecting, and the use personal protective equipment required.

## PROGRAM

DETERMINE WHAT NEEDS TO BE CLEANED AND CREATE SCHEDULE.

Example includes but not limited to:

- Copiers
- Coffee Makers
- Break Rooms
- Tables
- Countertops
- Handles
- Phones
- Faucets and Sinks
- Toilets
- Tools
- Equipment and Control Panels

- Computer Keyboards, Mice, and Monitors
- Mobile Devices used for work
- Light Switches
- Handrails

## **DETERMINE HOW AREAS WILL BE CLEANED/DISINFECTED**

Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces. Also try and eliminate porous material from high frequency touch locations. Use only EPA listed disinfectants and use per manufactures guidelines.

Determine equipment needed. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants. Follow guidance from state, local, and federal authorities and regulations.

### **How to clean and disinfect**

#### **Clean**

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, should be cleaned and disinfected before each use.
- **High touch surfaces include:**
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### **Disinfect**

- **Recommend use of EPA-registered household disinfectant**[external icon](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>). **Follow the instructions on the label** to ensure safe and effective use of the product. Many products recommend:
  - Keeping surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

**Always read and follow the directions on the label** to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)

- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals according the manufacturers recommendations

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

- **Diluted household bleach solutions may also be used** if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.
 

**Follow manufacturer’s instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Use appropriate containers and refer to Safety Data Sheets (SDS).  
**Leave solution** on the surface for **at least 1 minute**.

**To make a bleach solution**, mix:

    - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water  
OR
    - 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

### Soft Surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** That meet EPA’s criteria for use against COVID-19.
- **Vacuum as usual.**

## **Electronics**

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a **wipeable cover** on electronics to protect screens.
- **Follow manufacturer's instruction** for cleaning and disinfecting with CDC approved methods.

## **When Cleaning**

- **Regular cleaning staff** can clean and disinfect community spaces.
  - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (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.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.
  - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
    - Keep hand sanitizers away from fire or flame

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Review the personal protection equipment (PPE) based on the product and coronavirus. List required PPE on Cleaning and Disinfecting Workplace Plan Schedule.

### **PPE may include but not limited to:**

- Face Shield
- Safety Glasses
- Goggles
- Gowns
- Gloves
- Respiratory Protection
- Face Coverings

**ADMINISTRATIVE** Determine who be responsible for the implementation and review of program. This plan may require multiple people for different shift and departments. The frequency on the review plan should be determined on exposure. The plan should be reviewed at least annually.

**MAINTAIN AND REVISE** Reducing exposure to COVID-19 is a continuous responsibility. CDC and EPA recommend cleaning and disinfecting high-touch surfaces at least daily. Please maintain and review based on your employees' exposure. More frequent cleaning and disinfecting may be required if a surface is more frequently touched.

*Reference:*

*Centers for Disease Control and Prevention (CDC)*

*Environmental Protection Agency (EPA)*

*Division of Occupational Safety and Health (OSHA)*

This interim sample guide is based on what is currently known about the coronavirus disease 2019 (COVID-19). The Centers for Disease Control and Prevention (CDC), along with Federal, State and Local authorities are routinely and consistently updating information. This guide is based on available information at the time of its publication. This guide does not supplant or replace the guidelines and/or recommendations set forth by the CDC and/or Federal, State and Local guidelines, laws, ordinances or directives. This guide does not constitute medical advice. For advice on your specific situation, it is recommended that you engage a qualified professional directly.

This material is for informational purposes only and does not contain legal or business advice. Safety Compliance Company neither represents nor warrants that the information contained herein is appropriate or suitable for any specific business or legal purpose. Readers seeking resolution of specific questions related to COVID-19 should consult the guidelines, directives and/or recommendations set forth by the CDC and/or Federal, State and Local guidelines.

There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Updates are available on CDC's web page and provided by Federal, State and Local authorities.

# 6 Steps for Safe & Effective Disinfectant Use



## Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



## Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

## Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



## Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

## Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



## Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.