



COVID-19: General Guidance for Cleaning and Disinfecting for Non-Health Care Settings

References:

- a) CDC Environmental Cleaning and Disinfection Recommendations, 'Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019': <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- b) NAVMED Interim Guidance for Cleaning and Disinfecting of Public Facilities for COVID-19 of MAR 2020
- c) OSHA COVID-19 Website: <https://www.osha.gov/SLTC/covid-19/>
- d) CDC Frequently Asked Questions about Personal Protective Equipment COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-use-faq.html>
- e) NC FRAGO 121.024 Attachment A: Interim Cleaning Recommendations for Facilities Housing Persons Under Quarantine for Coronavirus Disease 2019 (COVID-19), Updated February 29, 2020
- f) Department of Defense Guidance on the Use of Cloth Face Coverings, 5 April 2020

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 if 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). Reference (e) provides guidance on the cleaning and disinfection of rooms of persons under quarantine as well as associated worker protection practices according to expected job tasks.

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:

- Disposable (latex/nitrile) gloves
- Cleaning gowns or coveralls
- Eye protection/Light goggles

As annotated in reference (f), the Centers for Disease Control and Prevention (CDC) recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Military personnel, DoD civilian employees, their family members, and DoD contractors are strongly encouraged to follow CDC guidelines on the use of cloth face

coverings in public settings or where other social distancing measures are difficult to maintain. When utilizing disinfectants, **ALWAYS follow manufacture's guidance** for respiratory protection.

Cleaning/Disinfection Materials

- Industrial 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/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

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 and BUMED references (a)-(b):

1. CLOSE off all areas used by the ill persons and wait as long as possible before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets (at least 24 hours; but recommend 4 days - max virus life on surfaces).
2. Open outside doors and windows to increase air circulation the area (all rooms, where possible) for at least 24 hours.
3. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
4. CLEAN surfaces first.
 - If surfaces are dirty, Clean using a detergent or soap and water (and paper towels/sponges) prior to disinfection.
5. DISINFECT cleaned surfaces.
 - 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 (1/3rd 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.). **Ensure adequate contact time for effective disinfection (1-3 minutes, or as directed.)**
- 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.
- Adhere to any safety precautions or other label recommendations as directed (e.g., allowing adequate ventilation in confined areas, proper disposal of unused product or used containers and donning appropriate PPE).

6. Avoid using product application methods that cause splashing or generate aerosols.

7. Cleaning/disinfecting activities should be supervised and inspected periodically to ensure correct procedures are followed.

8. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

9. Clean and disinfect all frequently touched surfaces in affected areas (e.g., counters, tabletops, doorknobs, light switches, bathroom fixtures, toilets, phones, keyboards, tablets, remotes and bedside tables) according to instructions described for products with EPA-approved emerging viral pathogens claims.

10. 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.

11. Clean goggles with soap and water at the end of each day of cleaning/disinfecting.

12. 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.**

13. 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.

14. After cleaning, removal, and disposal of PPE, immediately Perform hand hygiene. Soap and water should be used if the hands are visibly soiled.

- **Cleaning staff should clean hands often**, by washing hands with soap and 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.

15. Per ref (a), if it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

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 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)