

## APPENDIX E

### Facility Disinfectant Best Practices

The guidelines in this Appendix for disinfecting have been developed from the Centers for Disease Control and Prevention's (CDC) Facility Disinfectant Plan and adapted to our working environments. In this ever-changing environment, this is a working Appendix that may be adjusted as new guidelines, executive orders, etc. are issued. We also may adapt as additional resources--such as PPE or disinfectant product--become available.

#### **Complete Facility Disinfection Before Opening**

As we schedule to reopen and return to regular operations, it is important to make sure the necessary precautions are taken. Re-entering a facility after COVID-19 requires more than basic cleaning or janitorial services; it requires a company with the experience of handling biohazard cleaning and virus outbreaks. The City has contracted with an outside vendor to provide this service.

#### **Recommended Daily Facility Disinfection Schedule and Tips for Frontline Staff**

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19.

##### ❖ *What to clean*

- Clean/disinfect surfaces & objects that are touched often
  - Doorknobs/push plates, desks, keyboards, phones, stair handrails, etc.
- Vehicles
  - Disinfect daily after use by the user.
- Remove items
  - Consider what items can be moved, stored, or removed completely to reduce frequent handling or contact from multiple people. An example of this is soft and porous materials, such as unneeded area rugs and seating. This will help reduce the challenges with cleaning and disinfecting them.
- Outdoor areas
  - Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

##### ❖ *Who should clean and when*

- It is recommended that surfaces and objects that are touched often be cleaned and disinfected at least twice a day: once at lunchtime and once before you leave for the day.
- Supervisors should establish a schedule among their working staff to disinfect their own working areas.
- Building Facility Managers should establish a schedule for disinfecting shared areas in the building.
- Janitorial/custodial staff will continue to thoroughly disinfect all facility bathrooms and other areas of our facilities arranged in their contracts or job descriptions.

##### ❖ *Clean and disinfect correctly*

The City will provide an approved disinfectant. In addition, the City has contracted with Aramark to provide blue cleaning towels. They will bring clean towels each week and launder the dirty ones. Supervisors should contact their Facility Managers to request PPE and cleaning supplies.

- **Hard (Non-porous) Surfaces**
  - For disinfecting, most common EPA-registered household disinfectants should be effective.

- o Doorknobs, handles, & push plates, desks, counters, phones, stair handrails, elevator/door buttons, etc.
- **Soft (Porous) Surfaces**
  - o 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 those surfaces.
  - o 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.
- **Electronics**
  - o For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
  - o Follow the manufacturer's instructions for all cleaning and disinfection products.

❖ *Use products safely*

- Be sure to use the provided disinfectant safely. Follow recommended label instructions for use. Products are not to be ingested or used improperly.

**Recommended PPE and Hand Hygiene for Disinfecting**

- Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash.
  - o Gloves 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.
  - o Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
  - o Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room. Wash hands immediately after gloves are removed.
- Cleaning staff should immediately report any potential exposures to their Supervisor.
- Cleaning staff and others should wash hands often, including immediately after removing gloves. Wash 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 at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

**Recommended Screening Station at Facility Entrance**

- Ideally, each facility should have an employee check-in station with the following:
  - o Hand sanitizer
  - o CDC sign about going home if you are sick
  - o Sign regarding face coverings
  - o Sign regarding social distancing
  - o Health screening form or service