



MEL SAFETY INSTITUTE SHIFT BRIEFING

Guidance for Cleaning Surfaces during the COVID-19 Outbreak

Have copies of the Safety Data Sheets for bleach and other cleaners or sanitizers available for review

It is critical to keep the operations of managing a public organization running for continuity of services to the residents and communities that depend on them. Public employers must maintain a level of service to their residents, while protecting them and the staff. Janitorial services play the vital role of minimizing the social spread of the coronavirus, and in fact, most every communicable disease. Let me take this opportunity to THANK YOU for your service. You are a valued member of the public health team of this organization.

I also want to let you know that we are working to protect you as well. I want to pass along the latest best practices for cleaning surfaces from the National Institute of Occupational Safety & Health (NIOSH) and the Center for Disease Control (CDC).

From NIOSH, for most offices and other facilities:

https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html

Routine cleaning is all that is necessary to remove the COVID-19 virus from surfaces.

- Workers should wear rubber gloves. Respirators, glasses, and gowns are typically not needed as the COVID-19 is transmitted by droplets and if not disturbed by the cleaning process, such as by spraying or power washing, fall quickly from the air to a surface. Change gloves if they become ripped or torn.
- Do not touch your face with your gloves or hands. Wash your hands immediately after removing gloves.
- Clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Spray the cleaner onto a wipe, and not onto the surface to minimize the possibility of aerosolizing any contaminant from the surface into the air.
- No additional disinfection beyond routine cleaning is recommended by NIOSH at this time.

If you must clean the work station of a person known or suspected to be infected with the coronavirus, the CDC recommends the following procedure:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#How%20to%20Clean%20and%20Disinfect>

Surfaces

- If surfaces are dirty, they should be cleaned 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. Ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

This lesson plan is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, please contact your Safety Director at 877.398.3046.

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons per quart of water
 - Products with EPA-approved emerging viral pathogens 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.
 - 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 water setting for the items and then dry items completely.
- 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 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)

What questions do you have?
