



# Cleaning and Disinfection Procedures

(Based on CDC guidelines)

Updated: April 2020



Safety is always the first consideration ↑

# Diligence at its Best

## SUMMARY

These procedures are intended to protect our clients from the spread of Covid-19. Our best-case scenario should involve proactive preventative measures but any suspected or confirmed case of COVID-19 shall be remedied using similar protocol. This document will be updated whenever new guidance is received from the Centers for Disease Control and Prevention (CDC) or associated public health authority.

Detailed cleaning and disinfecting in client facilities should be covered under normal cleaning practices but is especially necessary under the following conditions:

- If any individual(s) have traveled (within the past 14 days) to any location known to be a COVID-19 hot zone or have been in direct contact with someone known to be a confirmed carrier.
- If any individual(s) have recently occupied a shared or common space with anyone known or suspected to be a carrier. (i.e. private residence, hospital, nursing homes etc.)
- If any individual(s) display signs or any flu-like symptoms that could be potentially related to COVID-19, said staff should be quarantined and the area immediately disinfected by standard protocol as a defense mechanism directly geared toward the prevention of COVID-19 spread.

## Routine Cleaning and Disinfection Scope

General cleaning and disinfecting should be the first line of defense for all other instances of reported illness or general health concerns.





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Any area(s) of concern which does not meet the aforementioned COVID-19 criteria, but requires cleaning and disinfection due to either agency request or out of a general abundance of caution, shall undergo the following steps:

1. The contractor shall wear disposable non-fabric gloves (e.g., latex, nitrile, etc.) mask and protective eyewear.
2. If visible dirt or grime is present, the contractor shall clean the area(s) with a general detergent or soap and water, appropriate for the office surfaces and finishes.
3. The contractor shall use an EPA-registered disinfectant (*see list*) in accordance with the manufacturer's directions, and wear any additional protective equipment as suggested by the manufacturer's specifications.
4. Following general cleaning, the contractor shall spray disinfectant on all high contact solid surfaces in the area(s) including, but not necessarily limited to handrails, doorknobs and push plates, desk or work surfaces, keypad, computer mice, light switches, elevator buttons, bathroom sinks, toilet and paper dispensers, kitchenette countertops, water cooler controls etc.
5. The contractor shall allow disinfectant to remain on surfaces insuring proper dwell time (usually about 10 minutes or per manufacturer's suggestion). Surface may then be wiped clean if necessary.



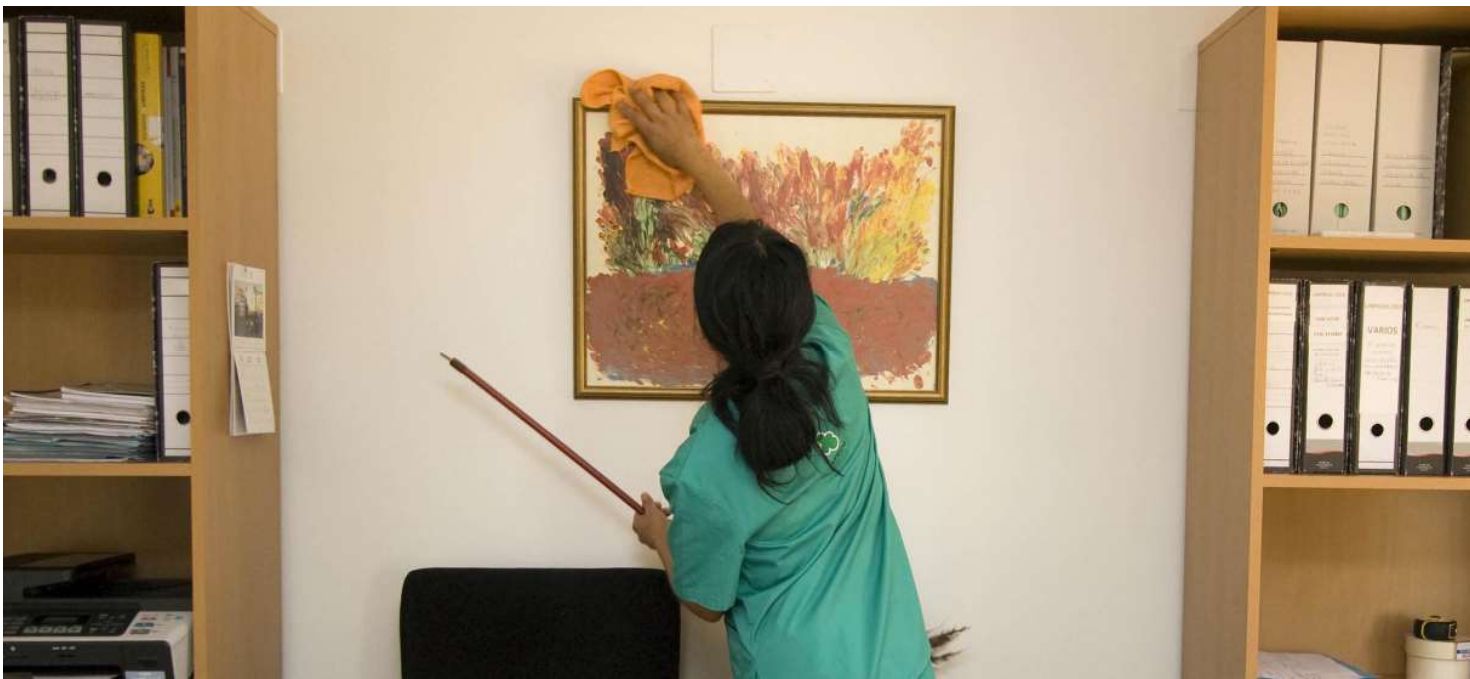
All our employees undergo project management training and safety training.

- Pat Walker, CEO

### Detailed Cleaning and Disinfection Scope

General cleaning and disinfecting should be the first line of defense for all other instances of reported illness or general health concerns. However in leu of the current pandemic, more detailed cleaning and disinfection practices are necessary and should follow current CDC guidance: *Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019*.

1. Any area(s) used by an sick individual(s) meeting the above criteria shall be emptied of occupants and closed for up to 24 hours.
2. The contractor performing the cleaning and disinfection shall:
  - a. Use only EPA-registered disinfectants for disinfecting solid surfaces (*see list*),



Using CDC Guidelines guidance on cleaning and disinfection techniques is critical ↑

- b. If accessible said disinfectants by EPA (*see list*) and deemed specifically effective toward the prevention of COVID-19 evolution.
3. The contractor shall submit the proposed list of cleaners and disinfectants to client for review prior to use and ensure all MSDS are accessible.
4. The contractor shall use the cleaners and disinfectants according to the manufacturer's recommendations.
5. Prior to entering the area, the contractor shall don appropriate personal protective equipment (PPE) required for the specific cleaners and disinfectants used. Contractor may need to wear additional PPE such as safety glasses, depending on how the disinfectant is used. At minimum, the contractor shall wear non-fabric disposable gloves (e.g., latex, nitrile) and disposable suits or gowns (e.g., Tyvek).
6. Following the closure period, the contractor shall open any available windows and doors to ensure adequate ventilation throughout the cleaning and disinfection period.(in the event of a potential airborne pathogen area should be sealed and fogging equipment used to improve air quality).
7. Contractor shall proceed throughout the area paying close attention to all high impact touch points.
8. Following cleaning, the contractor shall disinfect by wiping in one direction solid surfaces including, but not necessarily limited to handrails, doorknobs and push plates, desk or work surfaces, keypad, computer mice, light switches, elevator buttons, bathroom sinks, toilet and paper dispensers, kitchenette countertops, water cooler controls.
9. Contractor shall clean/disinfect all high contact porous surfaces such as carpets and partitions with appropriate cleaners indicated for said use by the manufacturers and EPA list for emerging viral diseases (*see list*).
10. Contractor shall let all disinfectants remain on surfaces until air dry.
11. When cleaning and disinfecting of the area is complete, the contractor shall remove and dispose of gloves, gowns (suits) and other PPE being careful not to contaminate the wearer or office surfaces. All used PPE and cleaning materials shall be disposed of in a sealed, plastic, disposal bag.