



How to Clean and Disinfect the Workplace after Someone has Covid-19

I. PURPOSE

The framework in this document is based on guidance from the Centers of Disease Control (CDC). After reading this policy you should have a clear understanding of the deep cleaning protocols in place for spaces occupied by an employee who tests positive for the virus.

II. RESPONSIBILITIES

- 1) Close off areas used by the person who is sick. You do not necessarily need to close operations if you close off the affected areas.
- 2) Notify Human Resources of the incident and provide the employee an electronic copy of the FFCRA Policy and form.
- 3) Determine what needs to be cleaned. Human Resources will then notify the Parks, Recreation and Public Facilities Manager/designee to assign a team member to clean and disinfect City buildings and equipment possibly exposed.

If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning and disinfection. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting

- 4) Open outside doors and windows to increase circulation in the area.
- 5) A staff member from Parks, Recreation and Public Facilities will wait to disinfect after 24 hours. If 24 hours is not feasible they will wait as long as possible. During this waiting period, it is the supervisor's responsibility to open outside doors and windows to increase the circulation in these areas.

A staff member with Parks, Recreation and Public Facilities will vacuum the space if needed. Staff should not vacuum a room or space that has people in it. Wait

until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms. Staff should consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

Workers without close contact with the person who is sick can return to work immediately after disinfection.

If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Is the area out doors? Outdoor areas generally require normal routine cleaning and do not require disinfection.

CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily. Surfaces you should clean regularly include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Faucets and sinks
- Touch screens

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

- Social distancing (specifically 6 feet away from others when you must go into a share space)
- Frequently washing hands or use of alcohol- based (at least 60% alcohol) hand sanitizer when soap and water are not available
- Wearing cloth face coverings
- Avoid touching eyes, nose and mouth
- Staying home when sick
- Cleaning and disinfecting frequently touched objects and surfaces

Know the difference between cleaning, disinfecting, and sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.

Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects. Frequent disinfection of surfaces and objects touched by multiple people is important. EPA approved disinfectants against Covid-19 can also help reduce the risk.

Additional Helpful Information to share with Employees whose family members have tested positive:

- How to Clean and Disinfect the Home after someone has Covid-19
<https://www.youtube.com/watch?v=SYEk4b6uKcM>