

FACT SHEET: Disinfection and Cleaning Protocols

Current CDC guidance on COVID-19 disinfection protocols indicates that:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection. For washing hands, any temperature is effective as long as soap is used.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water; or using a 60% alcohol solution). For example, bleach solutions will be effective for disinfection up to 24 hours.

The County has implemented increased cleaning and disinfection procedures as part of its comprehensive program. These procedures will involve employee support. In general, the County will use janitorial staff or contractors to provide daily cleaning for all worksites with particular attention to disinfecting shared common areas such as lobbies, break rooms, restrooms, etc. Cleaning will take place twice per day involving a disinfecting wipe-down of “high-touch” vertical surfaces (e.g., corners in hallways and lobbies) from 6’ down, cleaning of open horizontal surfaces (the custodians will not move items) and wiping doorknobs and the like. It does not include computers, keyboards, copiers, refrigerators, microwaves and the like.

Individual employee responsibility will be a critical factor for successful and safe re-opening of worksites. Employees will be asked to clean up after themselves, disinfect their individual workstations at the beginning and end of their workday, and disinfect frequently used surfaces such as copiers, breakroom refrigerator handles, etc. after use. The frequency with which a device is used is not nearly as important as wiping down handles, control pads and other high-touch elements before and after their use.

Disinfecting supplies (EPA-approved disinfectant and paper towels or disinfecting wipes if they are available in sufficient, reasonable quantities) will be made available for employee use. Employees, such as inspectors, using County vehicles for their job will be asked to disinfect high touch areas in the vehicles (seatbelts, steering wheel, gear shifters, dashboard components, etc.) at the beginning and end of using the vehicles. Disinfecting supplies will be provided as previously noted. Employees working in places where there is public use of computers, desks, meeting areas, etc. will also assist with periodic disinfection during their workday with provided supplies.

The measures listed on the chart below should be implemented to reduce the risk and spread of infection. The disinfection steps outlined below should be taken routinely, based on the frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and to protect employees, customers, and visitors. Along with these workplace disinfectant activities, proper personal sanitary practices including frequent handwashing are also necessary. When handwashing is not possible, using hand-sanitizer is sufficient.

While custodians are responsible for completing most of the task list routinely, all staff are responsible for completing some routine workplace disinfectant tasks, i.e. wiping their own workspaces, cleaning up

after themselves, and disinfecting frequently used surfaces. Proper “dwell time” (contact time) for cleaning products is required to properly disinfect a surface. This varies from product to product, which is why it is important to follow the manufacturer’s instructions for product use.

ROUTINE DISINFECTION MEASURES

Area/Place	Disinfectant Surface	Recommended Frequency	Who Cleans
All worksites	Tables, Counters, Break Room Tables and Chairs, Floors	Twice daily	Custodians
Restrooms	All surfaces, mirrors, soap and paper towel dispensers, countertops, floors	Twice daily	Custodians
High-touch objects	Door handles, light switches, shared phones, copiers and printers	After each use	All staff
Office common areas	Tables, conference tables, kitchen/break room surfaces	At the end of each usage Twice daily	All staff Custodians
Individual workstations	Desk, computer, phone, other work equipment	Beginning and end of shift or after each use if shared	All staff
County owned vehicles	Commonly touched surfaces (e.g. seatbelts, steering wheel, gear shifters, dashboard components, door handles, etc.)	Beginning and end of each use	Drivers
Equipment/ surfaces used by the public	Public use computers/equipment, meeting room furniture	Between uses	All staff

Advanced Disinfection Protocol

An Advanced Disinfection Measure Protocol will be implemented when an employee has tested positive for COVID-19 and Human Resources, Occupational Medical Services notifies the DGS of a positive case.

Advanced disinfecting should be performed as soon after the confirmation of a positive test as is practical. If a delay is proposed of greater than a shift, an additional disinfection of potentially impacted common surfaces should be completed during the interim period.

If multiple employees in an agency are confirmed to have a COVID-19 positive test, the agency may close that location or office for a period of at least 72 hours to allow for natural deactivation of the virus followed by a comprehensive disinfection of the building by custodial staff.