

Cleaning/Disinfecting Guidance for Facilities Management in Response to COVID-19

Revised: March 19, 2022

PURPOSE

This guidance provides recommendations on cleaning and disinfecting areas on campus that are serviced by Facilities Management. It is aimed at limiting the survival of COVID-19 in key environments. These recommendations will be updated as additional information becomes available.

DEFINITIONS:

- **Cleaning** refers to the removal of dirt and impurities, including viruses, from surfaces. Cleaning alone does not kill viruses. But by removing the viruses, it decreases their number and therefore any risk of spreading infection.
- **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill viruses on surfaces. This process does not necessarily clean dirt off the surface but kills viruses that are present on the surface.

GENERAL RECOMMENDATIONS:

If employees are ill or not feeling well, they should not come into work and notify their supervisor immediately. Cleaning and disinfecting spaces:

Prior to the start of cleaning, employees should put on the following PPE:

- Safety glasses or goggles (if applicable)
- Disposable gloves appropriate for the cleaner and disinfectant being used
- Face coverings (avoid touching face) (strongly recommended for indoor spaces)
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Cleaning

EH&S recommends that employees follow normal cleaning procedures **AND** follow the manufacturer's instructions for all cleaning and disinfection products to ensure safe and effective use of the product. The label will include safety information and application instructions. Many products recommend keeping the surface wet with a disinfectant for a certain period (see "contact time" on the product label).

- Check the product label to see what PPE (such as gloves, glasses, or goggles) is required based on potential hazards.
- Ensure adequate ventilation (for example, open windows).
- Use only the amount recommended on the label.
- If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label).
- Label diluted cleaning or disinfectant solutions.

Frequently touched surfaces should be cleaned at least once a day and as needed. Frequently touched surfaces include:

- Tables
- Cashier stations
- Refrigerators/freezer handles
- Doorknobs
- Phones
- Breakrooms
- Light switches
- Keyboards
- Drinking fountains
- Countertops
- Toilets
- Handles
- Faucets/sinks

Cleaning frequencies for all other low commonly used surfaces such as high windows, hard-to-reach places, etc. may stay the same/increase/decrease under the discretion of Facilities Management supervisors and managers as long as these changes do not place customers or employees at risk of potential exposure.

Disinfecting

Facilities Management employees should follow normal disinfecting procedures and disinfect **frequently touched surfaces** at least once a day, and as needed. Commonly touched surfaces include those areas as listed above.

EH&S recommends disinfecting towels and cleaning equipment after each use using EPA-approved disinfectants for use against COVID-19:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

Immediately after completing cleaning and disinfecting, employees should:

1. Sanitize and disinfect towels (or dispose of them) and equipment after use.
2. Remove PPE and place disposable PPE in trash bag after leaving space.
3. Trash bag can be disposed of in regular trash.
4. Immediately wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer that contains at least 60% alcohol.

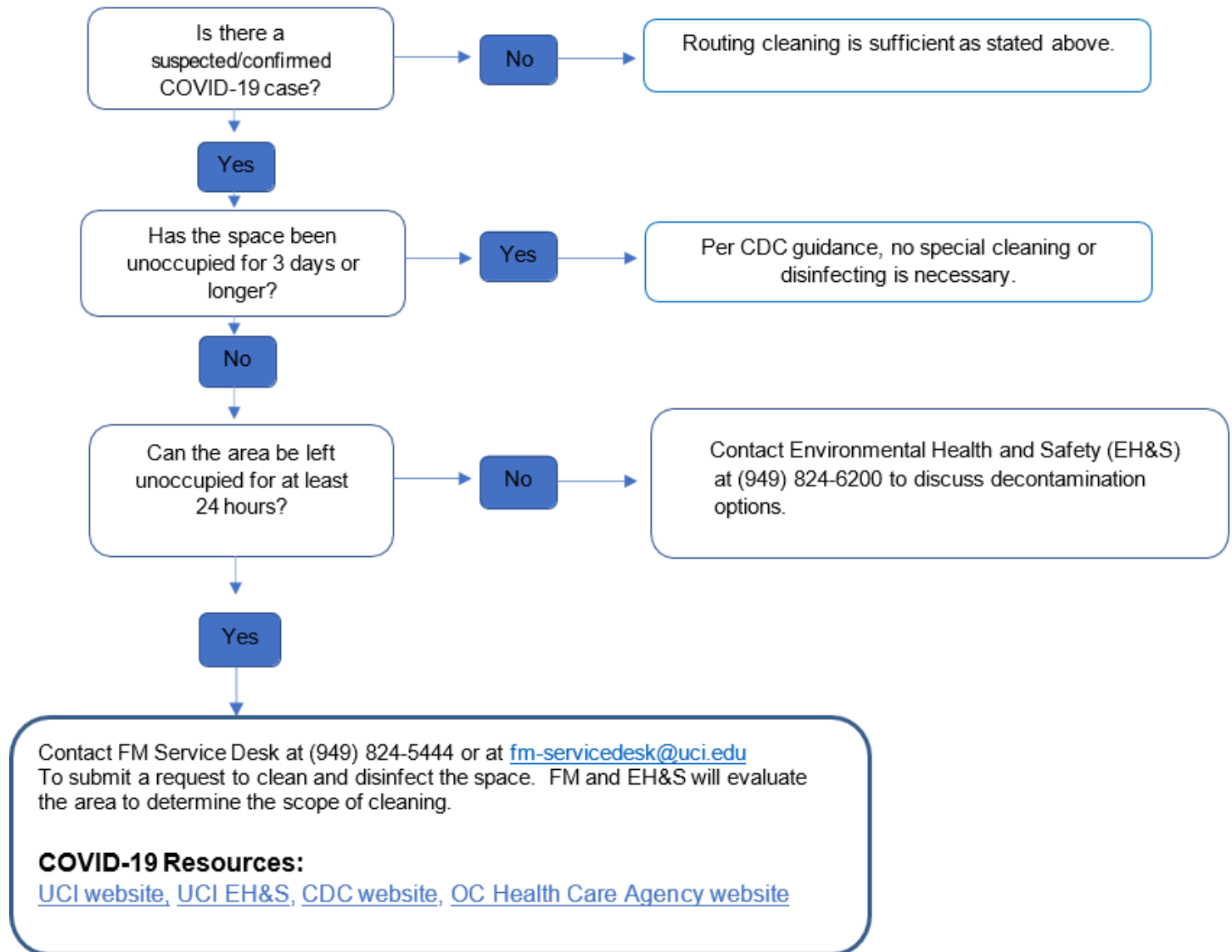
Laundering

Facilities Management uniforms should be laundered after every shift, under normal operations.

Trash Removal

Employees should follow normal trash disposal procedures.

Follow the flowchart to request COVID-19 disinfection and cleaning:



UCI EMPLOYEE REQUIREMENTS

Employees should have relevant job experience and complete the required safety training below. Contact EH&S for assistance.

- Safety Fundamentals training – available online at UC Learning Center
- Hazardous Communication training – available online at UC Learning Center
- Aerosol Transmissible Diseases (ATD) training* – available through EHS

*Aerosol Transmissible Diseases (ATD) training is only required for employees cleaning and disinfecting areas where a person or employee with suspected/confirmed COVID-19 visited or used the space.

Appendix A | Personal Protective Equipment

The following table summarizes the required Personal Protective Equipment (PPE) to be worn and safety training Facilities Management employees must take before starting the job tasks listed in this guidance document.

	Disposable Nitrile Glove	Non-Surgical Mask/Face Cover	Slip Resistant Shoes/ Cover	Safety Glasses	Splash Resistant Goggles	Safety Fundamentals	Hazardous Communication
Cleaning / Disinfecting Products	PPE					Relevant Training	
NABC Non-Acid Disinfectant Bathroom Cleaner	X	X	X		X	X	X
BNC-15 Disinfectant	X	X	X		X	X	X

Using Disposable Gloves

When **putting on** gloves:

1. Check for holes
2. Put on gloves
3. Move hand around

When **removing** gloves:

1. Pinch glove and roll it down until the glove is completely off in a ball in the palm of the other hand.
2. Then slide a finger(s) down and inside the glove on the other hand and pull it off until it's balled around the first glove.
3. Throw gloves away immediately and wash hands with soap and water for 20 seconds.



Appendix B | Additional Resources

UCI is closely monitoring the COVID-19 situation and associated communications from the county, state and federal authorities to ensure the health and safety of the campus community. To view updates and obtain workplace posters related to COVID-19, please visit <https://uci.edu/coronavirus/>.

Employees may also visit the EH&S website at <https://www.ehs.uci.edu/PublicHealth/covid-19/> for more information about COVID-19.