Affected Occupations: Facilities Management Custodial and Building Services Staff

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:
The following recommendations apply to all areas serviced by Facilities Management:

Immediately before entering all spaces, employees should put on the following PPE:
- Slip resistant shoes and safety glasses or goggles (if applicable)
- Disposable nitrile gloves
- face covering
- Maintain a minimum 6 feet distance from others whenever possible;

Immediately after leaving spaces, employees should:
- Remove nitrile gloves and place disposable PPE in trash bag after leaving space.
- Trash bag can be disposed of in regular trash.
- Wash hands with soap and water for 20 seconds immediately or use alcohol-based hand sanitizer that contains at least 60% alcohol.

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

Contact FM Services desk at (949) 824-5444 or at fm-servicedesk@uci.edu to submit a request to clean and disinfect the space. FM and EH&S will evaluate the area to determine the scope of cleaning.

COVID-19 Resources:
UCI website, UCI EH&S, CDC website, OC Health Care Agency website
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.

CLEANING PROCEDURES
EH&S recommends that employees follow normal cleaning procedures AND follow the manufacturer’s instructions for proper use including appropriate product concentration, application method and contact time. Cleaning of frequently touched surfaces should be increased to a minimum of once each day.

Frequently touched surfaces include:

-Tables
-Doorknobs
-Light switches
-Countertops
-Handles
-Desks

-Toilets
-Faucets
-Sinks
-And all other commonly touched surfaces

Cleaning frequencies for all other less frequently touched surfaces areas such as high windows, hard-to-reach places, etc. may stay the same/increase/decrease under the discretion of supervisors and managers. Detailing and cleaning surfaces that are less commonly touched (i.e. high windows, in-between spaces, hard to reach surfaces, etc.) are not considered priority items to clean.

Disinfecting
EH&S recommends that employees follow normal disinfecting procedures except for the commonly touched surfaces listed above. Disinfecting procedures for commonly touched surfaces should increase to a minimum of once each day.


Trash Removal
Employees should follow normal trash disposal procedures.
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.

<table>
<thead>
<tr>
<th>Cleaning / Disinfecting Products</th>
<th>PPE</th>
<th>Relevant Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>NABC Non-Acid Disinfectant</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Bathroom Cleaner</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>BNC-15 Disinfectant</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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.
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.