

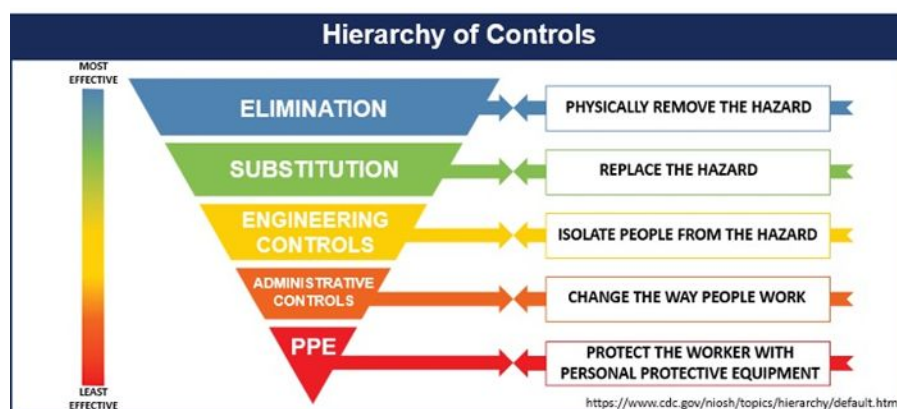
UMD COVID-19 Guidelines for Environmental Cleaning and Disinfection

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The primary route of transmission of the SARS-CoV-2 virus is through person to person contact, caused by respiratory droplets when a person breathes, talks, coughs or sneezes. According to the Centers for Disease Control (CDC), the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

Contact transmission can also occur when these respiratory droplets land on surfaces and remain viable (length of time for viral viability varies based on the type of material) and someone contacts the surface droplets then touches their eyes, nose or mouth. The university community will follow state and local guidance and operate in accordance with CDC and industry standards to reduce the potential for transmission of the virus through the following methods:

- physical distancing (specifically, staying at least 6 feet away from others when you must go into a shared space)
- frequently washing hands or using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing a cloth face coverings to reduce distribution of droplets potentially containing the virus
- avoiding touching eyes, nose, and mouth
- staying home when sick
- **cleaning and disinfecting frequently touched objects and surfaces**



The University's Health, Safety and Risk Management Task Force advocates the use of the above hierarchy of controls (above) for hazard prevention and control. Elimination is an effective means of control, so containing droplets through the use of face coverings and removing any settled droplets from

surfaces in shared spaces and from other high touch surfaces is an important part of the strategy for minimizing exposure to the virus.

- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection. – (CDC Website)

This document sets forth the cleaning and disinfection guidelines that will be followed by the university community including:

- Faculty, Staff, Students and Visitors
- Departments responsible for maintaining facilities

These guidelines are derived from technical data and practices used by cleaning professionals as part of the Campus Infectious Disease and Management Plan for mitigating transmission of infectious diseases. Many of the standard operating procedures are those that are currently used, with the frequency and chemical usage modified for COVID-19. All processes and procedures are in accordance with current CDC guidance.

As members of the University community, we share responsibility for reducing the spread of the virus, including preventing the distribution of our own droplets by using a face covering and cleaning shared spaces and objects that we may have contaminated. Professional cleaning staff are responsible to clean and disinfect shared spaces and surfaces on a regular, but not continuous basis. All members of the community will need to participate in maintaining spaces free from contamination. The areas of the community are:

- Public
- Specialty
- Individual

Public areas are common spaces that are frequented by many people, such as classrooms, lobbies and restrooms. Specialty areas are those with additional cleaning and disinfection requirements by other regulatory bodies (e.g. laboratories, recreation, buses and food service). Individual areas are spaces typically occupied by the same occupants continuously such as offices, break rooms and resident rooms.

Public

Public areas are common spaces that are frequented by many people such as classrooms, lobbies and restrooms. Public and specialty spaces are cleaned and disinfected by professional cleaning organizations composed of individuals with specialized training for their unique spaces. Housekeeping staff will follow routine processes for cleaning and disinfection of shared spaces, surfaces and objects to mitigate risk for COVID-19 transmission in our community. Other services may be reduced or altered to accommodate these additional requirements.

University professional cleaning organizations include:

- Facilities Management
- Department of Residential Facilities
- Adele Stamp Student Union
- University Health Center
- Dining Services
- Recreation and Wellness
- Department of Transportation

All campus professional cleaning organizations are required to:

- Establish standard operating procedures for high touch cleaning. High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Use [EPA list N](#): Disinfectants for use against SARS-CoV-2 (COVID-19)
- Establish a sustainable frequency of service.
- Train staff in infectious disease protocols related to COVID-19.
- Conduct a hazard assessment and provide appropriate PPE for employees according to their assessed OSHA risk category.

Specialty

Specialty areas, such as, laboratories, recreation, buses and food service, are subject to additional industry specific cleaning regulations. Each specialty organization is required to align with public spaces guidelines where possible while complying with their specific regulatory requirements.

Research

While the public areas above are served by professionally trained housekeeping groups, the nature of research spaces necessitate that the principal investigator (PI) responsible for the research area be responsible for managing the risk mitigation practices that will be followed in their research spaces and remaining consistent with the practices outlined in this document.

For cleaning and disinfection in laboratories, see [COVID-19 Cleaning and Disinfection in Laboratories](#).

For cleaning and disinfection in classrooms and large gathering areas, see [Classroom Instruction Guidelines](#).

Individual

Individual areas are spaces typically occupied by the same occupants continuously such as office, break rooms and resident rooms. The most important step an individual can take to avoid contact transmission of the virus is to use frequent and proper handwashing techniques and avoid touching their eyes, nose or mouth with unwashed hands. Other than inhaled droplets, the hands are the connecting piece;

contact transmission does not happen without them. The CDC provides steps individuals can take every day to clean and disinfect.

- Clean visibly dirty surfaces with soap and water, then use disinfectant. There are products that do cleaning and disinfection in one step; it can be efficient to use them.
- Practice routine cleaning and disinfection of frequently touched surfaces. High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
 - Consult manufacturer recommendations for cleaning electronics and other sensitive equipment. If no guidance is available, consider using alcohol-based wipes or spray containing at least 70% alcohol which may reduce damage to sensitive equipment and components.
 - For soft (porous surfaces), launder items in accordance with manufacturer's instructions.
 - When cleaning and disinfecting in locations with food (e.g., kitchens, break rooms) be sure to check the product label and only use products that are safe to use on food contact surfaces.
- For disinfection, Use [EPA list N](#): Disinfectants for use against SARS-CoV-2 (COVID-19)
 - Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products.
 - The concentration and contact time of the wet disinfectant with the surface are critical for effective surface disinfection. When using products that are combined cleaner and disinfectant, be sure to follow the label instructions for the contact time needed to kill the virus.
 - Wiping surfaces with a disinfectant soaked cloth or towel is the most effective and safest method.
 - When using disinfectant wipes, be sure the wipes are wet when applying to surfaces. Dried wipes are not as effective as wet, contact time with the disinfectant is necessary.
 - Disposable gloves and eye protection should be worn when disinfecting large surface areas. Spraying of disinfectants should be avoided if possible and should only be done with appropriate ventilation, eye protection and gloves.
 - If disinfectants are not available, an alcohol solution with at least 70% alcohol or a 10% diluted bleach solution is also effective. Making and using solutions must be done with caution in well-ventilated areas. Gloves, eye protection (e.g. goggles) and disposable aprons or gowns to protect clothing should be worn. Refer to the CDC website for more information [Cleaning and Disinfecting Your Facility](#).

- o DO NOT MIX the FOLLOWING: bleach and vinegar, bleach and ammonia, bleach and toilet bowl cleaner, bleach and rubbing alcohol, hydrogen peroxide and vinegar.
 - o Store chemicals in labeled, closed containers in a manner that prevents tipping or spilling. Avoid storing chemicals on overhead shelves. Keep them in a secure area away from food.
 - o Check with the university Fire Marshals before purchasing large volumes of cleaning and disinfectant liquids.
- Remove gloves safely ([How to Remove Gloves](#))
 - **Wash hands thoroughly** on a routine basis as well as after cleaning.
 - Avoid touching eyes, nose and mouth with unwashed hands.

To facilitate disinfection of high touch surfaces in common areas such as kitchens and break rooms, it is recommended that departments provide disinfectant products and supplies for individual use.

University departments may purchase cleaning and disinfection supplies through Procurement and Business Services (PBS) or other procurement channels.

To make it easy for departments to obtain needed products, PBS launched an [online catalog](#) of items that are currently stocked for delivery or curbside pick-up.

Initial items include (and will be restocked as supplies are available):

- Hand sanitizer
- Cleaning and disinfectant products and supplies (e.g. sprays or wipes for surface cleaning)
- Wipes for surface cleaning
- Nitrile gloves (for use of chemical products)
- Washable cloth face coverings

Hand Sanitizer

Hand sanitizer is used to clean hands when soap and water is not available. It is not meant to be used on surfaces. Hands should be washed thoroughly or hand sanitizer applied frequently and after cleaning surfaces. Cleaning and disinfection is a best practice in reducing the risk of COVID-19 transmission however, it cannot substitute for frequent hand hygiene.

In addition, public areas will be provided with standalone wall mounted or pedestal hand sanitizing stations, as supplies allow, at high traffic areas such as elevators, entrances, exits, and time clocks.

Confirmed or Suspected COVID Space

In the event of a confirmed or suspected positive case of COVID-19, internal or contract professional cleaning organizations will be responsible for the disinfection of the spaces previously occupied by the individual as identified and directed by the University Health Center. This process will be required for all spaces – public, specialty and individual.

In accordance with CDC guidelines, following a confirmed or suspected COVID case cleaning and/or disinfection will be completed according to the following guidelines:

1. When possible the space is to be left unoccupied for 7 days. After 7 days the space will only need normal routine cleaning to reopen the area, no additional disinfection is required.
2. If the space must be occupied immediately, the CDC recommends waiting at least 24 hours prior to cleaning and disinfection.
3. Cleaning and disinfection staff will wear the appropriate PPE.
4. Only hard surfaces will be cleaned and disinfected. Papers, books, and personal belongings will not be disinfected by staff. These items should be stored for 7 days at which time the SARS-CoV-2 virus will no longer be viable.
5. Soft surfaces such as seating should be cleaned with the appropriate cleaning products specific to that use.
6. Vacuum carpet. If needed, extract carpet with the appropriate carpet cleaning chemicals.
7. If hard floor, dust mop and wet mop. Wet mop with a neutral cleaner or disinfectant cleaner.
8. Fan coil and HVAC units in residences occupied by quarantined or isolated individuals will be cleaned after occupancy using a disinfectant coil cleaner. Filters will be changed.

Communication and Education

As members of the University community, we share responsibility for reducing the spread of the virus including preventing the distribution of our own droplets by using a face covering and cleaning shared spaces and objects that we may have contaminated.

Campus internal and external communications should include key messages to inform and educate people about basic cleaning and disinfection guidelines for the campus community as outlined and referenced in this document. Messaging should be in Plain Language (<https://www.plainlanguage.gov/>), in multiple languages and include at a minimum:

- CDC guidance on efficacy of cleaning and disinfecting
- Individual and organizational roles and responsibilities for cleaning and disinfection
- What and where to procure cleaning materials
- Who to contact for questions and/or services

Contributors

Department of Environmental Safety, Sustainability and Risk

Department of Residential Facilities

Procurement and Business Services

Recreation and Wellness

Facilities Management

Adele Stamp Student Union

References

Additional information can be found at the Department of Environmental Safety, Sustainability and Risk's website: <https://essr.umd.edu/covid-19>

Additional cleaning CDC guidance for homes can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

Additional cleaning and disinfection CDC guidance for workplaces can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

<https://purchase.umd.edu/>

<https://essr.umd.edu/covid-19-cleaning-and-disinfection-laboratories>

DESSR Lab Safety

1. SURFACE CLEANING & DISINFECTION – WORK SPACE AND EQUIPMENT

Key considerations:

- The PI must provide details of the research space, equipment and surface cleaning and disinfection plan. Include the schedule/intervals (*ideally before and after use*) and the disinfection materials to be used.
- Before leaving the spaces, all researchers are responsible for cleaning and disinfecting all high contact surfaces that they may have touched, including door and drawer handles, light switches, faucets, phones, and equipment.
- Before leaving the lab spaces, clean and disinfect the space with an EPA-registered household disinfectant suggested for use against SARS-CoV-2 [list can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>]. Follow all manufacturer's instructions for use, including concentration and contact time.
- If bleach is used, make a 1:10 dilution of household bleach, which has a high efficacy against SARS-CoV-2. Bleach solutions will be made fresh every 24 hours to ensure potency. Note, bleach is corrosive to stainless steel and should not be used on this surface; a 70% ethanol solution is preferred.
- Consider cleaning and disinfecting electronics with alcohol-based wipes or, to reduce the risk of damage to sensitive components, a spray for electronics.
- Common use/shared PPE (face shields, safety glasses, laser safety glasses) that can be cleaned will be disinfected after use.
- Common use equipment will be cleaned and disinfected after use.
- Consider wearing clean disposable gloves under special/shared gloves (e.g. cryogen gloves, autoclave gloves).
- Researchers should wash hands before and after the use of shared equipment and shared PPE.
- Researchers will not share lab coats.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Employee Guide

Building occupants should also wipe down commonly used surfaces before and after use with products that both meet the [EPA's criteria for use against COVID-19](#) and are appropriate for the surface. These surfaces include any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Be sure to follow the EPA's instructions for the disinfectant to be most effective.

<https://healthalerts.stanford.edu/covid-19/prevention-care/campus-hygiene/>

<https://www.uc.edu/af/facilities/covid-19-cleaning-and-supply-information.html>