COVID-19 PREVENTION: ENHANCED CLEANING AND DISINFECTION PROTOCOL

The University is implementing the following routine enhanced cleaning and disinfection protocol as an element of the University's COVID-19 Prevention Plan with the goal of ensuring a healthy and safe campus. This protocol was developed by the University's Environmental Health & Safety Department (EH&S) in coordination with campus custodial and instructional support units and the University's Advisory Committee on Communicable Diseases (ACCD). This protocol reflects requirements and guidelines set forth by the Washington State Department of Labor and Industries and federal, state and local public health agencies.

1. GENERAL

The frequency of enhanced cleaning and disinfection has increased in all UW owned and leased facilities, focusing on high touch surfaces in areas such as residence hall communal rooms, public restrooms, lobbies, dining establishments, and libraries. High touch surfaces can include tables, handrails, faucets, doorknobs, light switches, kitchen appliances, drinking fountains, and shared equipment and computer workstations (e.g., monitors, keyboards, mouse, input devices). Cleaning and disinfection should be done at least one time per day in occupied spaces. The frequency of cleaning and disinfection should be determined based on occupancy and use conditions.

The table in Appendix 1 outlines the typical spaces and surfaces requiring cleaning and disinfection at the University, the roles and responsibilities, and the minimum frequency for cleaning and disinfection.

2. CLEANING AND DISINFECTING SURFACES AND EQUIPMENT

A. Clean surfaces and objects that are visibly soiled as the first step in the disinfection process. If surfaces are dirty to sight or touch, they should be cleaned using a detergent, or soap and water prior to disinfection.

B. Use an EPA-registered disinfectant approved for use against the novel coronavirus. Refer to the American Chemistry Council list of products pre-approved for use against emerging enveloped viral pathogens, or the EPA list of registered disinfectants approved for use against SARS-CoV-2.

C. Follow the manufacturer’s instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).

   I. The disinfectant concentrations and contact time are critical for effective disinfection of surfaces.
II. Ensure that disinfectants are prepared in well-ventilated areas and handled safely, while wearing the appropriate personal protective equipment (PPE) to avoid chemical exposures.

III. Review the EH&S COVID-19 Chemical Disinfectant Safety Information guide for recommended safety measures for common disinfection agents.

D. Consult the manufacturer’s recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipeable covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.

E. The following solutions are also effective for disinfection of hard, non-porous surfaces; guidance for cleaning and disinfection is provided by the American Biological Safety Association (ABSA).

   i. Bleach solution: 2%-3% diluted bleach solution (1000 ppm chlorine). Prepare a diluted bleach solution by doing the following: Mix 5 tablespoons of household bleach per gallon of water. After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping). Prepare fresh daily as bleach rapidly degrades.

   ii. Alcohol is commonly used in labs. A solution with at least 70% alcohol can be used for surface disinfection. Be mindful this is a flammable liquid, and should not be stored near ignition sources. Quantities greater than 10 gallons must be stored in a flammable liquid storage cabinet.

F. For soft (porous) surfaces such as carpeted floor, rugs, and fabric chairs:

   i. Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.

   ii. After cleaning, launder items (as appropriate) in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

   iii. If laundering is not possible, use an EPA-registered disinfectant approved for use against SARS-CoV-2. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of EPA-registered disinfectants approved for use against SARS-CoV-2.
3. SAFETY GUIDELINES DURING CLEANING AND DISINFECTION

i. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.

ii. Wear eye protection when there is a potential for splash or splatter to the face.

iii. For larger scale or frequent cleaning (large surface area), gowns or aprons are recommended to protect personal clothing.

iv. Store disinfectants in labeled, closed containers. If dispensing disinfectants into secondary containers (e.g., spray bottles), these must also be labeled with their contents. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling. Add disinfectants to your MyChem inventory.

4. NOTIFICATION OF A CONFIRMED CASE OF COVID-19

This protocol is for evaluation of cleaning and disinfection of areas where a person with COVID-19 spent time (longer than 10 minutes) in University spaces. It is applied from 48 hours prior to the onset of symptoms until seven days have passed since the person was present in a University space.

After EH&S receives notification that a person with confirmed COVID-19 spent time on at a UW location, the specific rooms and areas where the COVID-19 positive person spent time will be assessed on a case-by-case basis. The determination of whether additional cleaning and disinfection will occur, and the scope of cleaning and disinfection is based on the risk of potential contamination as determined by EH&S, in coordination with the impacted units involved in the case follow-up. The following steps will be followed:

A. EH&S, in coordination with the COVID-19 positive person and the impacted unit, will identify all University locations where person spent longer than 10 minutes.

B. EH&S and the impacted unit, in coordination with the custodial unit, will determine any locations that require additional cleaning and disinfection based on an assessment of the following information:

   i. Date(s) and duration of time spent in location(s) (longer than 10 minutes) that have not already been cleaned and disinfected since the last time the person was in the space.

   ii. Frequency of cleaning and disinfection for identified location(s)

   iii. Date of onset of symptoms and/or date of positive test results

   iv. Activities conducted in the space(s)

   v. Face coverings and personal protective equipment worn by the COVID-19 positive person
C. EH&S, in coordination with the impacted unit and the custodial services unit, will determine roles and scope for cleaning and disinfecting spaces and equipment following the guidance outlined in this document.

D. Areas needing to be cleaned and disinfected will be restricted for access until cleaning and disinfection are complete. If a custodial unit is spray-applying disinfectant, the area will be restricted during application to prevent exposure of occupants to disinfectants. Barrier tape and posted signage is used to communicate restricted access.

E. Workplace/classroom notifications will be sent by the unit contact or building coordinator, in coordination with EH&S, in accordance with the University's COVID-19 contact tracing response protocol to communicate actions taken to prevent transmission including any cleaning and disinfection that is needed.

F. Custodial units that are cleaning large surface areas and/or utilizing a spray application of chemical disinfectant will:

   i. Open doors and windows to increase air circulation, if possible.

   ii. If possible, wait 24 hours after a person with COVID-19 was present in a space prior to beginning cleaning and disinfection. If it is not possible to wait 24 hours, the cleaning crew should increase the level of PPE used while cleaning and disinfecting, including using an N95 filtering facepiece respirator, elastomeric half-face air purifying respirator with particulate filters, or a powered air-purifying respirator with particulate filters.¹

   iii. If vacuuming is needed, use a vacuum cleaner equipped with a high-efficiency particulate air (HEPA) filter. Wait until the room or space is empty to vacuum.

   iv. After the area has been disinfected, a notification will be sent to the occupants by the unit representative, in coordination with EH&S, and the space can be reoccupied. The area can be reoccupied as soon as disinfection is complete.

   v. If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be reviewed by EH&S prior to work commencing.

G. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:

   i. Disposable gloves, gowns or a lab coat to protect contamination of clothing
ii. Safety glasses or safety goggles when there is a potential for splashing or when spraying the disinfectant

iii. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.

H. Review the COVID-19 Chemical Disinfectant Safety Information guide for potential health hazards and the recommended protective measures for common active disinfectant agents.

1UW employees who wear respirators as a job requirement must be medically cleared, trained, and fit tested, as outlined in the University’s Respiratory Protection Program.

5. RESOURCES

- Washington state campus reopening guide
- Washington state labor and industries directive 1.70, coronavirus prevention
- CDC response plans for institutions of higher education
- CDC recommendations for confirmed or suspected cases of COVID-19 in healthcare settings
- CDC recommendations for confirmed or suspected cases of COVID-19 in households
- CDC cleaning and disinfecting to slow spread of flu
- CDC cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility
- Persistence of Coronaviruses on inanimate surfaces and their inactivation with biocidal agents
## APPENDIX TABLE 1: RECOMMENDED CLEANING AND DISINFECTION FREQUENCIES AND ROLES FOR OCCUPIED BUILDINGS

<table>
<thead>
<tr>
<th>SPACE</th>
<th>SCOPE</th>
<th>WHO IS RESPONSIBLE?</th>
<th>CLEANING AND DISINFECTION FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restrooms</td>
<td>All surfaces, objects and fixtures, e.g., sinks and faucets, toilets, door handles, hand dryers</td>
<td>Custodial Services*</td>
<td>Full daily cleaning and disinfection five times per week at night or early morning with high touch points cleaned a second time.</td>
</tr>
<tr>
<td>Public spaces/common areas</td>
<td>Touch points in lobbies, elevators buttons, stairways, hand rails, door knobs/handles, light switches, corridors, drinking fountains, waste receptacles, vending machine touch points, open lounge furniture surfaces</td>
<td>Custodial Services</td>
<td>Full daily cleaning five times per week at night or early morning with high touch points cleaned a second time.</td>
</tr>
<tr>
<td>Classrooms and instructional labs</td>
<td>Desks, tables, chairs, white boards, light switches, doorknobs, podium, handrails, lectern</td>
<td>Custodial Services Users**</td>
<td>Custodial Services: Full cleaning and disinfecting at night or early morning five times a week.  Users: Clean and disinfect shared surfaces/equipment before and after each use. Disinfecting supplies, hand sanitizer, and gloves will be available for students to clean and disinfect their spaces.</td>
</tr>
<tr>
<td>Libraries</td>
<td>Tables, chairs, carts</td>
<td>Custodial Services Users</td>
<td>Custodial Services: Full daily cleaning and disinfection five times per week at night or early morning with high touch points cleaned a second time.  Users: Clean and disinfect shared surfaces and equipment before and after each use. Disinfecting supplies, hand sanitizer, and gloves will be available for students to clean and disinfect the surfaces they use.</td>
</tr>
<tr>
<td>Laboratories</td>
<td>Benchtops, equipment handles, chair backs and arm rests, hand tools, faucet handles and sprayer grips, micropipettes</td>
<td>Users</td>
<td>Daily cleaning and disinfection of high touch surfaces. Shared equipment disinfected before and after use.</td>
</tr>
<tr>
<td>Location</td>
<td>Items to be Cleaned and Disinfected</td>
<td>Cleaners</td>
<td>Cleaning and Disinfection Protocol</td>
</tr>
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<tr>
<td>Computer labs</td>
<td>Keyboards, mice, touchscreens, desk surface, chairs, stylus</td>
<td>Users</td>
<td>Shared equipment and work stations cleaned and disinfected before and after use.</td>
</tr>
<tr>
<td>Dining areas</td>
<td>All dining surfaces including chairs, tables, dispensers, etc.</td>
<td>Custodial Services</td>
<td>Full daily cleaning and disinfection five times per week at night or early morning with high touch points cleaned a second time.</td>
</tr>
<tr>
<td>Residence hall common areas</td>
<td>Lobbies, elevators, stairways, hand rails, door knobs, light switches, corridors, open lounge furniture surfaces, etc.</td>
<td>Custodial Services</td>
<td>Full daily cleaning and disinfection five times per week at night or early morning with high touch points cleaned a second time.</td>
</tr>
<tr>
<td>Conference rooms</td>
<td>Table, chair, other surfaces, doorknobs, light switches, etc.</td>
<td>Custodial Services</td>
<td>Custodial Services: Clean and disinfect once per day and sweep, mop and/or vacuum floors once per week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Users</td>
<td>Users: Shared equipment and work stations cleaned and disinfected before and after use.</td>
</tr>
<tr>
<td>Offices/shared Workstations</td>
<td>Desk, chairs, keyboard, phone, doorknobs, light switches, other frequently touched objects</td>
<td>Users</td>
<td>Users: Shared equipment and work stations cleaned and disinfected before and after use.</td>
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<tr>
<td></td>
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<td>Custodial services will mop and/or vacuum floors based on established schedule for the location.</td>
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<tr>
<td>Lunch rooms/break Rooms</td>
<td>Tables, chairs, counters, refrigerator handle, microwave, vending machines, dispensers.</td>
<td>Custodial Services</td>
<td>Custodial Services: Clean and disinfect high touch point surfaces in break rooms once per day.</td>
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<tr>
<td></td>
<td></td>
<td>Users</td>
<td>Users: Clean and disinfect high touch surfaces equipment and appliances (e.g., microwave) before and after use. Sharing</td>
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<td>University-owned vehicles, tools, material handling equipment (e.g., forklifts, pallet jacks)</td>
<td>Door handles, keys, steering wheel and other high-touch areas</td>
<td>Users</td>
<td>Clean and disinfect before and after each use.</td>
</tr>
</tbody>
</table>

*Custodial Services: Covers all custodial service groups consisting of UW custodians and contract custodians and dining services staff. Units in leased spaces with contract custodial staff should verify scope of work with the building manager and/or UW Real Estate Office.*

** Users can include a unit or department representative, or faculty, staff and students using the space. Units are required to develop and implement a daily cleaning and disinfection schedule of high touch and shared surfaces as part of their COVID-19 Prevention Plan.