

COVID-19 Cleaning and Disinfecting Protocols for Silicon Valley University

IDENTIFIED PANDEMIC

[Coronavirus \(COVID-19\)](#) is a new illness that makes people sick with flu-like symptoms. The illness spreads easily. People can catch coronavirus from others who have the virus. This happens when an infected person sneezes or coughs, sending tiny droplets into the air. These can land in the nose, mouth, or eyes of someone nearby, or they can be inhaled. People also get infected if they touch an infected droplet on a surface and then touch their own nose, mouth, or eyes. Some signs of coronavirus are cough, fever and shortness of breath. Washing hands often with soap and water can help stop viruses like COVID-19 from spreading.

CLEANING AND DISINFECTING PROCEDURES

- **Remove clutter from the workplace.** Get rid of what you don't need. It'll be easier to clean.
- **Set up a cleaning and disinfection schedule.** Identify what people frequently touch and clean and disinfect them often. Shared areas like breakrooms should be cleaned at least once daily.
- **[Use the right products.](#)** Diluted household bleach (1/3 cup bleach per 1-gallon water) can also be used.
- **Follow directions on the label.**
 - You can use products that are ready to use or concentrated. If you dilute from concentrate, use gloves and safety goggles to prevent chemical burns and irritation.
 - Contact time is the amount of time a surface must be wet with a disinfectant to kill viruses. A surface should remain wet with diluted household bleach for at least one minute to kill bacteria and viruses.
 - Use personal protective equipment (PPE) including gloves and safety goggles to prevent contact. Some ingredients in disinfectants can irritate the nose, throat, or lungs. Picking products with hydrogen peroxide, alcohol, lactic acid, and citric acid can avoid this problem.
- **Never mix chemicals.** This can create poisonous gases.
- **Only use chemicals in well ventilated areas.** Turn on fans or open windows when cleaning.
- **Train employees.** Have them clean surfaces with soap and water before applying disinfectant products. Inform them of the hazards they're working with, ensure they have access to Safety Data Sheets, and have the right PPE.
- **[Use products that meet EPA's criteria for use against SARS-CoV-2,](#)** the cause of COVID-19, and are appropriate for the surface.
- Do not mix different EPA registered chemicals together. The combination could be toxic.
- All items should be allowed to dry thoroughly following cleaning.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Clean shared spaces such as break/lunchrooms after use but no less than once per day.
- Clean and disinfect restrooms regularly (at least twice per day and possibly after times of heavy use).
- Provide single-use paper towels in restrooms.

- Ensure handwashing supplies in restrooms are fully stocked.
- Trash must be removed frequently by someone wearing disposable gloves.
- Maintain a record of sanitary work practices to ensure that restrooms are cleaned routinely.
- Books and other paper materials are not considered a high risk for transmission and do not need additional cleaning.
- Isolate and block off common areas that are no longer being used due to restrictions on gatherings, such as conference rooms, auditoriums, and cafeterias, to minimize the number of surfaces requiring regular cleaning and disinfection.

Resources

[Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes Back to Work Safely™](#)