# APPENDIX V. COVID-19 CLEANING AND DISINFECTION LOG

## COVID-19 Cleaning and Disinfecting Log

The virus that causes COVID-19 can be killed by using the correct products. The Environmental Protection Agency (EPA) has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses such as the one that causes COVID-19. Cleaning and disinfecting the workplace requires:

* Development of a formal plan
* Implementation of the formal plan
* Maintaining and revising the formal plan

## Cleaning

* **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.
* **High touch surfaces include:**   
  Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

**Disinfecting**

* Clean area or item with soap and water or another detergent if dirty. Then, use disinfectant.
* **Recommend using EPA-registered household disinfectant.**  
  **Follow the instructions on the label**to ensure safe and effective use of the product.  
  Many products recommend:
  + Keeping surface wet for a period of time (see product label).
  + Using precautions such as wearing gloves and making sure you have good ventilation during use of the product.
* **Diluted household bleach solutions may also be used**if appropriate for the surface.
  + Check label to see if bleach is intended for disinfection, and ensure product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing, or for whitening, may not be suitable for disinfection.
  + Unexpired household bleach will be effective against coronaviruses when properly diluted.  
    **Follow manufacturer’s instructions** for application and proper ventilation. **Never** mix household bleach with ammonia or any other cleanser.  
    **Leave the solution** on the surface for **at least 1 minute**.
* **To make a bleach solution**, mix:
  + 5 tablespoons (1/3rd cup) bleach per gallon of water.
  + 4 teaspoons bleach per quart of water.
* **Alcohol solutions with at least 70% alcohol may also be used.**

## Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**:

* **Clean the surface using soap and water**, or with cleaners appropriate for use on these surfaces.
* **Launder items** (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting, and dry items completely.
* Or, **Disinfect with an EPA-registered household disinfectant.** These disinfectants meet EPA’s criteria for use against COVID-19.

## Electronics

For electronics such as **tablets, touch screens, keyboards, remote controls, and ATM machines**:

* Consider putting a **wipeable cover** on electronics.
* Follow manufacturer’s instruction for cleaning and disinfecting.
  + If no guidance, use alcohol-based wipes or sprays **containing at least 70% alcohol**. Dry surface thoroughly.

## Laundry

For clothing, towels, linens and other items:

* Launder items according to the manufacturer’s instructions. **Use the warmest appropriate water setting** and dry items completely.
* **Wear disposable gloves** when handling dirty laundry from a person who is sick.
* Dirty laundry from a person who is sick **can be washed with other people’s items**.
* **Do not shake** dirty laundry.
* Clean and **disinfect clothes hampers** according to guidance above for surfaces.
* Remove gloves and wash hands right away.

## Standard Operating Procedure - Cleaning & Disinfection for High-Touch Surfaces

* **Frequency**: Every 15 minutes to 2 hours, or as much as necessary to protect customers and employees.
* **Monitoring**: Continuous visual monitoring by all employees.
* **Materials**: Personal Protective Equipment (PPE), EPA-registered disinfectants, paper towels, detergent, trash can, soap and water.
* Specific Instructions:
  1. Wash hands.
  2. Wear PPE as necessary (disposable gloves and goggles).
  3. Remove or protect ALL packaging, exposed food items, utensils and equipment from area/surfaces being cleaned and disinfected.
  4. Cleaning steps: Remove visible debris from all surfaces using soap and water, or applying a cleaning detergent, prior to disinfection activities. Ensure chemical detergent is applied according to the manufacturer’s instructions.
  5. Disinfection steps: Apply EPA-registered disinfectants to clean high-touch surfaces according to manufacturer’s recommendations for concentration, contact time, solution temperature, drying, etc. as required.
  6. Discard trash in designated waste receptacles.
  7. Clean and sanitize cleaning equipment per its *Sanitation Standard Operating Procedure* (SSOP) prior to storage.
  8. Store all chemicals and tools in proper location.
  9. Properly discard PPE.
  10. Wash hands immediately.
  11. Document all cleaning and disinfection tasks performed.

## Cleaning and disinfecting your building or facility if someone is sick

* **Close off all areas** used by the sick person.
* **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
* Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
* If it has been **more than seven days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary - Continue routine cleaning and disinfection.

### Cleaning and Disinfecting Log

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| --- | --- | --- | --- | --- | --- |
| Area | Date | Time | Cleaned using soap and water or cleaner | Disinfected using EPA approved Disinfectant | Employee Signature |
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