

## **FACILITY STANDARD OPERATING PROCEDURES FOR ENHANCED CLEANING AND DISINFECTING PROTOCOLS**

In alignment with public health recommendations, BC is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfecting procedures. The Pandemic Response Team has identified the following enhanced cleaning and disinfecting procedures for BC campuses to follow during the COVID-19 public health situation.

[\(CDC Recommended Three-step Planning Process\)](#)

### **I. IDENTIFY AREAS TO BE CLEANED**

- a. Campuses will create clear plans for their building and grounds to identify areas that are open and accessible based on each of the designated Phases. This will include any or all of the following:
  1. Campus maps with designated open areas in each building
  2. Signage to indicate areas that are closed
  3. Barriers or locks for closed areas to prohibit access

### **II. DISINFECTING PROCESSES**

- a. Frequently touched surfaces or objects need to be cleaned and disinfected daily (or more often based on use) using an [EPA-approved disinfectant](#) against COVID-19.
- b. Open areas with surfaces and objects that are not frequently touched need to be cleaned and disinfected on a daily basis.
- c. Material/Surface Types
  1. Hard (Non-porous) Surfaces (Glass, Metal, Plastic)
    - If surfaces are dirty, they will be cleaned using an approved cleaning solution or soap and water prior to disinfecting.
    - Surfaces will be disinfected using EPA-approved products.
    - The manufacturer's instructions will be followed for all cleaning and disinfecting products for concentration, application method and contact time, etc.
  2. Soft (Porous) Surfaces (Carpet, Rugs, Drapes, Soft Furniture)
    - Remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
    - Surfaces will be disinfected using EPA-approved products
    - Follow the manufacturer's instructions for all cleaning and disinfecting products.
  3. Electronics (tablets, touch screens, keyboards, remote controls)

- Remove visible contamination if present.
  - Surfaces will be disinfected using EPA-approved products.
  - Follow the manufacturer's instructions for all cleaning and disinfecting products.
4. Linens, Clothing, and Other Items That Go in the Laundry
- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
  - Wash 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. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
  - Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

### **III. RESOURCES AND EQUIPMENT NEEDED**

- a. Cleaners, Disinfectants (must meet EPA approval), and Related Supplies
- b. Personal Protective Equipment - PPE
  - 1. Face masks
  - 2. Gloves
  - 3. Eye goggles or face shields
  - 4. Gowns
- c. Tissue and Hand Sanitizer
- d. Restroom Soap and Paper Products

### **IV. BAKER COLLEGE SOP FOR ENHANCED CLEANING & DISINFECTING FOR PREVENTION**

- a. General guidance:
  - 1. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as primary building entrances, public restrooms, buttons, handrails, tables, faucets, doorknobs, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.
  - 2. Practice good hand hygiene after cleaning (and always!):
    - Wash hands often with soap and warm water for at least 20 seconds.
    - If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- b. Safety guidelines during cleaning and disinfecting:

1. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
  - Wear eye protection when there is a potential for splash or splatter to the face.
  - Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.
  - Use proper techniques in removing PPE to ensure that proximal surfaces/items are not contacted/contaminated.
- c. Cleaning and disinfecting of surfaces:
  1. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfecting.
  2. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
  3. Use an EPA-registered disinfectant for use against the novel coronavirus. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARSCoV-2.
  4. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfecting products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.
  5. Consult manufacturer 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.
  6. The following products are effective for disinfecting of hard, non-porous surfaces:

- A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA-registered disinfectant for use against COVID19.
  - Prepare a 10% diluted bleach solution by doing the following:
    - Mix five tablespoons of bleach per gallon of water.
    - After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).
7. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:
- Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
  - 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.
  - If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.
- d. Outdoor Areas
1. High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  2. Cleaning and disinfecting of wooden surfaces (play structures benches, tables) or groundcovers (mulch, sand) are not recommended.
  3. Sidewalks and roads should not be disinfected. The spread of COVID-19 from these surfaces is very low and disinfecting is not effective.
- e. Facility Staff
1. All facility staff that will be assigned to custodial tasks will be trained on safety guidelines and proper cleaning and disinfecting procedures prior to returning to work. This includes:
    - Proper use of PPE - including taking on and off
    - Cleaning and disinfecting practices and safety protocols
    - Proper employee hygiene
  2. Facility staff must at all times follow the guidance provided by the CDC for cleaning and disinfecting and Baker College's expectations for all employees.
  3. Facility staff must wear appropriate PPE as appropriate to work tasks. In general:
    - Face masks are worn when indoors or when social distancing cannot be maintained outdoors.

- Sterile gloves and gowns should be worn when cleaning or emptying trash.
- Sterile or work gloves should be worn when working with tools or coming in contact with potentially exposed surfaces.
- Sterile gloves, face masks, goggles or face shields, and gowns should be worn in cleaning an area of a sick or possibly infected individual.
- 4. Administrative controls need to be in place to avoid contact between facility personnel.
  - Stagger shift start, break, and end times for staff.
  - Assign specific work areas on a daily basis to each staff member. This will be communicated by the facility supervisor prior to the start of each work day.
  - Facility staff should be assigned only one tool, piece of equipment, and vehicle per shift. Commonly touched surfaces on these items need to be cleaned and disinfected daily before and after each use.
- 5. Follow the Baker College established standardized [task list](#) for disinfecting areas and surfaces based on frequency guidelines.
- f. Vendors and Contractors
  - 1. All external vendors and contractors that must access the interior of the campus buildings must follow Baker College screening protocols and other safety guidelines (i.e. face masks).
  - 2. Vendors and contractors that need access to closed building areas need to receive daily approval from the Facilities Director/Supervisor prior to beginning work.
  - 3. Vendors and contractors, unless approved, will utilize their own tools and equipment when on campus.
- g. Residence Halls
  - 1. It is expected that students living in Residence Halls/Student Apartments will regularly clean and disinfect their living areas. If appropriate cleaning supplies are not available to the students, BC will provide appropriate cleaning products during Phases 1, 2, and 3. The cleaning and disinfecting of Residence Hall common areas will follow the same schedule at campus classroom buildings.

#### **IV. IMPLEMENTING CLEANING AND DISINFECTING WHEN SOMEONE IS SICK**

- a. Close off areas used by the person who is sick.
  - 1. Companies do not necessarily need to close operations, if they can close off affected areas.

- b. Open outside doors and windows to increase air circulation in the area.
- c. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- d. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- e. Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
  - 1. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - 2. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- f. Once an area has been appropriately disinfected, it can be opened for use.
  - 1. Workers without close contact, as defined by the CDC, with the person who is sick can return to work immediately after disinfecting.
- g. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfecting is not necessary.
  - 1. Continue routine cleaning and disinfecting. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- h. Custodial staff to wear face masks, eye protection, sterile gloves, and gowns in cleaning potentially infected areas.

This document and the related practices and procedures will need to be regularly monitored to ensure compliance with CDC guidelines, State of Michigan and local jurisdiction regulations, and Baker College expectations.

## **REFERENCES**

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