Protocol for Cleaning and Disinfection for the Prevention of COVID-19
May 1, 2020

General Provisions
This protocol was developed to provide U-M custodial personnel guidance regarding cleaning and disinfecting for the prevention of COVID-19 in a campus facility. This protocol is intended for use at a campus school, daycare center, office, or other facility that does not house people overnight. This guidance is based on interim recommendations from the Centers for Disease Control (CDC).

Definitions
● **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
● **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Timing and location of cleaning and disinfection of surfaces
● Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas), focusing especially on frequently touched surfaces. Below is a table of most but not all frequently touched surfaces.

<table>
<thead>
<tr>
<th>Frequently Touched Surfaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door Knobs &amp; Handles</td>
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<tr>
<td>Drinking Fountains</td>
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<tr>
<td>Restroom Dispensers</td>
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<tr>
<td>Door Push Plates &amp; Crash Bars</td>
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<tr>
<td>Phones in Common Areas</td>
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<tr>
<td>Restroom Partitions &amp; Latches</td>
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<tr>
<td>Light Switches</td>
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<tr>
<td>Classroom Desks</td>
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<tr>
<td>Sinks &amp; Faucet Handles</td>
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<tr>
<td>Elevator Buttons</td>
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<td>Classroom &amp; Conference Tables</td>
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<tr>
<td>Toilet &amp; Urinal Handles</td>
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<tr>
<td>Hand Rails</td>
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<tr>
<td>Classroom &amp; Conference Chair Arms</td>
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</tbody>
</table>

How to clean and disinfect:
Surfaces
- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
- Consult the manufacturer’s instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use products that have been pre-approved by the U.S. Environmental Protection Agency (EPA) for use against emerging enveloped viral pathogens.
- Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- 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.
- When using a disinfectant, adhere to the required contact time on the product label. Follow label instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product. A respirator is not needed for normal surface cleaning and disinfection.

Personal Protective Equipment (PPE)
Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Gloves should be compatible with the disinfectant products being used.
o Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  o Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean your hands after removing gloves.
  o Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

**Hand Hygiene**

- **Cleaning staff and others should clean their hands often**, including immediately after removing gloves by washing hands with soap and water for 20 seconds.
- If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
  - After blowing one’s nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After contact with animals or pets
  - Before and after providing routine care for another person who needs assistance (e.g., a child)

**Training**

- Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19.

- **Watch for symptoms**
  - Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.
  - The following symptoms may appear **2-14 days after exposure**.
    - Fever
    - Cough
    - Shortness of breath
    - Loss of sense of smell and/or taste
    - Chills typically associated with fever
    - Muscle aches or pains
    - Headache
    - Sore throat
  - Call your doctor if you…
    - Develop symptoms, and have been in close contact with a person known to have COVID-19.
    - OR
    - Have recently traveled from an area with widespread or ongoing community spread of COVID-19.

**Additional Recommendations from the CDC**

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty.