

UVA Custodial Standard Operation Procedures

Cleaning and Disinfecting Areas Used by Persons Suspected /Confirmed to have Covid-19

June 16, 2020

Version 2.1

Timing and Location of Cleaning and Disinfection of Surfaces

- Upon notification that a space has been used by **Persons Suspected /Confirmed to have Covid-19**
 - **Immediately close off areas occupied by ill persons.**
 - **Immediately place signage** alerting others that the areas are closed and entry is denied.
- If **space is critical** to supporting essential UVA operations and must be reopened:
 - **Use this SOP** for all cleaning and disinfecting after waiting 24 hours of persons suspected/confirmed to have Covid19.
 - If necessary to begin cleaning and disinfection prior to 24 hours having passed or waiting as long as possible, do so only with written approval from the director of operations or his/her designee.
 - If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary, use UVA Custodial Standard Operating Procedures.
- If space is **not critical** to supporting essential UVA operations:
 - Keep space closed for 24 hours or 1 days.
 - After 24 hours, reopen space and remove signage.
 - Place on same cleaning schedule as that of similar spaces in the building and use UVA Custodial Standard Operating Procedures normally used to clean the space.

UVA Custodial COVID-19 Standard Operation Procedures

- Request work order be set up using **Problem Code “C19”** to track wait time, cost, and work status; enable supervisor tracking; and assure only trained employees are performing work.

- Use **Universal Precautions**. (See also UVA Custodial Disinfection SOPs)
- Gather Personal Protective Equipment (PPE):
 - Disposable gloves. Inspect for rips and tears. Do not use and replace if damaged.
 - Safety goggles.
 - Disposable gown to protect clothing, or Tyvek suit if gown is unavailable.
 - Trash bag for disposing of used PPE/paper towels
 - Plastic bag for uniforms if employee will be changing into street clothes upon completion
- Gather all necessary equipment, tools, and cleaning products such as microfiber cloths and general purpose cleaner or soap and water, plus **an EPA-approved disinfectant effective against COVID-19** such as Virex 256, Spectra System 3 (304), Spectra System 4 (404), etc.
- Don PPE. Avoid touching face at all times.
- Ensure signage is in place alerting others that area is closed.
- If possible, open outside doors and windows to increase circulation in the area.
- Clean areas that have build-up or appear to feel dirty or dust with general cleaner or soap and water.
- Follow all product label directions for safe handling and application.
- Apply liberal amount of **EPA-approved disinfectant** on all high touch points such as doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, desks, chairs, handrails, elevator buttons, water fountains, and similar items that may have been touched by ill persons.
- Leave the **EPA-approved disinfectant** on surfaces for the time prescribed on product label. For the products commonly used by Facilities Management, the following minimum dwell times are required prior to wiping:
 - Vacuum the space if needed
 - Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - 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.
 - 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.

Post Cleaning and Disinfection

- Carefully remove all PPE by following safe removal techniques and preventing exterior of items to touch skin.
- Place used PPE in trash bag and dispose of bag in trash dumpster or container.
- Wash hands thoroughly for at least 20 seconds with soap and warm water (through two recitals of the alphabet).
- Place all used clothing in plastic bag. To launder, use warmest appropriate laundry setting and then dry completely.
- Upon completion enter note in work order phase to confirm disinfection complete, charge time to work order, and update status to Labor Complete.

References and Resources

- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
- Donato Training PowerPoint & Personal Precautions
- Removal of Gloves Video
- Donning Gowns Infographic
- Universal Precautions: <https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>
- Vacuum the space if needed