

# UVA Custodial Standard Operation Procedures for Cleaning and Disinfecting Areas Used by Person Confirmed to have COVID-19

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## Timing and Location of Cleaning and Disinfection of Surfaces

- I. If **more than 24 hours** have passed since the COVID positive person was last in public\* areas:
  - 1) No additional action is required if the areas have already been cleaned and disinfected.
  - 2) If the areas have not already been cleaned and disinfected, immediately clean and disinfect using the *UVA Enhanced Cleaning Protocols and Standard Operating Procedures*.
  
- II. If **less than 24 hours** have passed since the COVID positive person was last in the public areas:
  - 1) No additional action is required if the areas have already been cleaned and disinfected.
  - 2) If the areas have not already been cleaned and disinfected, and if feasible, close the areas for at least 24 hours before cleaning and disinfecting. After 24 hours, use *UVA Enhanced Cleaning Protocols and Standard Operating Procedures* to clean and disinfect the space.
  - 3) If the areas have not already been cleaned and disinfected and it is not feasible to close the areas for at least 24 hours, use the *UVA Custodial COVID-19 Standard Operating Procedures* contained in this document to clean and disinfect the space.
  
- III. If **more than 7 days** since COVID positive person has been in the areas, additional cleaning and disinfection are not necessary. The space may be cleaned following normal procedures.

\*Private spaces are almost always cleaned by the individual(s) assigned to the space and not by Custodial staff, though Custodial staff can provide support. See [Custodial FAQs](#) for a description of public and private spaces.

## IV. UVA Custodial COVID-19 Standard Operation Procedures (Scenario II.3)

- 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.
  - Eye Protection
  - Face covering ([UVA Face Cover Policy SEC-045](#))

- 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 ventilation 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.
- Follow manufacturer's directions to apply **EPA-approved disinfectant** (including when using a cloth dampened with the disinfectant) on all high touch points such as doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, sides and tops of desks and chairs, handrails, elevator buttons, water fountains, and similar items that may have been touched by the COVID positive person.
- Leave the **EPA-approved disinfectant** on surfaces for the required time on product label. Wipe if needed.

#### V. **Post Cleaning and Disinfection**

- Close all outside doors and windows.
- Carefully remove all PPE following safe removal techniques and preventing exterior of items to touch skin.
- Clean eye protection and wash cloth face covering after use; dispose of any used paper face cover and gloves in the trash.
- Wash hands thoroughly for at least 20 seconds with soap and warm water (through two recitals of the alphabet).
- Upon completion of work, 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>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>
- Universal Precautions: <https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>