



COVID-19 Recommended Cleaning and Disinfection Practices (a guide for projects and offices)

This document provides guidance to facilities on how to clean during Covid 19.

Definitions:

- Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Scope:

- All facilities shall be cleaned using means and methods known to kill viruses. Commonly used cleaners and disinfectants are typically effective against COVID-19.
- Cleaning and disinfecting products used shall meet CDC, EPA or internationally recognized standard, as applicable.
- Cleaning staff shall ensure that products used are not expired and are used in accordance with the manufacturer's instructions, including the applicable Safety Data Sheet.
- Cleaning staff shall work to established policies for worker protection and shall be provided with training prior to conducting cleaning tasks. Training shall include when to use Personal Protective Equipment (PPE), what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Supervisors must 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.
- Management of construction labor camps shall comply with the requirements of Bechtel Core Process 210, Temporary Labor Camps.
- Projects and offices must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200), or international equivalent, as applicable.
- Projects and offices must comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132), or international equivalent, as applicable.



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- Projects and offices should work with their local and state health departments to ensure appropriate protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed.
- The workplace sponsor (e.g., Office Manager, Project Manager, etc..) shall verify that the above direction has been implemented and that cleaning and disinfection is effective.

Personal Protective Equipment (PPE) and Hand Hygiene:

- 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.
 - » Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - » Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, 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.

Daily routine cleaning

Workplaces shall be cleaned and disinfected as a minimum daily, all surfaces that have frequent contact with hands will be cleaned as per the below:

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| ▪ Door handles | ▪ Bathrooms |
| ▪ Elevator buttons | ▪ Toilet handles |
| ▪ Light switches | ▪ Sinks |
| ▪ Handrails | ▪ Counters |
| ▪ Conference room equipment | ▪ Desks |
| ▪ Floors | ▪ Computers (screen, keyboard, mouse) |
| ▪ Waste bins | ▪ Phones |
| ▪ File cabinets | ▪ Chairs and arm rests |
| ▪ Turnstiles | ▪ Construction sites & camps |
| ▪ Kitchens | ▪ Faucets/tap |
| ▪ Cafeterias | ▪ Busses & vehicles |
| ▪ Fridges | ▪ Lunch tents |
| ▪ Microwaves | ▪ Medical facilities |
| ▪ Sinks | ▪ Accommodations |
| ▪ Tables | ▪ Social areas |
| ▪ Vending machine buttons | |



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Cleaning post confirmed COVID-19 case

Following confirmation of a positive COVID-19 case the areas and workspaces routinely occupied by the person should be isolated, cleaned and disinfected pursuant to the general practices outlined within this document. The areas to be cleaned will be determined once the areas the person was in, have been

How to Clean and Disinfect:

Employees that might be traveling by car to their home or next assignment should do the following:

- Surfaces should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA or equivalent registered household disinfectants should be effective.
 - » Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - » 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - » 4 teaspoons bleach per quart of water
- Products with EPA or equivalent -approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
- 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:
 - » If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - » Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

Linens, Clothing, and Other Items That Go in the Laundry:

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- 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.

Source(s):

1. Centers for Disease Control and Prevention (CDC): *Environmental Cleaning and Disinfection Recommendations, Interim Recommendations for US Community Facilities with Suspected/ Confirmed Coronavirus Disease 2019, UK.GOV Covid 19 Cleaning in a non healthcare setting*