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# DEPARTMENT OF ASSETS, INFORMATION & SERVICES

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## Department Protocol for

### Enhanced Cleaning and Disinfection of Facilities during COVID-19

This document is meant to provide to City User Departments guidance from the Chicago Department of Assets, Information and Services (AIS) and provide steps and additional precautions to be used with City facilities during the COVID-19 pandemic. These guidelines include steps taken for both routine cleaning and when an employee or contractor has tested positive for COVID-19. Departments with first responders should follow the more specialized guidance provided to them. This protocol does not include facility-specific cleaning procedures for public areas of City buildings.

#### When an Employee/Contractor at a City Facility Tests Positive for COVID-19

If any User Department determines that an employee or contractor at a City facility has tested positive for the COVID-19 virus, the following steps must be followed:

1. Notify AIS immediately so Enhanced Cleaning and Disinfection is conducted.
2. Call AIS Security at 312-746-8720, AND
3. Contact Julie Bedore at 312-287-2244 or [Julie.Bedore@cityofchicago.org](mailto:Julie.Bedore@cityofchicago.org) (AIS) AND
4. Contact Glen Cross at 312-287-3076 or [Glen.Cross@cityofchicago.org](mailto:Glen.Cross@cityofchicago.org) (AIS)
5. Provide User Department contact name and telephone number, the last date the positive individual was at a City facility, the specific area(s) the individual worked in, and any common areas the individual used (break rooms, restrooms, etc.).
6. Immediately close off areas used by the positive individual from other personnel. Areas being cleaned will be off limits to everyone except cleaning staff until cleaning/disinfecting is completed.
7. If possible, open outside doors and windows and use ventilating fans increase air circulation in the area.

Cleaning staff will be comprised of AIS custodial staff or vendors contracted by AIS. If it has been three days or more since the positive individual used the facility, additional cleaning and disinfection is not necessary.

#### Enhanced Cleaning and Disinfection

Cleaning staff will wait at least 24 hours since the positive individual was in the facility before entering the areas used by the individual. If the User Department requires less time for operational emergencies, the cleaning staff must wait a minimum of 4 hours since the positive individual was in the facility, before entering the areas used by the positive individual (exception allowed by CDPH).



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*Cleaning* with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. *Disinfecting* kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfectants that are used meet EPA’s criteria for use against COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

Cleaning staff will clean and disinfect all areas used by the positive individual in the previous three days, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, focusing especially on frequently touched surfaces. Any papers or other personal items in the workspace will be placed in a sealed plastic bag and left for the individual’s return at which time the virus will no longer be a concern.

## Routine Daily Cleaning during COVID-19

The daily cleaning for work areas has been modified to protect employees. These modifications include switching from a bacterial cleaner to disinfectants that meet EPA’s criteria for use against COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

Daily cleaning focuses on common areas and high-touch surfaces in the work area. High-touch surfaces include elevator buttons, tables, water fountains, tables, doorknobs, light switches, countertops, handles, toilets, faucets, sinks, etc.

## Individual Workspaces

Individual workspaces are not cleaned during routine cleaning unless requested and the area is clear of all papers and personal items. Please note that the EPA-approved disinfectants that are effective for use against COVID-19 may cause irritation to sensitive individuals. For that reason, it is recommended that individuals clean their own workspaces. Hand sanitizer for employee use is provided in the work areas.

Revision Number	Modifications	Date
1	Changed from 7 days to 3 days based on revised CDC guidance	4/6/21