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# DEPARTMENT OF ASSETS, INFORMATION & SERVICES

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## Procedure for Enhanced Cleaning and Disinfection of Facilities in Response to COVID-19

### 1.0 SCOPE

This procedure is for enhanced cleaning and disinfection of City of Chicago facilities during the pandemic and after persons confirmed to have COVID-19 have been in a facility.

The information contained in this procedure is based on information from the Center for Disease Control's (CDC's) website: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. To ensure that this procedure includes the most updated recommendations, the CDC's website will be checked regularly by the AIS Safety Administrator or designee, and this procedure will be revised and distributed accordingly.

### 2.0 PROCEDURE FOR CONFIRMED COVID POSITIVE CASES

#### 2.1 OVERVIEW

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 by the User Department:

1. Notify AIS immediately so enhanced cleaning and disinfection protocol is conducted.
2. Call AIS Security at 312-746-8720, AND
3. Contact Julie Bedore at 312-287-2244 or Julie.Bedore@cityofchicago.org (AIS) AND
4. Contact Glen Cross at 312-287-3076 or 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 to increase air circulation in the area.

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

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).

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.

## **2.2 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND ADMINISTRATIVE CONTROLS**

The risk of exposure for cleaning staff is inherently low. Cleaning staff should wear disposable industrial-grade gloves and gowns for all tasks in the cleaning process, including handling trash.

### PPE

- Gloves and gowns should be compatible with the disinfectant products being used.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash, such as goggles and face shields.
- PPE should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

### Administrative Controls

- 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 at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Cleaning staff are prohibited from eating, drinking, and smoking during the cleaning process.
- Cleaning staff will maintain 6' social distancing at all times or wear cloth facial coverings.

## **2.3 HOW TO CLEAN AND DISINFECT**

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.

### **2.3.1 CLEANING**

Clean surfaces using a detergent or soap and water, or per manufacturer's instruction, prior to disinfection.

For carpeting and rugs:

- Consider removing smaller rugs or carpets from the area completely, so there is less that needs to be vacuumed.
- Use a vacuum equipped with a 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.

### **2.3.2 DISINFECT**

Disinfection methods are listed below for hard (non-porous) surfaces, soft (porous) surfaces, electronic devices, and linen, clothing and other items that go in the laundry. Follow the instructions on the disinfectant label to ensure safe and effective use of the product. Many disinfectant products recommend:

- Keeping the surface wet for several minutes to ensure germs are killed.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

#### Hard (Non-Porous) Surfaces:

Options to disinfect hard (non-porous) surfaces are listed below.

- For disinfection, most EPA-registered household disinfectants should be effective. These disinfectants meet EPA's criteria for use against COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
  - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, and ventilation.
  - Check to ensure the product is not past its expiration date.

OR

- Use a diluted household bleach solution (at least 1,000 ppm sodium hypochlorite) if appropriate for the surface. To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of water, or, 4 teaspoons bleach per quart of water.
  - Always pour bleach into water – never the other way around.
  - Wear personal protective equipment to protect against spills or splashes while mixing, including gown, gloves, goggles and/or face shield.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Diluted household bleach solutions will be effective for disinfection up to 24 hours.
  - Use opaque containers for the diluted solution if possible since bleach rapidly degrades in the presence of light.
  - Never mix household bleach with ammonia or any other cleanser.

#### Soft (Porous) Surfaces:

For soft surfaces such as area rugs, upholstered furniture and drapes, there is currently no EPA-approved disinfectant. However, according the CDPH, soft surface items are considered low risk transmission items.

If possible, remove any soft porous items from use for at least 24 hours. According to CDPH guidance received 5/15/2020, the virus is not thought to survive very long on porous surfaces like fabric.

CDPH recommends cleaning soft porous items with the normal cleaning products suitable for the particular fabric and application.

### Electronics (tablets, keyboards, phones):

- Follow disinfection product manufacturer's instruction.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect electronics. Dry surface thoroughly to avoid pooling of liquids.

### Linens, Clothing, and Other Items That Go in the Laundry (for use at CDPH facilities only):

- Do not shake dirty laundry; this minimizes the possibility of dispersing virus in the air.
- Launder items according to the manufacturer's instructions. If possible, use the warmest appropriate water setting for the items and dry items completely.
  - Dirty laundry from a positive individual can be washed with other people's items.
- Clean and disinfect clothes hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
- If unable to launder, discard the items as directed in Section 2.4 Disposal.
- Wash hands after handling dirty laundry.

### Outdoor Areas

- Spraying cleaning products or disinfectants in outdoor areas – such as on sidewalks, roads, or groundcover – is not necessary, effective, or recommended.
- High-touch surfaces made of plastic or metal, such as grab bars, play structures, and railings, should be cleaned regularly.
- Cleaning and disinfection of wooden surfaces (such as wood play structures, benches, tables) or groundcovers (such as mulch and sand) is not recommended.

## **2.4 DISPOSAL**

Remove all used gloves, gowns, and other personal protective equipment in such a manner as to prevent further contamination. Used items and cleaning materials will be placed in a waste bag, which will be tightly closed and tied before leaving the area. Waste bags will be disposed of in the regular trash, as directed by AIS. If waste is generated that is not properly disinfected, cleaning staff will segregate the waste and contact AIS immediately (refer to Section 2.1 for AIS contact information). The infectious waste material would need to be disposed of as Potentially Infectious Medical Waste (PIMW) by AIS.

## **3.0 PROCEDURE FOR ROUTINE DAILY CLEANING AND DISINFECTION DURING COVID-19**

Cleaning staff will clean and disinfect common areas and high touch surfaces in the work area in accordance with Section 2.3 above. High-touch surfaces include elevator buttons, tables, water fountains, tables, doorknobs, light switches, countertops, handles, toilets, faucets, sinks, etc.

## **4.0 TRAINING**

- Cleaning staff should be trained in this procedure.
- Employers of cleaning staff 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 if they develop symptoms of COVID-19.

- Employers of cleaning staff should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Employers of cleaning staff 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).
- Employers of cleaning staff 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).

**REVISION HISTORY**

DATE	REVISION	DESCRIPTION
03/29/20	0	Initial
6/1/20	1	Added revision history, use of ventilating fan to increase air circulation, gown substitutes, washing of cleaning staff clothing, bleach solution concentration and contact time, cleaning staff training; updated soft porous section; updated frequency of CDC review; added vacuuming, added daily cleaning section
4/6/21	2	Revised cleaning timeframe to three days, added section on outdoor areas