



CLEANING / DISINFECTING GUIDELINES

Document for Faith-Community

MAY 11, 2020
CITY OF ROANOKE
Emergency Management

Facility Cleaning and Disinfection Guidelines:

The purpose of the general housekeeping guidelines are to reduce the number of microorganisms that staff and visitors may be exposed to in your facility. Following this guideline will assist your organization by providing recommendations for effective cleaning and disinfecting which will create a healthier and more pleasant atmosphere for everyone.

It is recommended that janitorial staff develop and maintain daily, weekly and monthly schedules and procedures for cleaning and disinfection of each specific area of the building.

General cleaning and disinfection guidelines for the facility will include common use areas including but not limited to any classrooms, food preparation areas, offices, restrooms, locker rooms, and physical fitness rooms. The recommendation is to also disinfect commonly touched surfaces to include but not limited to doors/door handles, floors, handrails, and potentially walls.

Preferred disinfectants are:

Bleach solutions (for non-fabric surfaces)

70% Isobutyl Alcohol

Any disinfectant on the EPA list N (found on the CDC website)

Disinfectant may be applied by spray bottle, pump sprayer, or electric sprayer.

While cleaning and disinfecting, janitorial staff should wear at a minimum, a face mask, eye protection, and gloves.

After applying the disinfectant, it should be allowed to sit on the surface for at least ten minutes. After meeting the ten minute dwell time, it can then be wiped down or rinsed with water as needed. When wiping down the disinfectant, disposable towels are preferred. Linen towels may be used and then the towels need to be laundered with hot water and detergent.

The use of disinfection procedures and materials will follow daily cleaning activities in the following areas and environmental surfaces listed below:

General

- Use designated disinfectant cleaner to wipe down doorknobs, door handles, light switches, grab bars, computer keyboards/mouse, telephones, microphones, etc.
- In stairwells the handrails should be sprayed and wiped down with an approved disinfectant.
- Carpets will be vacuumed weekly or more frequently as required.
- Collect “household” waste from all receptacles at a minimum of once a day (or more frequently as needed). Avoid overflowing.
- Clean household waste containers when visibly soiled and at least once a week. Scrub to remove soil and organic material and use disinfectant cleaning solution.

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- All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
- Wipe HVAC vents with a damp cloth, soap and water. Ensure HVAC filters are scheduled to be cleaned/replaced on a routine basis as established by the Facility Manager.

Kitchen

- Use designated disinfectant cleaner and wipe all countertops and tables.
- Clean all cabinet and drawer handles.
- Use designated disinfectant cleaner to wipe down touch panels and handles on kitchen appliances (microwave, oven, refrigerator, dishwashers, etc.)

Restrooms / Locker Rooms / Fitness Areas

- Sinks, toilets, and urinals: Scrub as needed and follow with the application of an approved disinfectant cleaning solution. Disinfectants should be allowed to sit on the surface for ten minutes then wipe down or rinse with water as needed.
- Toilet/urinal walls and partitions (stalls) shall be wiped down with disinfectant solution.
- Clean and disinfect soap dispensers, towel cabinets and refill units.
- Wipe down fitness equipment and locker room benches with an approved disinfectant solution.

Floors

- Floors shall be mopped at least weekly or more often as needed with an approved disinfectant cleaning solution.

Special cleaning

Once learning of a person with confirmed COVID-19 who has been in the facility, immediately notify local health officials. These officials will have guidance for administrators and leaders to determine a course of action, which may include tracing contacts of that person.

- Local health officials can offer guidance for closing the facility or restricting access (who can enter or what areas of the facility can be accessed). An initial short-term closure may be recommended to allow time for the local health officials to gain a better understanding of the COVID-19 situation.

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