

## General Guidelines for Cleaning and Disinfecting to Reduce COVID-19 Transmission Risk

These guidelines are intended to provide guidance to Chapman University (CU) employees on cleaning and disinfecting protocols for use in classrooms, offices, and other shared spaces. Although Aramark is under contract with CU to provide daily janitorial cleaning and cleaning in response to suspected or confirmed cases of COVID-19, individual departments must also perform daily routine cleaning to help reduce the risk of transmission.

### Overview

Cleaning and disinfecting are two distinct processes. Cleaning with soap and water reduces the germs, dirt, and impurities on the surface. Disinfecting kills germs on clean surfaces. If surfaces are visibly dirty, disinfecting can be ineffective if the cleaning step is omitted or not performed properly.

In addition to this guidance, refer to CDC's Guidance for Cleaning and Disinfecting attached and available here: <https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>

### Products

Cleaning should be performed with general soap and water. CU Facilities Management (FM) will provide all departments with a supply of disinfecting wipes. Departments may procure their own disinfecting products in addition to the wipes. When evaluating disinfecting products for purchase, refer to EPA's "List N", to ensure the product is registered and has demonstrated effectiveness against SARS CoV-2 [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

CU Enterprise Risk And Safety advises against using a disinfecting product that is not included on List N.

### Routine Preventative Cleaning

The frequency and method of routine cleaning and disinfecting depends on the following factors:

- How often a surface or object may be touched by a person
- How often a surface or object may come into contact with respiratory droplets
- Whether an object is likely to be shared between one or more people
- The material the surface or object is made of
- The risk from exposure to potential or known cases of COVID-19

Areas that are unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for most outdoor areas.

Aramark will perform scheduled cleaning and disinfecting once per day. The following table presents suggested minimum frequencies for cleaning and disinfecting by CU employees that is in addition to Aramark's cleaning routine.

**Minimum Cleaning & Disinfecting Frequencies by Space/Surface Type (used by multiple people)**

Space/Surface Description	Examples	Minimum Recommended Frequency
<b><i>High-touch surfaces in common areas including breakrooms and kitchens</i></b>	Microwave buttons, handles, tables, desks, door handles, light switches, keyboards, copy machines, faucet handles, point-of-sale devices	Twice daily or after each use
<b><i>Classroom or common area shared objects</i></b>	Laboratory instruments, staplers, tools, paint brushes, sewing machines	When finished using, before leaving the work area
<b><i>General shared classroom surfaces</i></b>	Tables, desks, lab benchtops	Between each class session

**General Strategies**

- Consider removing all non-essential equipment and objects from the site to reduce the number of high-touch surfaces that may be exposed and will need to be cleaned and disinfected.
- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection. Clean these surfaces with soap and water using a clean cloth, wiping in one direction over each surface to be cleaned.
- Ready-to-use disinfecting wipes or disinfecting sprays that are intended to clean and disinfect may be used where soap and water are not available or practical for use.
- Do not mix different cleaning and/or disinfecting products together.
- When using a disinfecting product:
  - Follow the instructions on the product label and Safety Data Sheet (SDS) and comply with all warnings and precautions for use.
  - After application, keep the surface wet for the recommended minimum period (typically 5–10 minutes).
  - Use proper personal protective equipment as recommended by the SDS which may include goggles and gloves.
  - Avoid contact with eyes and skin.
  - Maintain good ventilation.
  - Wash hands with soap and water often, including immediately after removing gloves where worn.

**Cleaning Surfaces and Objects Based on the Material**

Different types of surfaces and materials may require other considerations or alternate methods of cleaning and disinfecting.

Hard and Non-porous Materials

For hard and non-porous materials such as glass, metal, or plastic:

- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces.
- Soak cloths with disinfectant and avoid spray applications which may create splashes.

### Electronics

For electronics such as computers, laptops, keyboards, cameras, audio equipment, tablets, touch screens, and remote controls:

- Follow manufacturer's instructions for cleaning and disinfecting or, if no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol and dry surfaces thoroughly.
- Consider putting a wipeable cover on electronics where applicable.

### Porous Surfaces

For porous surfaces such as carpets, rugs, and drapes:

- Vacuum carpets or rugs as usual and consider these additional precautions:
  - Remove 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.
- Wait until the room or space is vacant to vacuum.
- If possible, turn off room fans and HVAC systems while vacuuming so particles that escape from vacuuming will not circulate throughout the building.

### Fabrics

For fabrics including clothing, towels, linens, and similar washable items:

- Launder items using the warmest appropriate temperature setting.
- Dry items completely.
- Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.

### Wooden Surfaces

For wooden surfaces such as benches, tables, cleaning is not recommended.

### Ground Cover

For ground cover such as mulch and sand, cleaning is not recommended.

***Questions? Contact Enterprise Risk and Safety at 714-532-6021***

# CDC Guidance for Cleaning & Disinfecting

# GUIDANCE FOR CLEANING & DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



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### 1 DEVELOP YOUR PLAN

**DETERMINE WHAT NEEDS TO BE CLEANED.**

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

**DETERMINE HOW AREAS WILL BE DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

**CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

### 2 IMPLEMENT

**CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER** prior to disinfection.

**USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

**ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

### 3 MAINTAIN AND REVISE

**CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

**MAINTAIN SAFE PRACTICES** such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



# MAKING YOUR PLAN 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.



Is the area indoors?

**YES**

It is an indoor area.

**NO**

**Maintain existing cleaning practices.**

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

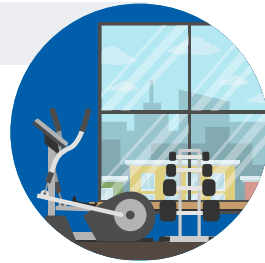
**YES**

Yes, the area has been occupied within the last 7 days.

**NO**

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.



Is it a frequently touched surface or object?

**YES**

Yes, it is a frequently touched surface or object.

**NO**

**Thoroughly clean these materials.**

Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

**Hard and non-porous materials like glass, metal, or plastic.**

**Visibly dirty surfaces should be cleaned prior to disinfection.**

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

**Soft and porous materials like carpet, rugs, or material in seating areas.**

**Thoroughly clean or launder materials.**

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.

