



COVID-19 CLEANING AND DISINFECTION PROTOCOL

July 6, 2022

1. INTRODUCTION

The University is implementing this cleaning and disinfection protocol as an element of the [University's COVID-19 Prevention Plan](#). While it is possible for people to be infected through contact with contaminated surfaces or objects, the [risk of infection from touching a surface is very low](#). Regular cleaning (and disinfecting high touch surfaces) can help reduce COVID-19 infection risk from surface contact, however, [the most reliable way to prevent infection from surfaces is to regularly wash hands with soap and water](#). When handwashing is not a readily available option, use hand sanitizer [containing at least 60% alcohol](#).

This protocol was developed by the University's Environmental Health & Safety Department (EH&S) in coordination with campus custodial and instructional support units and the University's Advisory Committee on Communicable Diseases (ACCD). This protocol reflects requirements and guidelines set forth by the Washington State Department of Labor and Industries, the Centers for Disease Control and Prevention (CDC), the Washington State Department of Health, and Proclamation 20-12 for Higher Education.

[Appendix Table 1](#) at the end of this protocol summarizes the recommended cleaning and disinfection guidelines, frequencies, and roles for various University spaces. University medical center facilities follow additional procedures for health care settings. University youth and childcare settings follow the additional Washington State Department of Health guidance for [K-12, child care, youth development and day camps](#).

2. GENERAL

The University conducts regular cleaning with disinfection of high touch points for COVID-19 prevention in UW owned and leased facilities, in public and common areas, such as residence hall communal rooms, stairwells, public restrooms, lobbies, classrooms, auditoriums, dining establishments, breakrooms, and libraries.

[Appendix Table 1](#) outlines the typical spaces requiring cleaning and disinfection at the University, roles and responsibilities for custodial staff and users of the spaces, and the minimum recommended frequency for cleaning and disinfection in these areas.

Frequency

Cleaning of high touch surfaces must be done at least once a day, and when visibly dirty. Disinfecting can be done as a secondary step on high touch surfaces.

High touch surfaces can include: tables or desks, handrails, faucets, doorknobs/handles, light switches, kitchen appliances, drinking fountains, phone handsets, shared tools and equipment, shared vehicle touchpoints (e.g. door handles, keys, steering wheel) and computer workstations (e.g., monitors, keyboards, mouse).



Definitions

The definitions for cleaning and disinfection are described below:

- **Cleaning** removes most germs, as well as dirt and debris from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically degrade and remove most germs from surfaces. This process does not necessarily kill all germs, but it significantly lowers their numbers on surfaces and the risk of spreading infection. The outer membrane of SARS-CoV-2, the virus that causes COVID-19, can be physically degraded by surfactants contained in all EPA-approved cleaning agents.
- **Disinfecting** kills (or inactivates) germs on surfaces or objects. Disinfecting works by using chemicals to kill or inactivate germs (including SARS-CoV-2 virus particles) on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing remaining germs on a surface after cleaning, it can further lower the risk of spreading infection.

3. CLEANING AND DISINFECTING SURFACES AND EQUIPMENT

- A. To clean surfaces choose products containing soap (or detergent) and water.
- B. Many cleaning products also include disinfectants. If you want to disinfect, refer to the EPA List N of registered products containing [disinfectants](#) approved for use against the SARS-CoV-2 virus. Disinfection may be required if a COVID-19 positive individual has spent time recently in an area. Seattle units can purchase approved disinfectant products from the [UW Safe and Clean Storefront](#). Bothell and Tacoma campuses have products that are facility supplied.
- C. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).
 - I. The disinfectant concentrations and contact time are critical for effective disinfection of surfaces.
 - II. Ensure that cleaners and disinfectants are prepared in well-ventilated areas and handled safely, while wearing the appropriate personal protective equipment (PPE) to avoid chemical exposures.
 - III. Review the [EH&S COVID-19 Chemical Disinfectant Safety Information](#) guide for recommended safety measures for common disinfection agents.
- D. **Electronics** (e.g., tablets, touch screens, keyboards, lab, or office equipment with sensitive electronic components): Follow all the manufacturer's instructions and recommendations for cleaning and disinfecting the device.
 - i. Consider putting a wipeable cover on electronics for easier cleaning and disinfecting.



- ii. For equipment that cannot be easily sanitized, consider dedicating one user per equipment, changing disposable covers between users, or rotating the equipment out so it sits unused for two to three days between users.
- iii. For electronic surfaces that need to be disinfected, use an [EPA approved product](#) that meets manufacturer's recommendations. Many of the products for equipment containing sensitive electronic components are alcohol-based because it dries quickly.

E. For disinfection of **hard, non-porous surfaces:**

- i. Use a product on the [EPA List N of registered disinfectants](#).
- ii. If using bleach instead of an EPA List N product, use a freshly prepared diluted [bleach solution](#) compatible with and appropriate for the surface.
- iii. Alcohol is commonly used in labs. A solution with at least 70% alcohol can be used for surface disinfection. Alcohol is a flammable liquid and should not be stored near ignition sources. [Store flammable liquids](#) appropriately according to fire safety practices (see Section 4 of the Flammable Liquids Standard Operating Procedure).

F. For **soft (porous) surfaces such as carpeted floor, rugs, and fabric chairs:**

- i. Clean the surface using a product containing soap, detergent, or an appropriate cleaner indicated for use on these surfaces.
- ii. After cleaning, launder items (as appropriate) in accordance with the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- iii. If laundering is not possible, use an [EPA registered disinfectant](#) approved for use on soft surfaces.

4. SAFETY GUIDELINES DURING CLEANING AND DISINFECTION

- A.** Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- B.** Wear eye protection when there is a potential for splash or splatter to the face.
- C.** Wear a surgical mask (rather than a cloth mask) if there is a potential for splash or splatter to the face. Additional respiratory protection may be required when working for long durations with certain disinfectant products in poorly ventilated areas. Units can consult with EH&S where additional guidance is needed. UW employees who wear respirators as a job requirement must be medically cleared, trained, and fit tested, as outlined in the [University's Respiratory Protection Program](#).



- D. For larger scale cleaning (i.e., a large surface area), gowns or aprons are recommended to protect personal clothing. When applying cleaning or disinfecting agents with electrostatic sprayers (e.g., over large or hard to reach areas) follow additional safety precautions in accordance with the [Electrostatic Sprayers Focus Sheet](#).
- E. Staff must be fully trained (with training documented) on [donning and doffing](#) required PPE to prevent cross contamination.
- F. Store disinfectants in [labeled](#), closed containers. If dispensing disinfectants into [secondary containers](#) (e.g., spray bottles), these must also be labeled with their contents and hazards. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.
- G. Add disinfectants to your [MyChem](#) inventory.

5. RESPONSE TO NOTIFICATION OF A COVID-19 POSITIVE INDIVIDUAL

This protocol is for evaluation of cleaning and disinfection of areas where an individual with COVID-19 spent time (longer than 10 minutes) in a University space while potentially infectious to others. It is applied *from 48 hours prior to the onset of symptoms until three days have passed* since the individual was present in a University space.

The response steps include:

- A. EH&S receives notification that an individual with confirmed COVID-19 spent time at a UW location while potentially infectious.
- B. EH&S gathers (as possible) additional information from the COVID-19 positive individual to identify University locations where the person spent longer than 10 minutes while potentially infectious.
- C. EH&S notifies the impacted unit (typically via communications with the case's supervisor) of locations where a case spent time while potentially infectious. If it has been less than 24 hours since the case was in a space and the space will be used by others before regular cleaning is completed:
 - i. **In a public space:** EH&S will directly notify UW custodial units of cases to determine the scope of any additional cleaning and disinfection of shared or high touch surfaces that may be needed since the person was last in the space.
 - ii. **In a unit-controlled space:** The case supervisor or a designated unit representative can wipe down shared or high touch surfaces with unit/department cleaning and disinfection supplies (see below steps) or make the decision to restrict access to the space for at least 24 hours if the space is not being used regularly (e.g., someone's personal office). There are instances when a unit representative or supervisor is informed



of an individual's positive test result before EH&S is notified. **Unit representatives can utilize the below guidance for cleaning or making the decision to restrict access. Unit representatives can contact EH&S for consultation as needed.**

- D.** Guidelines for cleaning and disinfection of surfaces where a COVID-19 positive individual spent more than 10 minutes:
- i. **Less than 24 hours** have passed since the COVID-19 positive individual has been in the space:
 - a. If possible (e.g., space is not shared or does not need to be used again immediately), **keep space access restricted for at least 3 days and follow guidance in step iii;** or
 - b. If possible (e.g., space is not shared or does not need to be used again immediately), **restrict access, initiate cleaning of surfaces at least 24 hours after the individual was present, and follow guidance in step ii;** or
 - c. If it is not possible to wait 24-hours prior to entering the space **clean and disinfect high touch and shared surfaces** if they have not already been cleaned and disinfected since the individual was last in the space. **Personnel cleaning and disinfecting the space within 24 hours** are required to wear **personal protection equipment (PPE)** in accordance with the [COVID-19 PPE Risk Level Summary Table](#).
 - ii. **If more than 24 hours** have passed since the COVID-19 positive individual has been in the space, clean surfaces if the space has not already been cleaned since the individual was last in the space.
 - iii. **If more than 3 days** have passed since the COVID-19 positive individual has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
 - iv. Maximize fresh air ventilation of the space as possible by opening doors and windows, using fans, or adjusting HVAC settings.
- E.** Areas needing to be cleaned or disinfected will be restricted for access by the impacted unit as needed, until these actions are complete. If a custodial unit is spray-applying disinfectant, the area will be restricted during application to prevent exposure of occupants to disinfectants. Barrier tape and posted signage can be used to communicate restricted access.
- F.** Areas can be reoccupied when the cleaning or disinfection is complete.
- G.** If an outside contractor is used for disinfection and/or cleaning, the proposed scope of work, including the products and their respective safety data sheets



(SDSs), and application methods must be reviewed by EH&S prior to work commencing.

6. RESOURCES

- [Washington State Higher Education Proclamation 20-12.5](#)
- [Washington State Department of Labor and Industries Division of Occupational Safety and Health \(DOSH\) Directive 1.70, General Coronavirus Prevention](#)
- [Washington State Department of Health COVID-19 Recommendations for Higher Education: Summer 2021 and the 2021-2022 Academic Year](#)
- [CDC Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance for Institutions of Higher Education \(IHEs\)](#)
- [Persistence of Coronaviruses on inanimate surfaces and their inactivation with biocidal agents](#)
- [CDC Science Brief: SARS-CoV-2 and Surface \(Fomite\) Transmission for Indoor Community Environments](#)

APPENDIX TABLE 1: CLEANING AND DISINFECTION FREQUENCIES AND ROLES FOR BUILDINGS

SPACE	WHO IS RESPONSIBLE?	MINIMUM CLEANING AND/OR DISINFECTION FREQUENCY
Classrooms and instructional labs	Custodial Services* Users**	<p>Custodial Services: Daily cleaning based on operational schedule with disinfection of high touch points. It is not necessary to clean between each class.</p> <p>Users: Hand sanitizer supplies will be available at building entrances and handwashing supplies are available in building restrooms. Users are encouraged to wash or sanitize their hands before entering and after leaving the classroom space.</p> <p>Instructors: May choose to use disinfecting supplies from departmental resources (Seattle campus) or facility supplied (Bothell and Tacoma campuses) as needed including: disinfecting a visibly soiled surface; disinfecting the instructor/speaker’s shared equipment.</p> <p>UW Seattle campus support staff for general assignment classrooms request that only 70% isopropyl alcohol wipes be used on a/v equipment.</p> <p>Instructors in other areas/using other classrooms should check with their support staff and/or equipment supplier about compatible products and specific procedures.</p>
Computer labs	Users	<p>Hand sanitizer supplies will be available for users at building entrances. Handwashing supplies are available in building restrooms. Users are encouraged to wash or sanitize their hands before entering and after leaving the space.</p> <p>Shared equipment and workstations are cleaned and disinfected by users before and after use with department/unit supplies (Seattle campus) or facility supplies (Bothell and Tacoma campuses).</p>
Conference rooms	Custodial Services Users	<p>Custodial Services: Daily cleaning based on operational schedule; mop and/or vacuum floors once per week.</p> <p>Users: Hand sanitizer supplies will be available for users to sanitize their hands as they enter and leave the space.</p> <p>Shared equipment and workstations are cleaned and disinfected by users before and after use.</p>
Dining areas	Custodial Services	Daily cleaning and disinfection (including high touch points) based on operational schedule.

SPACE	WHO IS RESPONSIBLE?	MINIMUM CLEANING AND/OR DISINFECTION FREQUENCY
Laboratories	Users	Daily cleaning and periodic disinfection of high touch surfaces. Shared equipment disinfected before and after use. <i>Labs working with biohazardous agents disinfect per biosafety requirements.</i> Custodial units sweep and mop floors and collect non -regulated waste from labs.
Libraries	Custodial Services Users	Custodial Services: Daily cleaning based on operational schedule with disinfection of high touch points. Users: Hand sanitizer supplies will be available for users at accessible locations in the library space. Handwashing supplies are available in building restrooms. Users will be encouraged to handwash/hand sanitize. Cleaning supplies will be available to library personnel and users for spot cleaning, as needed (e.g., cleaning of a visibly dirty surface). Shared library computer/workstations are cleaned and disinfected by users before and after use (students can access disinfection wipes from library information desks).
Lunchrooms/break rooms/ designated eating spaces	Custodial Services Users	Custodial Services: Daily cleaning based on operational schedule with disinfection of high touch points. Users: Hand sanitizer supplies will be available for users to sanitize their hands as they enter and leave the space. Users clean and disinfect high touch surfaces, including equipment and appliances (e.g., microwave), before and after use using unit/department supplies.
Offices/shared Workstations	Users	Users: Clean and disinfect high touch surfaces and shared equipment and work surfaces before and after use with unit/department supplies. Custodial services will mop and/or vacuum floors based on established operational schedule for the location.
Public spaces/ common areas	Custodial Services	Regular cleaning based on operational schedule with daily disinfection of priority high touch points.



SPACE	WHO IS RESPONSIBLE?	MINIMUM CLEANING AND/OR DISINFECTION FREQUENCY
Residence hall common areas	Custodial Services Users	Daily cleaning based on operational schedule with disinfection of high touch points. Users: Hand sanitizer supplies will be available for students at building entrances. Residents have access to handwashing areas in their assigned room, floor kitchens, and common restrooms. Students are encouraged to wash or sanitize their hands before entering and after leaving the common areas and kitchen spaces.
Restrooms	Custodial Services	Daily cleaning and disinfection (including high touch points) based on operational schedule ***.
University-owned vehicles, tools, material handling equipment	Users	Clean and disinfect before and after each use.

**Custodial Services: Covers all custodial service groups consisting of UW custodians and contract custodians and dining services staff. Units in leased spaces with contract custodial staff should verify scope of work with the building manager and/or UW Real Estate Office.*

*** Users can include a unit or department representative, or faculty, staff and students using the space. Units are required to develop and implement a daily cleaning and disinfection schedule of high touch and shared surfaces in accordance with the UW [COVID-19 Prevention Plan](#).*

**** The recommended restroom cleaning frequency does not apply to restrooms assigned to on-campus residents within Housing and Food Services residential units. Residential restroom cleaning is determined by unit type and may involve both resident users and custodial services.*