COVID-19 CLEANING AND DISINFECTION PROTOCOL

February 24, 2023

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. Fragrance-free and dye-free soaps and hand sanitizers are preferred.

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), and the Washington State Department of Health.

Appendix Table 1 at the end of this protocol summarizes the recommended cleaning and disinfection guidelines, frequencies, and roles/responsibilities 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 schools and child care settings.

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.

Custodial staff and space users refer to Appendix Table 1 for recommended cleaning and disinfection of typical University spaces.

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.

Space users shall clean and disinfect high-touch surfaces in a shared, indoor space (if not already completed) if it is identified that an individual with COVID-19 spent longer than 10 minutes in the space in the last 24 hours while potentially infectious to others. Maximize fresh air ventilation of the space as possible during cleaning and disinfection by opening...
doors and windows, using fans, or adjusting HVAC settings. Unit representatives can contact the Eh&S COVID-19 Response and Prevention Team (covidehc@uw.edu) for consultation as needed.

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., keyboard, 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 cleaning agents.

- **Disinfection** 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 DISINFECTION OF SURFACES AND EQUIPMENT**

   A. Choose products containing soap and water, or consider using a surface-appropriate safer alternative cleaner with third-party certification (Green Seal, EPA Fragrance-Free Safer Choice) to clean surfaces.

   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. If possible, use a List N product with safer active ingredients as determined by EPA Design for Environment Program.

   Seattle units can purchase approved disinfection products from the UW Safe and Clean Storefront. Bothell and Tacoma campuses have products that are facility supplied.

   C. Follow the manufacturer’s instructions on the product label and in the chemical safety data sheet (SDS) for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, storage, and use of personal protective equipment).

   I. Review the Eh&S COVID-19 Chemical Disinfectant Safety Information guide for recommended safety measures for common disinfection
agents. Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.

II. Disinfectant concentrations and contact time are critical for effective disinfection of surfaces. The surface should stay wet for the entire contact time.

III. Ensure cleaners and disinfectants are prepared and used in well-ventilated areas and handled safely, while wearing the recommended personal protective equipment (PPE) to avoid chemical exposures.

IV. Promptly wash hands with soap and water for 20 seconds after using disinfection products.

D. Electronics (e.g., tablets, touch screens, keyboards, lab, or office equipment with sensitive electronic components): *Follow all the equipment manufacturer’s instructions and recommendations for cleaning and disinfecting the device.*

i. Consider putting a wipeable cover on electronics for easier cleaning and disinfection.

ii. For equipment that cannot be easily cleaned and/or disinfected, 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 List N product that meets manufacturer’s recommendations. Many of the products for equipment containing sensitive electronic components are alcohol-based because it dries quickly. Products may include sprays to dampen cloths for wiping or pre-moistened wipes. Never spray liquid or gels directly on electronics.

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

i. Use a product on the EPA List N of registered disinfectants. If possible, choose a List N disinfectant with safer active ingredients.

ii. If using alcohol instead of an EPA List N product, use a solution with at least 70% alcohol (e.g., isopropyl alcohol, ethanol) for surface disinfection. Alcohol is flammable and should not be stored near ignition sources. Store flammable liquids appropriately according to fire safety practices (refer to Section 4 of the Flammable Liquids Standard Operating Procedure).

iii. If using bleach instead of an EPA List N product, use a freshly prepared diluted bleach solution compatible with and appropriate for the surface. Use a lower concentration bleach solution (1 tablespoon of household chlorine bleach in 1 gallon of clean water) on food contact surfaces.
Do not mix bleach with other chemical products because they may create hazardous vapors when combined.

F. For **soft (porous) surfaces** including laundry items, carpeted floor, rugs, and fabric chairs:
   
   i. Vacuum carpets and rugs regularly to remove debris.
   
   ii. Clean the surface using a product containing soap, detergent, or an appropriate cleaner indicated for use on the surface.
   
   iii. Launder items (as appropriate) in accordance with the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
   
   iv. If laundering is not possible, use an [EPA List N disinfectant](https://www.epa.gov/pesticides/registered-disinfectants) 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. Wash hands with soap and water 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.

   D. Discard used PPE and disposable items used for cleaning into the trash immediately after use.

   E. Use disinfectant products in a well-ventilated space and, as possible, when others are not present. 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](https://www.ehs.washington.edu/index.cfm?FuseAction=PublicationDetail&PublicationID=11354).

   F. For larger scale cleaning (i.e., a large surface area), gowns or aprons are recommended to protect personal clothing. Most situations don't require use of electrostatic sprayers. If applying cleaning or disinfecting agents with electrostatic sprayers (e.g., in large or hard-to-reach areas), use products where this method is identified on the label and follow additional safety precautions in accordance with the [Electrostatic Sprayers Focus Sheet](https://www.ehs.washington.edu/index.cfm?FuseAction=PublicationDetail&PublicationID=11605).

   G. Staff must be fully trained on **donning and doffing** required PPE to prevent cross contamination. Training must be documented.
H. 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 all chemicals in a manner that prevents tipping or spilling.

I. Ensure chemical products used in your workplace are added to your MyChem inventory.

5. RESOURCES

- Washington State Department of Health Safely Cleaning and Disinfecting Public Spaces
- CDC When and How to Clean and Disinfect a Facility
- University of Washington Safer Cleaning, Sanitizing, and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission
### APPENDIX TABLE 1: CLEANING AND DISINFECTION FREQUENCIES AND ROLES FOR BUILDINGS

<table>
<thead>
<tr>
<th>SPACE</th>
<th>WHO IS RESPONSIBLE?</th>
<th>MINIMUM CLEANING AND/OR DISINFECTION FREQUENCY</th>
</tr>
</thead>
</table>
| Classrooms and instructional labs | Custodial Services* Users** | **Custodial Services:** Daily cleaning based on operational schedule with disinfection of high-touch points. It is not necessary to clean between each class.  
**Users:** Hand sanitizer supplies are 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.  
**Instructors:** May choose to use disinfecting supplies from departmental resources (Seattle campus) or facility supplies (Bothell and Tacoma campuses) as needed including for disinfecting a visibly soiled surface; or disinfecting the instructor/speaker’s shared equipment.  
Seattle campus support staff for general assignment classrooms request that only 70% isopropyl alcohol wipes be used on a/v equipment.  
Instructors in other areas/using other classrooms should check with their support staff and/or equipment supplier about compatible products and specific procedures. |
| Computer labs               | Users                     | Hand sanitizer supplies are 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.  
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). |
| Conference rooms            | Custodial Services Users   | **Custodial Services:** Daily cleaning based on operational schedule; mop and/or vacuum floors once per week.  
**Users:** Hand sanitizer supplies are available for users to sanitize their hands as they enter and leave the space.  
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. |</p>
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<td>Laboratories</td>
<td>Users</td>
<td>Daily cleaning and periodic disinfection of high-touch surfaces. Shared equipment is disinfected before and after use. <em>Labs working with biohazardous agents disinfected per biosafety requirements.</em> Custodial units sweep and mop floors and collect non-regulated waste from labs.</td>
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| Libraries                            | Custodial Services | **Custodial Services:** Daily cleaning based on operational schedule with disinfection of high-touch points.  
**Users:** Hand sanitizer supplies are 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 are 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 | **Custodial Services:** Daily cleaning based on operational schedule with disinfection of high-touch points.  
**Users:** Hand sanitizer supplies are 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, shared equipment and work surfaces before and after use with unit/department supplies.  
Custodial services mop and/or vacuum floors based on established operational schedule for the location. |
<p>| Public spaces/common areas            | Custodial Services | Regular cleaning based on operational schedule with daily disinfection of priority high-touch points. |</p>
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| Residence hall common areas  | Custodial Services | **Custodial Services**: Daily cleaning based on operational schedule with disinfection of high-touch points.  
**Users**: Hand sanitizer supplies are 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. |
|                              | Users             |                                                                                                                                                                                                                                                   |
| Restrooms                    | Custodial Services | Daily cleaning and disinfection (including high-touch points) based on operational schedule ***.                                                                                                                                                   |
| University-owned vehicles,   | Users             | Clean and disinfect before and after each use.                                                                                                                                                                                                     |
| tools, material handling      |                   |                                                                                                                                                                                                                                                   |
| equipment                    |                   |                                                                                                                                                                                                                                                   |

*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.