



# COVID-19 CLEANING AND DISINFECTION PROTOCOL

November 16, 2021

## 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 low](#). Regular cleaning and disinfecting 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.

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 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 spaces at the University. 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](#) and [child care, youth development and day camps](#).

## 2. GENERAL

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

[Appendix Table 1](#) outlines the typical spaces and surfaces 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.** High touch surfaces can include tables, handrails, faucets, doorknobs, light switches, kitchen appliances, drinking fountains, and shared equipment and computer workstations (e.g., monitors, keyboards, mouse). Disinfecting can be done as a secondary step on high-touch surfaces.



## 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 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.** Use of Environmental Protection Agency (EPA) registered disinfectants reduces the potential risk of surface transmission by inactivating remaining germs (including SARS-CoV-2 virus particles) on surfaces. Refer to the [American Chemistry Council \(ACC\) list of Novel Coronavirus \(COVID-19\) Fighting Products](#), or the EPA list of registered [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.
- B.** 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 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.
- C.** Electronics (e.g., tablets, touch screens, keyboards, lab, or office equipment with sensitive electronic components): Follow the manufacturer's instructions and recommendations for cleaning the equipment or electronic device. Consider putting a wipeable cover on electronics, which makes cleaning and disinfecting easier. 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 a couple of days between users. For electronic surfaces that need to be disinfected, use a product on the [EPA list](#) that meets manufacturer's recommendations. Many of the products for electronics and equipment containing sensitive electronic components are alcohol-based because it dries quickly.

- D.** For disinfection of hard, non-porous surfaces:
  - i. Use a product listed on the [American Chemistry Council \(ACC\) list of Novel Coronavirus \(COVID-19\) Fighting Products](#), or select from the [EPA list of registered disinfectants](#) for use against the SARS-CoV-2 virus.
  - ii. If using bleach, use a freshly prepared diluted [bleach solution](#).
  - 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).
- E.** 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 against SARS-CoV-2 or refer to the list of [American Chemistry Council \(ACC\) Novel Coronavirus \(COVID-19\) Fighting Products](#).

#### 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. Wear a surgical mask (rather than a cloth mask) if there is a potential for splash or splatter to the face.
- C.** For larger scale or frequent 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](#).



- D. 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.
- E. 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.

After EH&S receives notification that an individual with confirmed COVID-19 spent time at a UW location, the specific rooms and areas where the COVID-19 positive individual spent time will be assessed on a case-by-case basis. The determination of whether additional disinfection and/or cleaning will occur, and the scope of disinfection and/or cleaning is based on the risk of potential contamination as determined by EH&S, in coordination with the impacted units involved in the case follow-up, as needed. The following steps include:

- A. EH&S, in coordination with the COVID-19 positive individual and the impacted unit, will identify all University locations where the individual spent longer than 10 minutes.
- B. EH&S and the impacted unit, in coordination with the custodial unit, will identify any locations that require additional disinfection and /or cleaning based on an assessment of the following information:
  - i. Date(s) and duration of time spent in location(s) that have not already been cleaned and disinfected since the last time the individual was in the space
  - ii. Frequency of cleaning and/or disinfection for identified location(s)
  - iii. Date of onset of symptoms and/or date of positive test results
  - iv. Activities conducted in the space(s)
  - v. Face coverings and personal protective equipment worn by the COVID-19 positive individual
- C. EH&S, in coordination with the impacted unit and the custodial services unit, will determine roles and scope for additional disinfection and/or cleaning of spaces and equipment following the guidance outlined in this document.
- D. 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 is used to communicate restricted access.
- E.** Guidelines for cleaning and disinfection of surfaces used where a COVID-19 positive individual spent more than 10 minutes:
- i. **If less than 24 hours** have passed since the COVID-19 positive individual has been in the space, clean and disinfect surfaces if it has not already been cleaned and disinfected since the individual was last in the space.
  - 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.
  - v. **If possible (e.g., space does not need to be used again immediately), initiate cleaning 24 hours after** a COVID-19 positive individual has been in a space.
  - vi. **If it is not possible to wait 24 hours prior to entering the space** where a COVID-19 positive individual has been present: The custodial/cleaning crew are required to wear increased respiratory protection while disinfecting and/or cleaning: N95 filtering facepiece respirator, elastomeric half-face air purifying respirator with particulate filters, or a powered air-purifying respirator with particulate filters.
- F.** Areas can be reoccupied when the requested 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.
- H.** Personal protective equipment (PPE) during disinfecting and/or cleaning:
- i. Disposable gloves and gowns or a lab coat to protect contamination of clothing
  - ii. Safety glasses or safety goggles and a procedure mask when there is a potential for splashing or when spraying the disinfectant; 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.

- iii. All staff must be fully trained (with training documented) on [donning and doffing](#) required PPE to prevent cross contamination.
- I. Review the [COVID-19 Chemical Disinfectant Safety Information](#) guide for potential health hazards and the recommended safety measures for disinfectant agents.

<sup>1</sup>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](#).

## 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](#)
- [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	SCOPE	WHO IS RESPONSIBLE?	MINIMUM CLEANING AND/OR DISINFECTION FREQUENCY
<p><b>Classrooms and instructional labs</b></p>	<p>Desks, tables, chairs, white boards, light switches, doorknobs, podium, handrails, lectern</p>	<p>Custodial Services  Users***</p>	<p>Daily cleaning of classrooms and instructional spaces is conducted; it is not necessary to clean between each class.</p> <p><b>Custodial Services:</b> Full daily cleaning based on operational schedule with disinfection of high touch points.</p> <p><b>Users:</b> 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>Isopropyl alcohol (70%) surface disinfecting wipes will be available in centralized locations of Seattle campus instructional buildings.</p> <p><b>Instructors:</b> May choose to use disinfecting supplies from departmental resources (Seattle campus) or facility supplied (Bothell and Tacoma campuses) for spot use as needed including: Disinfecting a visibly soiled surface; Disinfecting the instructor/speaker’s shared equipment. UW 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.</p> <p>Instructors are encouraged to bring extra wipe supplies with them in case a student requests to use one on a surface.</p>
<p><b>Computer labs</b></p>	<p>Keyboards, computer mouses, touchscreens, desk surface, chairs, stylus</p>	<p>Users</p>	<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>

SPACE	SCOPE	WHO IS RESPONSIBLE?	MINIMUM CLEANING AND/OR DISINFECTION FREQUENCY
			Shared equipment and workstations are cleaned and disinfected by users before and after use with department/unit supplies (Seattle campus) or facility supplied (Bothell and Tacoma campuses).
<b>Conference rooms</b>	Table, chair, other surfaces, doorknobs, light switches, etc.	Custodial Services Users	<b>Custodial Services:</b> Daily cleaning based on operational schedule; mop and/or vacuum floors once per week. <b>Users:</b> Hand sanitizer supplies will be 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.
<b>Dining areas</b>	All dining surfaces including chairs, tables, dispensers, etc.	Custodial Services	Full daily cleaning and disinfection based on operational schedule with high touch points cleaned or disinfected a second time.
<b>Laboratories</b>	Benchtops, equipment handles and controls, chair backs and arm rests, hand tools, faucet handles and sprayer grips, micropipettes and other shared tools, pen, white board markers, cabinet handles	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.
<b>Libraries</b>	Tables, chairs, carts	Custodial Services Users	<b>Custodial Services:</b> Full daily cleaning based on operational schedule with disinfection of high touch points. <b>Users:</b> Hand sanitizer supplies will be available for users at library entrances and at accessible locations in the library space. Handwashing supplies are available in building restrooms. Users will be encouraged to handwash/hand sanitize.



SPACE	SCOPE	WHO IS RESPONSIBLE?	MINIMUM CLEANING AND/OR DISINFECTION FREQUENCY
			<p>Cleaning supplies will be available to library personnel and users for spot cleaning, as needed (e.g., cleaning of a visibly dirty surface).</p> <p>Shared library computer/workstations are cleaned and disinfected by users before and after use (students can access disinfection wipes from library information desk).</p>
<b>Lunchrooms/break rooms/ designated eating spaces</b>	Tables, chairs, counters, refrigerator handle, microwave, vending machines, dispensers.	Custodial Services Users	<p><b>Custodial Services:</b> Full daily cleaning based on operational schedule with disinfection of high touch points.</p> <p><b>Users:</b> Hand sanitizer supplies will be available for users to sanitize their hands as they enter and leave the space. Users clean and disinfectant high touch surfaces, including equipment and appliances (e.g., microwave), before and after use using unit/department supplies.</p>
<b>Offices/shared Workstations</b>	Desk, chairs, keyboard, phone, doorknobs, light switches, other frequently touched objects	Users	<p><b>Users:</b> Clean and disinfect high touch surfaces and shared equipment and work surfaces before and after use using unit/department supplies.</p> <p>Custodial services will mop and/or vacuum floors based on established operational schedule for the location.</p>
<b>Public spaces/ common areas</b>	Touch points in lobbies, elevators buttons, stairways, handrails, doorknobs/handles, light switches, corridors, drinking fountains, waste receptacles, vending machine touch points, open lounge furniture surfaces	Custodial Services	<p>Full daily cleaning based on operational schedule with disinfection of high touch points.</p>
<b>Residence hall common areas</b>	Lobbies, elevators, stairways, handrails, doorknobs, light switches, corridors, open lounge furniture surfaces, shared kitchens etc.	Custodial Services Users	<p>Full daily cleaning based on operational schedule with disinfection of high touch points.</p> <p><b>Users:</b> 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</p>



SPACE	SCOPE	WHO IS RESPONSIBLE?	MINIMUM CLEANING AND/OR DISINFECTION FREQUENCY
			restrooms. Students are encouraged to wash or sanitize their hands before entering and after leaving the common areas and kitchen spaces.
<b>Restrooms</b>	All surfaces, objects, and fixtures, e.g., sinks and faucets, toilets, door handles, hand dryers	Custodial Services*	Full daily cleaning and disinfection based on operational schedule with high touch points clean or disinfect a second time**.
<b>University-owned vehicles, tools, material handling equipment (e.g., forklifts, pallet jacks)</b>	Door handles, keys, steering wheel, and other high-touch areas	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.*

*\*\* 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.*

*\*\*\* 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 as part of their [COVID-19 Prevention Plan](#).*