

## **Guidance for Work Unit Cleaning & Disinfection to Prevent the Spread of COVID-19**

*Last Updated: July 23, 2020*

The Centers for Disease Control and Prevention (CDC) advises enhanced cleaning and disinfection of workplaces to minimize the spread of COVID-19. Campus custodians will continue operations on campus with greater focus on common areas and more frequent disinfection of high-touch surfaces. These include but are not limited to public restrooms, elevator buttons, doors, handrails, and door handles.

In order to protect our campus employees, students, and visitors, work units should develop a cleaning and disinfection plan to protect the persons in their area. This guidance applies to general campus work units. Where more specific guidance exists for specialized work settings such as clinical or food service settings, such specific guidance should take priority and be followed.

If you have questions regarding this guidance, please address them to [occmed@uhs.wisc.edu](mailto:occmed@uhs.wisc.edu).

### **Work Unit Cleaning Guidance**

**1. Develop a cleaning and disinfection plan and assign and train staff to implement the plan.**

Following the steps below, develop written procedures and staff assignments to implement your work unit cleaning plan.

**2. Be sure surfaces are visibly clean.**

Before applying a disinfectant, surfaces that are visibly soiled must be cleaned with a mild detergent first. Make sure surfaces are thoroughly rinsed before applying disinfectants.

**3. Focus on high contact surfaces.**

Each campus unit will be responsible for the regular cleaning and disinfection of its work area, tools, and equipment. Examples of items to target for cleaning include:

- Shared tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Touch screens
- Shared instrumentation

Upholstered materials will be more difficult to disinfect; however, unless they have frequent contact with hands or face, they likely do not represent a high risk of transmission. Follow recommended laundering or washing practices using the highest temperature as appropriate.

SARS-CoV-2 does not survive on most surfaces beyond 72 hours. Therefore, only routine cleaning is required if it has been more than 72 hours since a person who has tested positive for COVID-19 was last in that space. If seven days or more have passed since a room or item has been used, additional disinfection is not necessary. Be sure to follow manufacturer recommendations for cleaning electronics or equipment.

#### **4. Select a disinfectant suitable for SARS-CoV-2.**

Campus has selected Oxivir Tb as a disinfectant solution which will be available for departmental and classroom use. It is listed as a CDC-recommended product on the EPA website for its effectiveness for COVID -19.

- Users are cautioned to read the label and use only as directed. It is intended for use on non-porous surfaces.
- Proper use requires the heavily soiled surfaces to be clean of foreign material before using Oxivir Tb. The surfaces could be cleaned with any normal soap solution or cleaning product.
- The “contact” or dwell time for inactivating the COVID-19 Virus with Oxivir Tb is one minute. The surfaces should be sprayed from 6-8 inches and for full effectiveness, the surface needs to remain wet for one minute. After a minute, the surface can be wiped dry, rinsed, or allowed to air dry.
- Gloves or other PPE are not required for this product, but users should wash their hands after using the product.
- There are other disinfectants that are effective against SARS-CoV-2 (the virus responsible for the illness COVID-19). The EPA is responsible for reviewing these products, and this information is available on the [EPA website](#).

*If an alternative product is selected, the product label must be reviewed and instructions followed, particularly the necessary dwell time and appropriate personal protective equipment required.*

#### **5. Review the Safety Data Sheet for the product.**

Be familiar with the hazards and requirements associated with the product used. Check to be sure the necessary personal protective equipment is available and used.

#### **6. Follow the appropriate contact time.**

After a work surface is verified to be visibly clean and wiped with disinfectant, the surface must be kept damp with the disinfectant product for the time recommended on the label.

#### **7. Bleach use.**

Bleach is readily available, but if it is to be used, it must be used carefully to be safe and effective. Each brand of bleach is different. Follow the label for dilution instructions for *disinfection*. Eye protection is recommended. Bleach solution contact times usually range from 1 to 5 minutes. Bleach solutions lose potency quickly; remake your bleach solution daily if it is in a spray bottle and every 2-4 hours if it is in an open bucket. **Never** mix bleach with other cleaning products.

## **8. Alcohol-based solutions.**

Alcohol-based disinfectants (ethanol and isopropanol only), commonly used as sprays and wipes, can also be used, per the CDC. To be effective they must contain greater than 70% alcohol. Alcohol will evaporate and lose effectiveness if not stored in a sealed container. It is also extremely flammable, so care must be taken to avoid potential ignition sources while using.

## **9. Handwashing.**

Hands should be washed for 20 seconds following cleaning and removal of PPE. Use existing handwashing facilities when possible. When not feasible, alcohol-based hand sanitizer can be used.

## **10. Cleaning after a symptomatic or infectious case.**

When made aware of a positive case in the workplace, management shall take appropriate steps to isolate areas frequently used by the person who is sick and contact Environment, Health & Safety (EH&S) immediately to discuss follow-on action.

If a person leaves work due to possible COVID symptoms (unconfirmed case), closing spaces is not required at that time. Contact EH&S if you have additional concerns.

Our overall cleaning approach includes a number of layered protocols, each of which supports the overall goal of protecting employee safety, health, and well-being when returning to campus. Together, they are designed to reduce the risk of COVID-19 transmission and are founded on best practices and guidance from the CDC, UW-Madison health and safety experts, and other subject matter experts.

Our routine daily cleaning, with an increase focus on high-touch areas, together with the additional cleaning performed by the area occupants should be adequate to minimize the risk of infection due to the SARS-CoV-2 virus. However, out of an abundance of caution, additional cleaning may be performed in some circumstances as determined by UHS and EH&S.

## **Contact Information**

Environmental and Occupational Health  
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## **Resources**

- [FP&M Returning to Campus Safely](#)
- [UW Smart Restart](#)
- [Cleaning and Disinfecting: Plan, Prepare and Respond](#)