



**MONTGOMERY COLLEGE
STANDARD OPERATING
PROCEDURES**

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Last Modified: 6/4/2020

Last Reviewed:

Approved: Sharmila Pradhan

Subject: Directions for Cleaning and Disinfecting After Confirmed COVID-19 Case

INTENDED AUDIENCE: All Campuses, Building Services

PURPOSE : This guidance is for cleaning and disinfection of areas where a person with COVID-19 spent time in College spaces. It is applied ***48 hours prior to the onset of symptoms until seven days have passed*** since the person was present in a College space.

DEFINITIONS

Cleaning: refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Cleaning is typically performed using soap, detergents, cleaners and clean water before using a disinfecting method.

Disinfecting: refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfecting solutions.

POLICY

The Occupational Safety and Health Administration (OSHA) has issued requirements applying to preventing occupational exposure to COVID-19.

Among the most relevant requirements are:

- A. OSHA's Personal Protective Equipment standards (in General Industry, 29 CFR 1910 Subpart I), which require using gloves, eye and face protection, and respiratory protection when job hazards warrant it.
- B. The General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health (OSH) Act of 1970, 29 USC 654(a)(1), which requires employers to furnish to each worker "...employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm..."
- C. In addition, OSHA is requiring that COVID-19 be a recordable illness if a worker is infected as a result of performing their work-related duties. The requirements for a recordable case are:



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1. The case is a confirmed case of COVID-19 (see CDC information on persons under investigation and presumptive positive and laboratory- confirmed cases of COVID-19); and
 2. The case is work-related, as defined by 29 CFR 1904.5; and,
 3. The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g. medical treatment beyond first-aid, days away from work, etc.).
- D. The steps each Department with employees with potential occupational exposures to COVID-19 should follow:
1. Assess the hazards to which workers may be exposed,
 2. Evaluate the risk of exposure,
 3. Select, implement, and ensure workers use controls to prevent exposure, including physical barriers to control the spread of the virus; social distancing; and appropriate personal protective equipment, hygiene, and cleaning supplies, and -
 4. If PPE is required some simple training will be required.

PROCEDURES

After notification of a person with confirmed COVID-19 on a Montgomery College campus, the following cleaning and disinfecting protocol will be followed:

- A. A short-term building closure will be implemented regardless of community spread if an infected person has been on campus. The closure can be from 2-5 days.
- B. Close off areas visited by the infected person(s). Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- C. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill person(s), focusing especially on frequently touched surfaces.
- D. **If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is NOT necessary.**

Safety Guidelines and Required PPE:

- 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 (goggle or face shields) when there is a potential for splash or splatter to the face.
- C. Gowns or aprons to protect contamination of clothing.
- D. Store chemicals in labeled, closed containers. Keep them in a secure area away from food. Store them in a manner that prevents tipping or spilling.
- E. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.

Cleaning and disinfection of surfaces:

- A. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
- B. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
- C. Use EPA-registered disinfectant for use against the novel coronavirus. Refer to the list of disinfectants for use against SARS-CoV 2.
- D. 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.)
- E. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol.
- F. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:
 - 1. Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
 - 2. After cleaning, launder items (as appropriate) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
 - 3. If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19 for porous surfaces.



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Appendix

Appendix A CDC Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes.

Appendix B CDC-Interim Guidance for Administrators of U.S. Institutions of Higher Education.

Appendix C EPA- 6 Steps for Safe & Effective Disinfectant Use.

Appendix D EPA - List N Products with Emerging Viral Pathogens And Human Coronavirus claims for use against SAR-CoV-2