

Cleaning Procedures for General Environments in Response to COVID-19

Revised: December 16, 2020

This guidance document provides recommendations on cleaning and disinfecting general workspaces. It is aimed at limiting the survival of SARS-CoV-2 in general environments, such as offices. These recommendations will be updated as additional information becomes available.

General Recommendations

- Wash hands often with soap and water for at least 20 seconds; if soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, especially after contact with high touch areas (e.g., doorknobs, going to the restroom; commonly share spaces, before eating, etc.). If hands are not visibly soiled, alcohol-based hand sanitizer can be used to clean hands.
- Wear a face covering and maintain a minimum 6 feet distance from others whenever possible
- Practice situational awareness and immediately report potential exposures to supervisor.
- If you are sick, stay home from work and notify your supervisor.

Recommendations for Routine Surface Cleaning

Routine Surface Cleaning

Disposable gloves should be used while using cleaning and disinfecting agents. Doff and dispose of them promptly after use. Follow standard cleaning procedures **AND** follow the manufacturer's instructions while using cleaning and disinfection products. Follow instructions for appropriate product concentration, application method, contact time, and increase the frequency of cleaning in commonly used areas to at least once a day and as needed. Use disinfecting wipes so that commonly used surfaces can be wiped down before and after use. When not available, spray disinfectant on paper towel and wipe down surface.

Commonly used areas include:

- Tabletops/Countertops
- Electronic equipment & appliances (e.g., copiers or scanners, AV keyboards & mouse, pointing devices), phones
- Water dispenser/fountains
- Railings
- Doorknobs and handles (common areas, restroom handles)
- Light switches & plates
- And all other **commonly used** surfaces

Cleaning frequency: It is recommended that you clean your office space and surfaces not ordinarily cleaned by campus custodial staff at the beginning, middle, and end of each day.

For Electronics: Use alcohol-based wipes with at least 70% alcohol. When not available, spray disinfectant on paper towel and wipe down surface.

If you have a suspected or confirmed positive COVID-19 case:

Notify Human Resources via UCI's Coronavirus Response Center at (949) 824-9918, email covid19@uci.edu, or report the case via the HR website: <https://hr.uci.edu/disaster-relief/report-known-cases.php>

To ensure cleaning of suspected or confirmed positive COVID-19 case:

Contact FM Services desk at (949) 824-5444 or at fm-servicedesk@uci.edu to submit a request to clean and disinfect the space. FM will coordinate with EHS to convene staff to evaluate the next steps and reach out to requestor. If the area cannot be safely cleaned by UCI staff, EH&S will schedule a 3rd party vendor to decontaminate the area.

The space should be left unoccupied and entry barricaded for at least 24 hours after initial notification (any exceptions to this requirement must be coordinated with EH&S). After 7 days or longer, per the CDC, no special cleaning or disinfecting is necessary if the space is left unoccupied.

Contact EHS at (949) 824-6200 or at safety@uci.edu for additional assistance.

Follow the flowchart to request COVID-19 disinfection and cleaning:

