

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. Information on cleaning and considerations for environments in the Arts is made available at the end of this document. 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.
- 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

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 on commonly used surfaces and wipe 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)
- Telephones and headsets
- Light switches & plates
- 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 once a day.

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

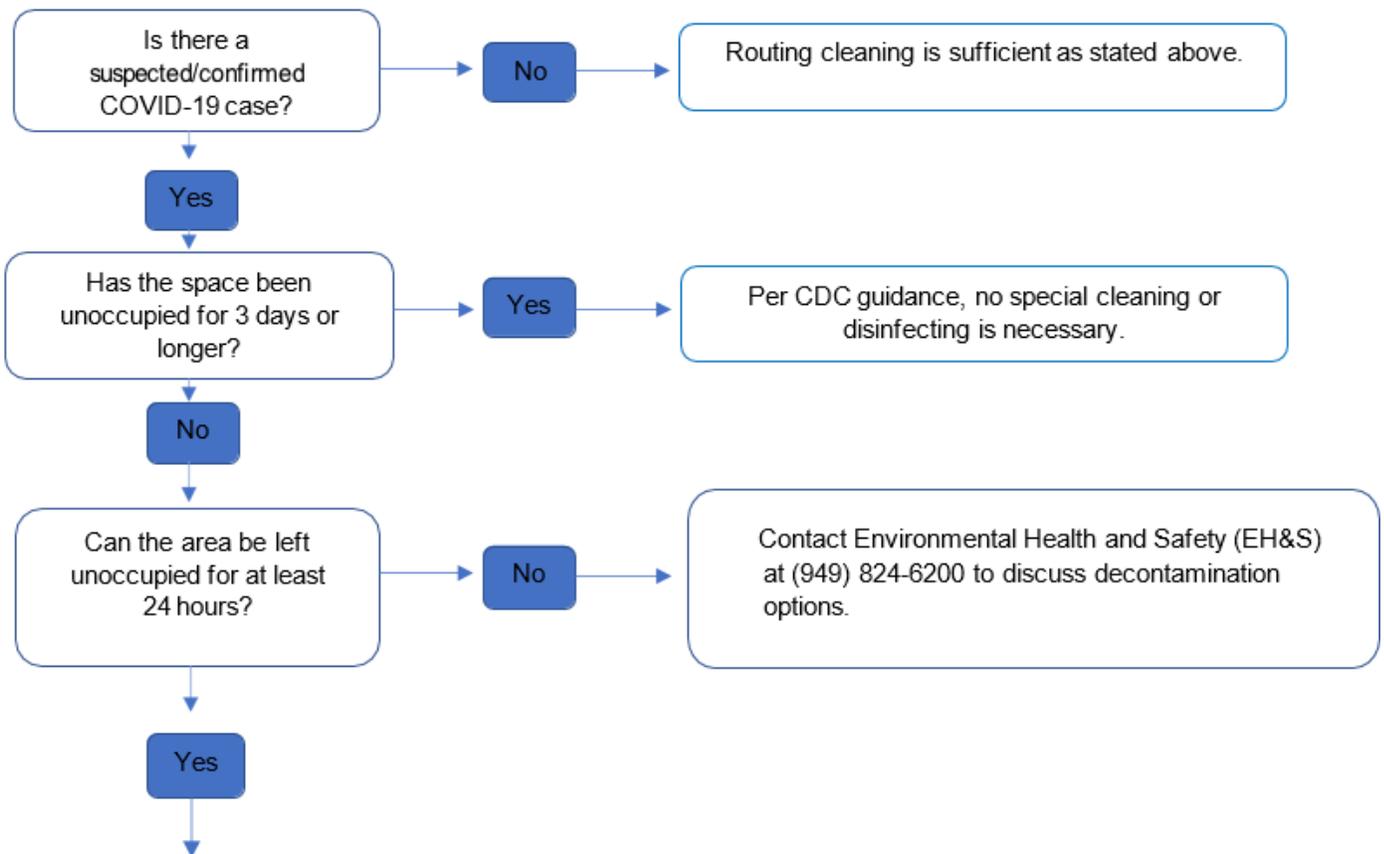
If you have a suspected or confirmed positive COVID-19 case: Notify Human Resources via UCI's Coronavirus Response Center at (949) 824-9918, email covid19@uci.edu, or report the case via the HR website: <https://hr.uci.edu/disaster-relief/report-known-cases.php>

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 3 days or longer, per the CDC, no special cleaning or disinfecting is necessary if the space is left unoccupied.

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



Contact FM Service Desk at (949) 824-5444 or at fm-servicedesk@uci.edu To submit a request to clean and disinfect the space. FM and EH&S will evaluate the area to determine the scope of cleaning.

COVID-19 Resources:

[UCI website](#), [UCI EH&S](#), [CDC website](#), [OC Health Care Agency website](#)

Studio, Dance and Performance Venue Cleaning Considerations:

Cleaning Considerations For Dancers Returning to the Studio

- Create a space for dancers to place their bags so that physical distancing can be maintained among belongings. These areas should be cleaned and disinfected after each dancer removes their bag.
- Floor work and the touching of floors should be avoided, if possible. If floor work is necessary, consider spacing out class and rehearsal time to allow time for the floors to be cleaned. Cleaning of the floors is recommended between each use of a studio.
- Sanitize dance flooring by spraying a disinfectant with greater than 70% alcohol. Most vinyl dance flooring cannot be cleaned with bleach solutions. Do not use an ammonia-based or pH neutral cleaner as they do not disinfect properly for COVID-19. Alternatively, soap and water can be used to clean and disinfect the floor.
- It is recommended that floors be cleaned once a day, as usual, followed by a sanitization using a disinfectant with greater than 70% alcohol. If using a mop pad, wash with bleach in a washing machine between uses.
- Disinfect floors prior to every class or rehearsal.

General Recommendations:

- Street shoes should be removed prior to entering any studios. Dance shoes should not be worn outside of the studio.

Performance Venue Recommendations (including athletic, theater and other events):

- Establish clear cleaning protocols for equipment, rooms, and surfaces.
- Offer hand sanitizer to audiences/visitors, staff, and artists.
- On a frequent basis during a performance, clean restrooms and wipe down high-touch surfaces.
- Prohibit touching of exhibits.
- In places where payments need to occur, such as concession stands, no-contact payment platforms could be used. Theaters may plan to transition away from paper tickets and move as many audience communication materials as possible (i.e. programs) to a digital format.
- Reduce the use of shared objects and surfaces.

Resources:

COVID-19 FAQ for Dancers and Dance Companies Returning to Studios:

https://dance-usa.s3.amazonaws.com/page_uploads/COVID%20FAQ%20-%20MAY%202020.pdf

COVID instrument cleaning guidelines:

<https://www.nfhs.org/articles/covid-19-instrument-cleaning-guidelines/>

Event Safety Alliance's Reopening Guide:

<https://www.eventsafetyalliance.org/esa-reopening-guide>

More guidance for cleaning studio spaces can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaningdisinfection.html>

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