Cleaning Procedures for Student Housing in Response to COVID-19
Revised January 7, 2021

Locations: All UCI Student Housing Units
Affected Occupations: Custodians, Sr. Custodians, Custodial Leads

BACKGROUND
According to the Center for Disease Control (CDC), there is much to learn about the novel coronavirus (SARS-CoV2) that causes coronavirus disease 2019 (COVID-19). Based on what is currently known about the virus and about similar coronaviruses that cause SARS and MERS, transmission from person to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs more commonly through respiratory droplets than through fomites such as clothes, utensils, and furniture.

Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

PURPOSE
This guidance provides recommendations on cleaning and disinfecting housing areas running under normal operation, consolidated spaces, and quarantine/isolation spaces occupied by individuals with suspected/confirmed COVID-19 infection. It is aimed at limiting the survival of COVID-19 in key environments. These recommendations will be updated as additional information becomes available.

DEFINITIONS:

- **Cleaning** refers to the removal of dirt and impurities, including viruses, from surfaces. Cleaning alone does not kill viruses. But by removing the viruses, it decreases their number and therefore any risk of spreading infection.

- **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill viruses on surfaces. This process does not necessarily clean dirt off the surface but kills viruses that are present on the surface.

- **Contact Time** is the time a disinfectant is in direct contact with the surface or item to be disinfected. For surface disinfection, this period is framed by the application to the surface and leaving the disinfectant on the surface for the required contact time. Disinfectants have varying amounts of contact time.
• **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Individuals identified for quarantine include those who have been exposed to the virus and are awaiting COVID-19 test results. A person may have been exposed to the virus without knowing it (for example, when traveling or out in the community), or they could have the virus without feeling symptoms. Quarantine helps limit further spread of COVID-19.

• **Quarantine or Isolation Spaces** refers to areas in Student Housing identified as quarantine/isolation spaces. Per advisement from Student Health Center and Orange County Health Care Agency, room assignments should have one resident per bedroom and one resident per bathroom.

• **PUI** is the abbreviated term for Person Under Investigation and is yet to be confirmed via testing whether the person is positive for the disease or not.

• **Consolidated Spaces** refers to the areas in Student Housing that have consolidated UCI affiliated residents into contiguous buildings. Per advisement from Student Health Center and Orange County Health Care Agency, room assignments should have one resident per bedroom with no more than four residents per bathroom.

• **Isolation** refers to the separation of sick people with a contagious disease from people who are not sick. Individuals identified for isolation include those who have received positive test results for COVID-19.

**GENERAL RECOMMENDATIONS**

The following recommendations apply to all spaces across Student Housing:

Immediately before entering all spaces, employees should:

Put on the following PPE prior to entering:

• Face coverings
• Slip resistant shoes and/or safety glasses or goggles (if applicable)
• Disposable gloves
• Maintain a minimum 6 feet distance from others whenever possible;
• Avoid touching face
• Follow Aerosol Transmissible Disease Exposure Control Plan for UCI Student Housing Areas, where applicable

Before leaving spaces, employees should:

1. Remove PPE and place disposable PPE in trash bag.
2. Trash bag can be disposed of in regular trash.
3. Wash hands with soap and water for 20 seconds, as soon as possible or use alcohol-based hand sanitizer that contains at least 60% alcohol.

**EH&S strongly discourages employees from entering any quarantine/isolation rooms if/when it is occupied.**

If a person with suspected/confirmed COVID-19 visited or used any space, EH&S recommends that employees:

• Close off and barricade the space
• 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.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the space, additional cleaning and disinfection is not necessary.

Cleaning and Disinfecting Flowchart for Suspected/Confirmed COVID-19 Cases:

Is there a suspected/confirmed COVID-19 case?
- No → Routing cleaning is sufficient as stated above.
- Yes → Has the space been unoccupied for 7 days or longer?
  - Yes → Per CDC guidance, no special cleaning or disinfecting is necessary.
  - No → Can the area be left unoccupied for at least 24 hours?
    - No → Contact Environmental Health and Safety (EH&S) at (949) 824-6200 to discuss decontamination options.
    - Yes → After 24 hours has passed, proceed with cleaning and disinfecting the space using EPA-approved disinfectants and wearing the appropriate PPE. These spaces can be cleaned and sanitized similar to common areas.

UCI Employee Requirements
Employees working in these spaces should have relevant experience in performing the job. Supervisors should provide experienced employees to assist new employees or work with the supervisor prior to starting job duties.

The following safety training is required for these employees. Contact EH&S for assistance.

- Safety Fundamentals training – available online at UC Learning Center
- Bloodborne Pathogens (BBP) training – available online at UC Learning Center
- Hazardous Communication training – available online at UC Learning Center
- Aerosol Transmissible Diseases (ATD) training* – available through EH&S

*Aerosol Transmissible Diseases (ATD) training is only required for employees cleaning and disinfecting areas.

COVID-19 Resources:
UCI website, UCI EH&S, CDC website, OC Health Care Agency website
PROCEDURE A | Common Areas

The following cleaning and disinfecting procedures apply to all common areas in Student Housing locations running under normal operations. The procedures also apply to UCI employees entering common areas in quarantine/isolation designated buildings. EH&S recommends that only employees who are experienced and have taken the required safety training to enter these spaces be allowed to proceed with the listed requirements and procedures.

Procedures apply to:
- Common areas in quarantine/isolation spaces, including:
  - Elevators, lobbies, corridors, and stair ways, primarily those with high foot-traffic
  - Laundry rooms, kitchens, and bathrooms – Keeping a space vacant for 24 hours is not required, but it is recommended to keep vacant for as long as possible.
  - Other areas with frequently touched surfaces (i.e. doorknobs, windows, etc.)

For spaces utilized by resident(s) who are waiting for test results or have tested positive for COVID-19, please refer to “Procedure B: Areas Utilized by Resident(s) with Suspected/Confirmed COVID-19” section below.

Cleaning
EH&S recommends that employees follow normal cleaning procedures AND follow the manufacturer’s instructions for all cleaning and disinfection products. Employees should follow instructions for appropriate product concentration, application method, contact time, and increase the frequency of cleaning for frequently touched surfaces to at least once a day and as needed. Frequently touched surfaces include:
- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Faucets
- Sinks
- And all other commonly touched areas

Cleaning frequencies for all other not as frequently touched surfaces such as high windows, hard-to-reach places, etc. may stay the same/increase/decrease under the discretion of custodial supervisors and managers as long as these changes do not place residents or employees at risk of potential exposure. Detailing and cleaning surfaces that are less frequently touched (i.e. high windows, in-between spaces, hard to reach surfaces, etc.) are not considered priority items to clean.

Disinfecting
Employees proceed to follow normal disinfecting procedures for areas not designated for quarantine/isolation and increase frequency of disinfecting frequently touched surfaces at least once a day and as needed. Frequently touched surfaces include those listed above.


Laundering
Employees should follow normal laundering procedures.

Trash Removal
Employees should follow normal trash disposal procedures.
PROCEDURE B | Areas Utilized by Resident(s) with Suspected/Confirmed COVID-19

Note: If the residence of an individual who has tested positive for COVID-19 has been vacated for at least 7 days, cleaning and disinfecting of the room can be performed by anyone, including the resident’s roommate who can move back into the residence.

Per Student Housing instructions, Resident(s) with positive/suspected COVID-19 are responsible for cleaning and disinfecting their assigned area(s). Please refer to “Appendix C” for cleaning and waste management considerations for Resident(s). UCI employees do not enter the residence of an individual who has tested positive for COVID-19.

Cleaning
EH&S recommends that employees follow the same procedures and frequencies listed in Procedure A.

Disinfecting
In addition to the procedures listed in Procedure A, employees should follow the Centers for Disease Control guidelines for disinfecting surfaces:

When disinfecting hard (non-porous) surfaces, employees should:
1. Wear required PPE as presented in Appendix A
2. Allow proper ventilation during and after application of disinfectant
3. Check if surfaces are dirty. If dirt is present, clean with a mix of soap and water. Wipe the surface then proceed cleaning with disinfectant for the required contact time. Follow manufacturer’s instructions. The surface should be visibly wet for the duration of the contact time. Wiping the product prematurely from the treated surface will reduce the product’s effectiveness.
4. If surface is not dirty, proceed with disinfectant for the required contact time. Follow manufacturer’s instructions.
5. Wipe down surfaces.
6. If wiping down surfaces such as toilets, bathroom stalls, or sinks, employees may use a disposable mop to wipe surfaces and increase the distance between themselves and surfaces.

When disinfecting soft (porous) surfaces such as carpeted floor and drapes, employees should:
1. Remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
2. After cleaning,
   a. If the items can be laundered, launder items following manufacturer’s instructions using the warmest appropriate water setting for the items and then dry completely.
   b. Otherwise, use products EPA-approved disinfectants for use against SARS-CoV-2 that are suitable for porous surfaces. After application, follow manufacturer’s instructions and contact times.

When disinfecting electronics such as tablets and remote controls, employees should:
1. Remove visible contamination if present.
2. Follow the manufacturer’s instructions for all cleaning and disinfection products.
3. If no manufacturer guidance is available, consider using alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
4. Dry surfaces thoroughly to avoid pooling of liquids.

Laundering
Per Student Housing procedures, linen will remain in vacated quarantine/isolation residences for at least 7 days. Employees should following normal laundering procedures after the 7-day period has elapsed.
Trash Removal
For employees removing household waste from residences with suspected (quarantine) or confirmed (isolation) COVID-19 infection, EH&S recommends the following:
For waste/trash located inside Residences:
• Residents to review instructions listed under “Appendix C” for cleaning and waste management guidance.
• Trash bags may be removed for disposal if they are outside the room/residence.
When removing waste/trash located outside residences, employees should:
• Dispose of the sealed trash bag as regular trash in a dumpster.

For cleaning and disinfecting for all Residents, please review instructions listed under “Appendix D”.
Appendix A | Personal Protective Equipment (PPE) and Safety Training

The following table summarizes the required Personal Protective Equipment (PPE) and safety trainings that Student Housing employees should take before starting the job tasks listed in Procedure A and Procedure B.

### PPE and Training for Procedure A

<table>
<thead>
<tr>
<th>Procedure A</th>
<th>PPE</th>
<th>Relevant Training</th>
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<tbody>
<tr>
<td>Cleaning* with the Following Products:</td>
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<tr>
<td>Germicidal Ultra Bleach (contact time: 5 minute)</td>
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</tr>
<tr>
<td>Swish Disinfectant Cleaner Aerosol (contact time: 10 minutes)</td>
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<td>730 HP Disinfectant Cleaner (contact time: 5 minutes)</td>
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<td>X X X X X X X</td>
</tr>
<tr>
<td>764 Lemon Quat Disinfectant Cleaner (contact time: 10 minutes)</td>
<td>X X</td>
<td>X X X X X X X</td>
</tr>
<tr>
<td>910 Finale FS No Rinse Sanitizer (contact time: 10 minutes)</td>
<td>X X</td>
<td>X X X X X X X</td>
</tr>
<tr>
<td>Buckeye Terminator (contact time: 10 minutes)</td>
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<td>X X X X X X X</td>
</tr>
<tr>
<td>Cell Block 64 (contact time: 10 minutes)</td>
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<td>X X X X X X X</td>
</tr>
<tr>
<td>DBBC Disinfectant Bathroom and Bowl Cleaner (contact time: 10 minutes)</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Oxivir Tb (contact time: 1 minute)</td>
<td>X X</td>
<td>X X X X X X X</td>
</tr>
<tr>
<td>Oxivir Wipes (contact time: 1 minute)</td>
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</tr>
<tr>
<td>TB-Cide Quat (contact time: 10 minutes)</td>
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<tr>
<td>Virex TB (contact time: 3 minutes)</td>
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<td>Other Custodial Duties (vacuuming, sweeping, dusting, etc.)</td>
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<td>X X X X X X X</td>
</tr>
<tr>
<td>Trash Disposal</td>
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*Cleaning products are not disinfectants.
PPE and Training for Procedure B

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<th>Procedure B</th>
<th>PPE</th>
<th>Relevant Training</th>
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<td>Germicidal Ultra Bleach (contact time: 5 minute)</td>
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<tr>
<td>Cleaning and Disinfecting with the Following Products:</td>
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<tr>
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<td>X</td>
</tr>
<tr>
<td>Other Custodial Duties (vacuuming, sweeping, dusting, etc.)</td>
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<tr>
<td>Laundry Duties</td>
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<td>X</td>
</tr>
<tr>
<td>Trash Disposal</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

**Please Note:** Chemical products listed in Procedure B are EPA-approved disinfectants for use against COVID-19: [https://www.epa.gov/pesticide-registration/list-ndisinfectantsuseagainstsarscov-2](https://www.epa.gov/pesticide-registration/list-ndisinfectantsuseagainstsarscov-2).

To find a product on List N, enter the first two sets of the chemical’s EPA registration number found on the SDS or specification sheet into the search bar above the first column of List N. The number will generate the product and/or its equivalent if it is an EPA approved disinfectants for use against SARS-CoV-2.

For example, if EPA Reg. No. 12345-12 is on List N, you can buy EPA Reg. No. 12345-12-2567 and know you’re getting an equivalent product. You can find this number by looking for the EPA Reg. No. on the product label.

If you are unable to find a product on the list, look at a different product’s label to confirm it has an EPA registration number and that human coronavirus is listed as a target pathogen.
Putting on and Removing Disposable Gloves:

When **putting on** gloves, employees should:

1. Check for holes
2. Put on gloves
3. Move hand around

When **removing** gloves, employees should:

1. Pinch glove and roll it down until the glove is completely off in a ball in the palm of the other hand.
2. Then slide a finger(s) down and inside the glove on the other hand and pull it off until it’s balled around the first glove.
3. Throw gloves away immediately and wash hands with soap and water for 20 seconds.
Appendix B | Additional Resources

UCI is closely monitoring the COVID-19 situation and associated communications from the county, state and federal authorities. We will continue to provide updates through this website and email communications, and take steps to ensure the health and safety of our community. To view updates and obtain workplace posters related to COVID-19, please visit https://uci.edu/coronavirus/.

To view specific guidance regarding the various EH&S COVID-19, employees may also visit https://www.ehs.uci.edu/PublicHealth/covid-19/ for more details.
Appendix C | Cleaning and Waste Management Guidance for Suspected/Positive Residents

Per Student Housing procedures, Resident(s) with positive/suspected COVID-19 are responsible for cleaning and disinfecting their assigned area(s). Resident(s) should review the following instructions regarding the cleaning of residences and disposal of waste.

General Recommendations

Resident(s) will be provided with cleaning supplies for their assigned area before entering quarantine/isolation units. These include but are not limited to:

- Trash bags
- Disinfectant(s)
- Gloves
- Linen
- Paper towel

When cleaning and disinfecting, Resident(s) should:

- Wear disposable gloves
- Avoid touching face;

After cleaning and disinfecting, Resident(s) should:

- Remove gloves and place them in trash bag;
- Trash bag can be disposed of in regular trash;
- Immediately wash hands with soap and water for 20 seconds, as soon as possible, or use alcohol-based hand sanitizer that contains at least 60% alcohol.

Cleaning

EH&S recommends that Resident(s) clean surfaces using soap and water if dirt is present. Resident(s) should also follow the manufacturer’s instructions for all cleaning products regarding application method, contact time, and increase the frequency of cleaning for frequently touched surfaces to at least once a day and as needed.

Disinfecting

EH&S recommends that Resident(s) use the Student Housing provided EPA-approved disinfectants for use against COVID-19:

- Resident(s) with suspected/confirmed COVID-19 should clean and disinfect shared spaces such as bathrooms after each use.

When disinfecting **hard (non-porous)** surfaces, Resident(s) should:

1. Wear disposable gloves
2. Allow proper ventilation during and after application of disinfectant.
3. Check if surfaces are dirty. If dirt is present, clean with a mix of soap and water. Wipe the surface then proceed cleaning with disinfectant for the required contact time. Follow manufacturer’s instructions. The surface should be visibly wet for the duration of the contact time. Wiping the product prematurely from the treated surface will reduce the product’s effectiveness.
4. If surface is not dirty, proceed with disinfectant for the required contact time. Follow manufacturer’s instructions.
5. Wipe down surfaces.
6. If wiping down surfaces such as toilets, bathroom stalls, or sinks, employees may use a disposable mop to wipe surfaces and increase the distance between themselves and surfaces.

Trash Removal

For waste/trash located **inside** Residences of quarantine/isolation units:

- Residents should:
1. Collect and double bag the waste in a trash bag
2. Seal the bag with an overhand knot
3. Spray the exterior of the bag with a disinfectant
4. Place bag outside the room/residence

**Laundry**

- If Resident(s) are washing laundry for individual(s) with suspected/confirmed COVID-19 in the same household, wash laundry thoroughly
- Wear disposable gloves while handling soiled items.
- Read and follow the directions on the labels of bedding and clothing and wash on the highest temperature setting. Dry items thoroughly using the warmest temperatures recommended on the clothing label.

**Appendix D | Cleaning and Disinfecting Guidance for all Residents**

Based on information from the Centers for Disease Control (CDC) and California Department of Public Health (CDPH), Residents should follow these recommendations for cleaning and disinfecting their residence:

- Clean all “high-touch” surfaces every day, such as counters, tabletops, doorknobs, fixtures, toilets, phones, etc. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use an EPA-approved disinfectant and use according to the instructions on the label, including wearing gloves and having good ventilation during use of the product.
- After cleaning and disinfecting, remove and dispose of gloves.
- Immediately clean your hands with soap and water or with hand sanitizer containing at least 60% alcohol.
- Place all used gloves and other contaminated items in a lined container before disposing of them with other household waste.
- Resident(s) should perform hand hygiene frequently. Wash hands with soap and water for at least 20 seconds or use hand sanitizer containing at least 60% alcohol.
- Resident(s) should follow respiratory etiquette: Cover coughs and sneezes with a tissue, then throw into a lined trash container.
- Resident(s) should avoid sharing personal household items, dishes, drinking glasses, cups, eating utensils, towels or bedding with other people or pets in your home. After using these items, wash hands thoroughly with soap and water.