

## **CLEANING AND DISINFECTING**

The District has instituted regular COVID-19 compatible sanitation and housekeeping practices, which includes cleaning and disinfecting common surfaces, workplace common areas, frequently used tools and equipment, and other frequently touched surfaces and objects (e.g. doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels) in the workplace. Employees should regularly do the same in their assigned work areas.

The District has implemented the following cleaning and disinfecting procedures:

- Using disinfectants that are EPA approved for use against the virus that causes COVID-19.
- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before and after use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, proper dilution, contact time).
- Following safe work practices such as never mixing products together and using adequate ventilation.
- Cleaning visibly dirty surfaces first before disinfection. Disinfectants are less effective if used on soiled surfaces.
- Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and tools and chemical resistant gloves. Such disinfectants and supplies will be available to workers commensurate with their responsibilities for cleaning and disinfecting.
- Cleaning and disinfecting workstations and/or District-owned vehicles between shifts and between employees where applicable.
- Closing breakroom areas, or cleaning them at least once per day when in use by employees who have been issued proper personal protective equipment, such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Frequently changing all trash receptacles at worksites where employees have been granted limited access in accordance with this Plan, by someone wearing nitrile, latex, or vinyl gloves.
- Encouraging employees who have been granted limited access in accordance with this Plan to routinely clean frequently touched surfaces in their workspace, such as copiers, keyboards, mice, telephones, and desks.
- Thoroughly cleaning and disinfecting restrooms on a regular basis in areas that have been opened for use in accordance with this Plan.

### **WORK STATION CLEANING**

Please clean your work station, copiers, computers, printers, cabinets and all surfaces you came in contact with after each use adhering to the following:

- Contact your Supervisor for cleaning materials
- Frequently disinfect surfaces and objects touched by multiple people.
- Use no more than the amount recommended on the cleanser's label.
- Use water at room temperature for dilution (unless stated otherwise on the label).
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening.

When necessary depending on the type of cleaning product used, wear skin protection (gloves) and consider eye protection (goggles) for potential splash hazards