



Cleaning and Disinfecting Protocols

Division of Administrative Services
Facilities and Operations

This is a summary of proactive guidance used by staff responsible for cleaning and disinfecting surfaces to create a clean work environment and minimize the transmission of emergent viral pathogens. Detailed training is provided directly to appropriate staff. **Cleaning** removes the soil and dirt that harbors the infectious agents, while **disinfecting** kills the remaining environmental pathogens. Cleaning is the necessary first step in disinfecting a surface. Both cleaning and disinfecting are part of this protocol.

Daily Protocols

Classrooms, Offices, Break Rooms, and Restrooms

- Sweep, dust, and/or vacuum the floor, moving chairs as needed to ensure total cleaning.
- Clean and disinfect table tops, chairs, and counter tops.
- Dump wastebaskets and replace liner daily in restrooms and as necessary in offices/classrooms.
- Clean and disinfect drinking fountains, sinks, and countertops, including fixtures.
- Clean and disinfect door handles, switch plates, and appliance handles.
- Clean and disinfect phones.
- Check and fill all dispensers, including those for paper products and soap.
- Remove gum and tape using a gum remover on carpet or a putty knife on tile.
- Spot clean walls as needed.
- Clean inside of the microwave.
- In restrooms, clean toilets, urinals, and sanitary napkin receptacles as trained.
- In restrooms, clean mirrors with glass cleaner.
- In restrooms, damp-mop floor using disinfectant.
- Clean graffiti with degreaser and then graffiti cleaner if degreaser will not work.
- Clean entry mats if applicable.
- Check doors and windows for security.
- Report maintenance and safety concerns to supervisor.

Weekly or Regularly Scheduled Protocols

Classrooms, Break Rooms, Offices, and Restrooms

- Dust bookshelves, file cabinets, counter tops, window ledges, computers, and desks.
- Wash windows and walls.
- Clean refrigerator
- Clean vents.
- Spot clean carpets.
- Check ceiling and clean as needed.

Specially Requested Protocols

If there is any indication to Facilities or the OCDE COVID-19 Response Team that the cleaning and disinfecting schedule may not have adequately covered cleaning and disinfecting at a site where a positive case of COVID-19 has been on the premises during the infectious period, additional, off-schedule cleaning and disinfecting is requested immediately and will include the above plus special attention to designated areas. Further, special cleaning requests may be made for specific shared equipment or classroom resources as needed.

Please report any concerns about health and safety practices at your work site to your supervisor, Risk Management, and/or Human Resources. You are protected from retaliation for reporting any such concerns. You may call Risk Management or the HR Tip Line or email EmployeeCOVIDQuestions@ocde.us.

