

# Enhanced Cleaning & Disinfecting to prevent the spread of COVID-19



Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. All employees must adhere to very strict cleaning and disinfecting guidelines in order to continue providing effective emergency response to our state.

**Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

## **Mandated Cleaning and Disinfection Procedures:**

- 1.** All employees shall practice routine cleaning of frequently touched surfaces in their work area (for example: tables, doorknobs, light switches, handles, desks, phones, computer mice, keyboards) with Lysol, Clorox wipes (or similar) **at least two times each work day.**
- 2.** Custodial employees shall thoroughly disinfect bathrooms (toilets, faucets, sinks), main traffic areas, doors, handles, access keypads and other high-touch surfaces two times each day between the hours of 8:00am and 8:00pm, Monday through Friday.
- 3.** All agency employees shall individually reserve one hour **each Wednesday and Friday** to thoroughly disinfect all individual work surfaces and offices for which they are responsible.
- 4. Non-essential visitors** shall be denied access if they do not have an essential need to be there. Any questions should be referred to employee's supervisor.
- 5. Face to face meetings** shall be minimized or avoided whenever possible. Use remote communication whenever possible. This shall apply to all state employees and vendors.

## **All employees must practice everyday preventive actions:**

- ⦿ Avoid close contact with people who are sick.
- ⦿ Stay home when you have flu-like symptoms.
- ⦿ Cover your coughs and sneezes with a disposable tissue or, if unavailable, into your elbow, etc.
- ⦿ Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- ⦿ If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.