



Surface hygiene guidance for businesses and public offices

- 1) Work with your custodial staff to reinforce practices for effective treatment of potentially contaminated surfaces. Use links and summary of contact surfaces below
 - Identify all high-touch surfaces (both public access and employee-only areas) for twice-daily cleaning. A group walk-around can improve/increase targets.
 - Determine whether cleaning agents are on EPA-registered list of disinfectants. For the most active high-touch surfaces it's best to rely on disinfection agents that contain bleach (1:50), H₂O₂ (1:11) or alcohol (65%+).
 - Double-check for proper preparation and concentration according to label
 - Clean visible dirt from surfaces before disinfection and make sure to leave disinfectant on surface for long enough to kill microbes as directed on product.
 - Record all locations on a spreadsheet if possible for continuity during hand-offs.
- 2) Plan to identify additional staff capacity and supplies needed to complete twice-a-day coverage of high-touch surfaces (especially where the public has access)
 - If your department does not have janitorial services during the day, consider contract services or ask employees to volunteer their time. A few minutes a day will make a big difference, if participation is good. This extra disinfection is very important and a priority of the City.
 - Asking staff to volunteer for hygiene duty if needed can work, but better coverage to clean critical surfaces is still needed until viral risk lessens.
 - Make sure any staff, custodial contractors or volunteers use gloves, full-length clothes to protect themselves from exposure to cleaning products.
- 3) Take an inventory of cleaning supplies to determine when you will run out. Supply chains are unreliable and use of alternative products may be needed, so plan ahead.
 - Consider using more widely available liquid disinfectants and detergents with warm water (check the EPA list linked below), since they are in more readily available and easier to restock. Use disposable wipes (alcohol, bleach or other) only when other disinfectants will not work to extend these supplies.
 - Efforts to identify alternative cleaning products is a challenge shared by all departments. Share concerns about critical supplies so assistance can be offered.
- 4) Protecting staff who have direct contact with the public and external documents
 - Many City staff do deal with the public and may not be able to maintain ideal social distancing (6 feet or more).
 - Signage requesting that anyone who feels ill or needs to cough or sneeze should please stand away from the counter is reasonable and appropriate.
 - Most mail takes 3 or 4 days to be delivered and that is likely to exceed the survival time of the virus in many case. Paper is not a great “vector”. Some additional hand hygiene precautions are appropriate for staff working with outside documents, but this is not a primary means of transmission.
 - Wearing gloves to open large volumes of mail might be feasible.

Common public “high-touch” surfaces include:

- Door knobs to conference rooms, common space rooms
- Elevator buttons (all, inside and outside)
- Lobby or office door knobs
- Conference tables, but not personal desks
- Bathroom sinks, faucet handles, flush knobs
- Water fountains
- Service counters
- Railings
- Utensil dispensers (in cafeterias)

Common personal “high-touch” surfaces include:

- Keyboards
- Mobile phones and desk phones
- Office doors
- Staff refrigerator doors

More Resources for good surface hygiene practices

Interim Guidance for Administrators of Childcare Programs and K-12 Schools (without a suspected COVID-19 case) This is good general guidance for offices

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

EPA-registered microbials known to be effective against 2019-nCoV

https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

Interim Recommendations for US Community Facilities (with Suspected/Confirmed COVID-19 case)

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

COVID-19 Resources for Households with Suspected/Confirmed COVID-19 cases

<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

CDC Guidance for Election Polling Stations

<https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>

Please do not hesitate to contact us with specific questions about cleaning product safety and effectiveness in protecting against COVID-19.

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