# REGULAR FACILITY CLEANING, HYGIENE, AND PREVENTING THE SPREAD OF COVID-19

Facility cleaning and hygiene can help prevent disease transmission. All facilities should practice heightened hygiene practices, including more frequent cleaning of high-touch surfaces. A cleaning policy is required by the Forward Dane orders as a response to prevent the spread of COVID-19 during reopening.

## What are the best ways to prevent the spread of COVID-19 in my facility?

- Workplaces should strongly encourage people who can work from home to do so. Taking these measures can help reduce the number of workers who come in contact with people who have coronavirus and help minimize absenteeism due to illness.
- Practice aggressive social distancing.
- Consider removing decorative objects, papers, and other unneeded materials from counters.
- More frequent cleaning of the facility, including the restrooms (CDC Cleaning Guidelines);
- Cleaning of all areas should be performed using EPA-approved disinfectants effective against COVID-19. Read the sanitizer label and follow usage directions. Be sure to measure the concentration of the sanitizer with test strips to make sure the active ingredient is available.
- More frequent cleaning of high-touch surfaces (keypads, pens, counters, etc.) multiple times a day, ideally between users.
- All employees should perform proper hand hygiene upon first arriving to work, after the restroom, before and after eating, and frequently throughout the day followed by using an approved alcohol-based hand sanitizers
- Frequently check that handwash sinks in break rooms and restrooms are stocked with soap and single-use towels.
- Where possible, provide hand sanitizer for customer and employee use throughout the facility and at employee workstations, and also consider providing tissues and no-touch waste bins.
- Train employees how to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.
- Provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas.
- Develop a cleaning schedule for facility, including procedures and chemical safety concerns.

## What additional recommendations are there for cleaning a food facility?

- Perform daily environmental cleaning using EPA-approved disinfectants. Read the sanitizer label and follow usage directions. Be sure to measure the concentration of the sanitizer with test strips to make sure the active ingredient is available.
- When disinfecting for COVID-19, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label. If the directions for use for viruses/virucidal activity list different contact times or dilutions, use the longest contact time or most concentrated solution.

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- All nonfood contact surfaces, such as equipment, counters, tables, chairs, bathrooms, and doors should be cleaned of spills as needed and sanitized often. Wash, rinse, and sanitize nonfood contact surfaces that worker and customers touch throughout the day.
- To help protect your workers and customers, increase the frequency of cleaning and sanitizing customer-access areas. Use a separate wiping cloth and sanitizing solution when sanitizing the front of house/customer-access areas.
- To help customers keep their germs to themselves, provide tissues, no-touch waste bins, and alcohol-based hand antiseptic rubs (with at least 60% ethyl alcohol as the active ingredient) in customer areas.
- Consider removing decorative objects, papers, and other unneeded materials from counters to allow for thorough sanitization of unobstructed surfaces.
- See additional recommendations for food service on our Food Establishments page.

## What are the recommendations for cleaning a food facility?

- Be sure to wash and rinse equipment of visible dirt or debris before sanitizing. Sanitizers work better on clean surfaces. Thoroughly clean and disinfect any equipment. Wipe down commonly touched areas such as door knobs, light switches, door locks, towel dispensers, work stations, countertops, etc. frequently. Use single use towels.
- Ensure daily dishwasher and manual utensil wash sinks have proper level of sanitizer.
- All food contact surfaces such as utensils, cutting boards, and serving ware must be washed, rinsed, and sanitized often throughout the day. Be sure dishes are properly washed and sanitized with chemicals or a high-heat dishwasher after each customer's use.
- All nonfood contact surfaces, such as equipment, counters, menus, tables, chairs, bathrooms, and doors should be cleaned of spills as needed and sanitized often. Wash, rinse, and sanitize nonfood contact surfaces that worker and customers touch throughout the day.
- Note: Disinfection concentrations may exceed the allowable levels allowed for use on food contact surfaces such as dishes and utensils. Be sure to follow the label directions for FOOD CONTACT SURFACES when using the chemical near or on utensils and food contact surfaces. If you have questions about your particular sanitizer, please carefully read the package label or reach out to your chemical provider for more information.
- Use a separate wiping cloth and sanitizing solution when sanitizing the front of house/customer access areas.

## How should my business clean and disinfect after employee at my facility has been confirmed to have COVID-19:

At this time it is strongly encouraged that all businesses clean on a more frequent basis and it is recommended that all high-touch surfaces are cleaned every 2 hours or after every user when possible. The CDC has put together a factsheet on cleaning in a facility.

If an employee tested positive for COVID-19 and worked while contagious, it is recommended to thoroughly clean this space using EPA-approved disinfectants effective against COVID-19. According to CDC, the following cleaning and disinfecting should be performed in your facility:

- **Close off areas** used by the person who is sick.
  - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.

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- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
  - o Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - o Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
  - o **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - o Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

## Resources for Facility Cleaning
- EPA List of Disinfectants for Use Against COVID-19
- CDC Cleaning and Disinfecting Your Facility
- CDC Cleaning and Disinfection for Community Facilities
- CDC Interim Guidance for Business and Employers Responding to COVID-19
- OSHA Guidance on Preparing Workplaces for COVID-19
- FDA Food Safety and the Coronavirus

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