

Overview

This guidance document provides recommendations for cleaning and disinfecting common areas and equipment used and shared by UVM department personnel such as copier rooms, personal offices, kitchen areas, and other general common use areas. These recommendations will be updated if additional information becomes available.

Definitions

Cleaning - removes germs, dirt and impurities from surfaces or objects with soap (or detergent) and water. Cleaning does not necessarily kill the virus, but it will decrease how much of the virus is on surfaces and objects, which reduces the risk of spreading infection.

Disinfecting – uses chemicals to kill germs on surfaces. Disinfection does not necessarily clean dirty surfaces. Killing the virus on a surface *after cleaning* can lower the risk of spreading infection. UVM will distribute an [EPA-approved disinfectant against COVID-19](#) or a 70% alcohol solution for departments to use in their work areas. Disinfecting is important for frequently touched surfaces and objects.

NOTE: Cleaning products used to eliminate stains may not always be effective disinfectants and vice versa.

Create an Office Cleaning Plan

1. Review the [UVM Enhanced Cleaning Schedule](#) with all personnel so that everyone understands their roles and responsibilities for cleaning communal offices, shared equipment, and common areas.
2. Identify common areas, equipment, and high touch surfaces where additional cleaning and disinfection may be required depending on frequency of use and the number of people working in the office space. These spaces may include:
 - **Shared workspaces** such as in breakrooms, kitchenettes, reception spaces, cubicles, desk surfaces and handles, and chairs.
 - **High touch surfaces** such as doorknobs, light switches, handrails, counter and table tops, drawer handles, faucets, toilet handles, drinking fountains, elevator buttons, phones, keyboards, remote controls, doorknobs.
 - **Shared Equipment** such as kitchen appliances, refrigerator, food storage areas, sinks, phones, printers, copiers, scanners.
3. Write a plan for cleaning and disinfecting these areas with input from all users of the space. Utilize the Centers for Disease Control and Prevention (CDC) [Guidance for Cleaning and Disinfection](#) for help when developing a cleaning and disinfecting schedule. The plan should supplement the services provided by Custodial Services as outlined in the [Enhanced Cleaning Schedule](#).
4. Review and communicate the plan with all office personnel. Incorporate feedback and revise the plan as necessary.

5. Post signs on specific pieces of equipment and in shared rooms like kitchenettes and conference rooms to remind users to clean and disinfect surfaces after use.
6. The Department Safety/Logistics Officer should request all cleaning and disinfecting supplies and necessary personal protective equipment (PPE) through the [UVM Physical Plan COVID-19 Safety Supply warehouse](#).

General Safety Guidance for Cleaning and Disinfecting

- Read the product label and then follow the directions on the label. The label will tell you how to apply the product, information on diluting the product (if applicable), and how long to leave the product on a surface (contact time) for it to be effective.
- Wear disposable nitrile gloves when cleaning and disinfecting. Safety glasses or other eye protection may be needed to protect your eyes from splashes if you are spraying a product over large areas. Over-the-glass safety glasses are available for those who wear prescription glasses.
- Never mix different products together before use; this may cause a dangerous reaction.
- Ensure that there is adequate ventilation.
- Store products safely. Make sure the product cap is closed fully when not in use and place product in a secondary bin to catch drips and spills.
- Label your products. Write department name and date of first use on the container. If you make a diluted version of the product, label with product name, % of solution, department name, and date of first use.
- Dispose of nitrile gloves after each use in the regular trash.
- Once gloves are removed, wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.

General Cleaning and Disinfecting Protocol for Hard Surfaces

- Clean the area with a soap and water solution to remove visible dirt and grime.
- Allow surface to dry.
- Apply disinfectant. Follow the label instructions for application method and allow for appropriate contact time.

Electronics

Electronics require more care when disinfecting. To disinfect electronics, such as tablets, touch screens, keyboards, remote controls, do the following:

- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. Do not spray liquids directly onto electronics. Dry surface thoroughly.
- Consider disinfecting thoroughly once, and then put a wipeable cover on electronics for future disinfection ease.