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STANDARD OPERATING PROCEDURE #3

Work Instructions for Routine Cleaning and Deep Cleaning Between Semesters



Revision Register:

Documentation and Responsibility	Name	Title	Date
Amended by:			

Last Review Date	Next Review Date



Created for James R. Favor & Company by
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OBJECTIVE

To provide instructions on routine cleaning and deep cleaning between semesters.

PERSONAL PROTECTIVE EQUIPMENT

- 1) Skin and body protection
 - a. Gloves
 - b. Long sleeves or closed front gown or cover
- 2) Eye and face protection
 - a. Protective eyewear such as safety glasses/shields or goggles
 - b. Face mask or face shield

DEFINITIONS

- 1) “Work” in this standard operating procedure (SOP) refers to any activity that may result in exposure to a potentially-infectious pathogen (e.g., virus, bacteria) or caustic agent (e.g., ammonia).
- 2) PPE – Personal Protective Equipment
- 3) OSHA – Occupational Safety and Health Administration
- 4) NIOSH – The National Institute for Occupational Safety and Health
- 5) EPA – Environmental Protection Agency
- 6) Cleaning – Removal of germs, dirt and impurities from surfaces, cleaning alone does not kill germs
- 7) Disinfection – Killing of large number of germs/micro-organisms on surfaces, but not all
- 8) Decontamination – Removal of all microbial contamination to render the environment completely safe
- 9) Engineering Controls – Protects by isolating people from a potential hazard such as proper ventilation or machine guards.
- 10) Administrative Controls – Work practices established through instructions or checklists.

SAFETY

The Occupational Safety and Health Administration (OSHA) has written regulations (CFR1926.65) to make sure that workers at any work site are properly protected. This also applies to residents and maintenance personnel who engage in cleaning, decontamination, and other activities where there is a chance of exposure to potentially-infectious pathogens and/or caustic agents.

Engineering and administrative controls and safe work practices should be implemented as the primary methods to mitigate potential hazards and risks associated with the work.

Additionally, PPE must be worn to minimize exposure to hazards that may result in serious illnesses or injuries, especially when and where engineering and administrative controls cannot be effectively implemented.

PROCEDURES

1) Five Steps of Cleaning and Disinfection

a. Wear Appropriate PPE

- i. Before the initiation of work, assess the potential hazards and risks associated with the work and put on appropriate PPE. At a minimum, gloves, eye protection and long sleeves/protective clothing should be used for cleaning and disinfection. They should be compatible with the disinfectant products being used. Before donning the PPE, perform hand hygiene by washing hands for 20 seconds. Use alcohol-based hand sanitizer if a sink is not available. Also ensure adequate ventilation at the work site.

b. Understand the Disinfectant

- i. Disinfectants are chemical agents that can effectively reduce the level of microbial contamination. PPE must be worn to minimize exposure to hazards associated with a disinfectant that may result in serious illnesses or injuries.
- ii. Read the directions printed on the label of the disinfectant. Check that the product is not past its expiration date. Follow manufacturer's instructions for proper use such as recommended dilutions, material compatibility, shelf-life, storage and disposal. Check that the product is EPA-registered on the EPA website:
<https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

c. Cleaning

- i. If surfaces are dirty, they should be damp wiped using a detergent or soap and water prior to disinfection. Cleaning should be from the cleanest to dirtiest areas. For example, when scrubbing a sink in the bathroom, always start with the sides of the basin and work your way down, as the drain is the most contaminated area.

d. Disinfection

- i. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration (dilution), application method and contact time.
- ii. When dilution is required, use water at room temperature for dilution, unless stated otherwise on the label. Use no more than the amount recommended on the label.

Avoid mixing chemical products such as household bleach with ammonia. Prepare diluted solutions as needed and write the date prepared on the bottle.

- iii. Cleaning should be from the cleanest to dirtiest areas. Surfaces should be sprayed or wiped with a clean cloth soaked in disinfectant.
 - iv. Follow the contact time. The surface should be visibly wet the whole time to ensure the product is effective. Allow proper ventilation during and after application.
- e. **Remove PPE**
- i. PPE should be removed carefully to avoid contamination of the wearer and the surrounding area. Perform hand hygiene immediately after gloves are removed by washing hands for 20 seconds. Use alcohol-based hand sanitizer if a sink is not available.
 - ii. When cleaning is complete, dispose of face mask or launder cloth mask, clean the eye shield, and change clothes. At least wash face, neck and other exposed skin with soap and warm water, if not shower and wash hair.

2) Recommendations for Routine Cleaning and Disinfection

- a. Practice routine cleaning with a disinfectant of frequently touched surfaces, such as tables, chairs doorknobs, on top and under drawer pulls, light switches, handles, entry key pads, elevator buttons, faucets and sinks, and other surfaces that are frequently touched. Also thoroughly clean toilets with appropriate disinfectant or bleach, and clean the floor around the base and under and around any bathroom wastebaskets.
- b. At least once a week, vacuum carpets, rugs, and upholstery (on top and under removable cushions). Only use a HEPA filtered vacuum cleaner. Other types of vacuums can create a significant amount of dust which can be breathed in and may carry infectious pathogens. If the vacuum bag or compartment is over half full, empty before vacuuming.
 - i. Do not shake out throw rugs. Fold the bottom over the top and put in the laundry on the warmest temperature recommended by the manufacturer. Larger rugs need to be HEPA vacuumed.
 - ii. At this time, there are no disinfectants approved for use against COVID-19 on soft, porous materials like upholstery and drapes other than a few that are for use as a laundry pre-soak only. Soft, porous surfaces do not transmit pathogens as easily as hard, non-porous surfaces. If your disinfectant claims it kills on soft surfaces, you can expect it to kill at least 99.9% of vegetative bacteria. It is actually a sanitizer for soft surfaces. (Quick tip: If it has “**” after the claim it kills viruses, there is a caveat somewhere on the label that says that claim is for hard, non-porous surfaces only.) Regular laundering, cleaning, vacuuming, and application of an antibacterial fabric spray applied to soft surfaces can reduce microorganism growth and odors, and eliminate surface bacteria.
- c. Clean out the refrigerator at least every two weeks.

- i. Empty out the refrigerator. Place unexpired or fresh foods on a clean counter and throw away old containers and expired food.
 - ii. Two of the most contaminated areas are usually the vegetable and meat compartments. Remove drawers and soak with warm water. Scrub with dishwashing soap. Dry before replacing in the refrigerator and returning unexpired or fresh foods.
 - iii. Only use cleaners and disinfectants approved for food preparation surfaces. Wipe down all surfaces with a multipurpose spray from clean to dirty. Start at the top of the back and sides and work down to the bottom of the refrigerator. After cleaning, replace the drawers.
- d. For electronics, such as phones, tablets, touch screens, remote controls and keyboards, follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of water-resistant, wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
 - e. Items to be laundered shall be placed in a closeable bag and transferred to the laundry. Launder at the hottest temperature indicated by the manufacturer.
 - f. Clean window sills and window tracks. Use a vacuum cleaner with a brush to remove dirt and dead bugs.
 - g. Approximately once a month, clean out pantries, kitchen cabinets and drawers. Throw out old or expired food. If applicable, replace shelf paper. Look for evidence of pest infestation. Report evidence of pests to the Chapter House Director or designated Chapter Officer so it can be reported to the House Corporation. Only use cleaners and disinfectants approved for food preparation surfaces. Wipe with cleaner or disinfectant from back to front and let dry before returning fresh, unexpired food items and dinnerware.
 - h. Clean the shower curtain, shower walls and soap trays and shower caddies with soap scum remover and, where necessary, mold and mildew remover.
 - h. Clean shower heads. Bacteria commonly found on shower heads can lead to respiratory illnesses.
 - i. Even though wastebaskets should all be lined, inspect wastebaskets for debris. Clean wastebaskets, outdoors if possible, with soap and water and let dry. If cleaning wastebaskets inside, disinfect the sink or bathtub after cleaning.
 - j. Clean small appliances like toasters, microwaves, blenders, and coffee pots. Also move and clean under and behind the appliances. Crumbs and drips can attract pests. Splatter in microwaves can contaminate food.

When dusting or cleaning overhead surfaces, always dust or clean away from your face to limit the amount of dust and particles that may fall on you.

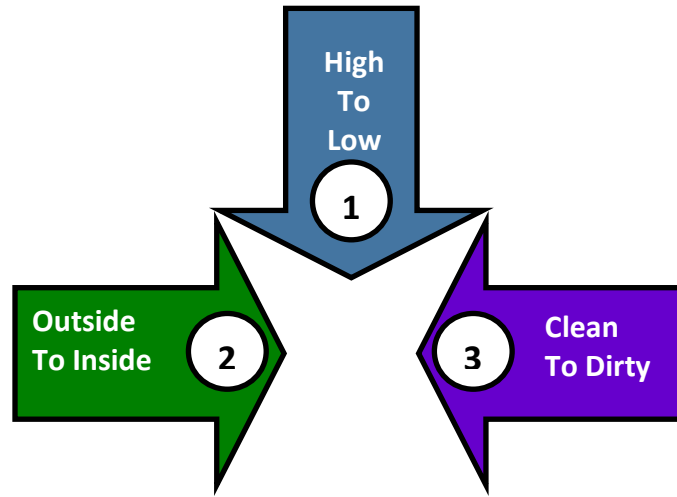
- k. Clean ceiling fan blades preferably with a Swiffer or other type of damp pad with an extension cleaning wand. Dry dusting disturbs particles that become airborne instead of collecting and removing the particles. The steps for cleaning a ceiling fan are:
 - i. Place a piece of duct tape or electrician's tape over the wall switch. This will prevent the fan being accidentally turned on during cleaning.
 - ii. Always wear a mask and eye protection.
 - iii. Use an extension cleaning wand such as a Swiffer with a pre-moistened cleaning pad. If a ladder is required, use only an OSHA-approved ladder and read instructions before use. It is recommended to perform this work in pairs with one person on the ground to hold the ladder and ensure safety while the other person performs the cleaning.
 - iv. Dust the top of the fan blade surface first, wiping away from you.
 - v. If cleaning by hand, use a split microfiber positively charged cloth which, with disinfectant, attracts the negatively charged dust particles like a magnet.
 - vi. When cleaning is complete:
 - 1. Remove the tape from wall fan switch.
 - 2. Remove and dispose of the mask properly,
 - 3. Wash hands immediately.
 - 4. Then remove and clean eye protection.
 - 5. Change clothes.
 - 6. At a minimum, wash face, neck and other exposed skin with soap and warm water. If possible, shower and wash hair.
- l. Always dust with a damp cloth using furniture spray or disinfectant. Use a Swiffer or other damp pad for dusting tops of shelves and cabinets and dust away from your face.

3) Deep Cleaning Between Semesters

Please note that customers of James R. Favor & Company will have access to group discount pricing for outside professional disinfection and deep cleaning services from the national network of Service Master Recovery Services. For deep cleaning between semesters, chapters/house corporations may wish to utilize outside professional cleaning services. Service Master Recovery Management is one of many national and local companies with COVID-19 disinfection capabilities for college based fraternal organization chapter facilities.

Deep cleaning is best performed going from high-to-low (ceiling-to-floor), then outside-to-inside (walls to center), then surface cleaning clean-to-dirty (end of counter to sink).

CLEANING BASICS



Prepare for cleaning the same as for routine cleaning. In addition, prepare a spray bottle with a solution of 1:1 white vinegar to warm water. Label the spray bottle “Vinegar Cleaning Solution.” Also have numerous lint-free cleaning cloths that can be laundered or Handi Wipes or similar multi-use reusable cloths.

Always wear PPE.

There may be some occupants in the chapter facility during semester breaks. Obtain a list and location of occupants and notify them of the cleaning schedule. Include a warning for any cleaning procedures that may cause harmful fumes or require shutting down the HVAC.

In addition to routine cleaning for each room:

- a. Check the ceilings for cobwebs and dust. For non-textured ceilings, a soft-bristled broom can be used to sweep the dust and cobwebs to the floor. For textured ceilings like popcorn ceilings, a vacuum with a long hose and the widest brush attachment is best. This will capture the dust and prevent it from falling on you and spreading around the room.
- b. Move furniture away from walls and windows. Inspect for evidence of pests, including rodent droppings. If there is evidence, take photos and document the areas before cleaning, and report findings to the Chapter House Director or designated Chapter Officer for pest control remediation. Consider scheduling a pest control inspection while the building is mostly unoccupied and the furniture has already been moved to make inspection easier. Notify members of the date, times, and rooms that will be inspected.
- c. Sweep baseboards with a broom to remove loose dirt and debris. Vacuum the crevice between the carpet and the baseboard before cleaning walls and baseboards.

- d. Remove drapes, if any. Send them out for professional cleaning. It is possible that an outside service can steam clean drapes at the same time as the carpet, rugs, and upholstery, but it is difficult to clean the window casings with the drapes attached. Also, drops of cleaner may stain or discolor the fabric. Replace the drapes after cleaning the window casings, baseboards, and, if necessary, walls.
- e. Using the vinegar solution spray and cloth, clean the tops then sides of window casings. Spray and wipe both sides of the blinds. Then clean the window sill, under the sill, and window tracks, vacuuming the tracks if necessary.
- f. Sometimes walls will have “drips” caused by condensation mixed with dust or other particles. There may also be debris or food spills that were previously unnoticed. Cleaning walls may also return paint to its original color and could remove odors.

Although there are multi-purpose cleaners that are safe for paint, dishwashing soap in clean water is usually sufficient. Put 2-3 drops of dishwashing soap in a standard mop bucket and fill 3/4 full with warm tap water. Dip a cloth and wring excess water out to avoid dripping. Clean obvious dirt, marks and debris first. Use a sponge mop with a long handle to avoid using ladders or stepstools. Start at the corner of one end of the wall and clean from the top down to the baseboard a section at a time. Clean baseboards last. Empty dirty water often and replace with clean soapy water. After cleaning, wash the bucket and disinfect the sink or bathtub used for emptying and washing the bucket.

- g. Dust all surfaces from top to bottom per routine cleaning. In addition, remove books and other objects from shelves. Inspect for evidence of pests and report any evidence. Damp dust the back, sides, then bottom of each shelf. Damp dust books and objects before returning to the shelf.
- h. Vacuum furniture, including under cushions before removing from the room. Vacuum rugs, if any, and remove from the room. Then vacuum the entire carpet. Inspect for stains, frayed seams and other wear and tear, document and photograph, and report to the Chapter House Director.
- i. If you are contracting with an outside professional cleaning service, they may move the furniture and rugs in the order they require to execute their services. They will also inspect the carpet, rugs and furniture for wear and tear. Walk through the inspection with them, document and photograph.

Steam cleaning is a little misleading. It is not the steam that cleans the carpet, but rather the hot water acts as a catalyst for the detergent that the system sprays on the carpet. The hot water (typically between 100° F and 150° F) is then extracted using a wet vac pump. This is the hot water extraction method of carpet and rug cleaning.

In deciding between renting a carpet cleaner or contracting an outside professional service, consider drying times. Because the extraction pump on most rental equipment is not of the same strength as commercial machines, drying time may take from 12 to 24

hours, depending on environmental conditions and the amount of padding under the carpet. Re-occupancy time for most professional cleaners is between 4 and 8 hours.

There are also cleaning solutions that are non-toxic or hypo-allergenic and free of dyes and perfumes available if there are concerns about allergies and asthma.

- j. Thoroughly clean the kitchen as per routine cleaning.
 - i. Remove all food from pantries, the refrigerator and freezer that will expire and fresh food that will decompose resulting in microbial growth.
 - ii. Launder all kitchen rags and ensure they are dry before putting away.
 - iii. Ventilate the room while cleaning the oven and under the stove top with low fume oven cleaner. Wipe repeatedly with clean water to ensure removal of chemical residue.
 - iv. Make sure all dishes are cleaned, removed from the dishwasher, dried and put away.
- k. Inspect bathroom and kitchen sinks, and other drains for evidence of slow drainage. This could indicate a clog such as food or buildup of grease or other matter containing bacteria. Materials in drains can attract pests during periods of low or now use. Use drain cleaner to clear drains before leaving.
- l. Clean air vent covers, grills and diffusers. Alternatively, consider hiring a professional.
- m. Perform a final walk through to ensure that all refuse has been removed, including from bedrooms, and that there is no laundry left in washers that has not been dried and put away. Check the dishwasher, again.

4) References

[EPA COVID-19 Disinfectants](#)

[OSHA - Personal Protective Equipment](#)

[CDC - Personal Protective Equipment](#)

5) Vendors

<https://www.grainger.com/content/ppe-safety>

<https://www.amazon.com/Personal-Protective-Equipment/b?node=486555011>

Antibacterial Fabric Spray

<https://tide.com/en-us/shop/type/fabric-care/tide-antibacterial-fabric-spray>