



Incident Cleaning in Areas Where a Known or Potentially Contagious Employee was Present

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The primary concern with transmission is with person-to-person contact as a result of being in close proximity to an individual with COVID-19. As such, transmission risk will diminish significantly with the removal of the ill person from the space.

When made aware of a positive case in the workplace, management shall take appropriate steps to isolate areas frequently used by the person who is sick and contact Environment, Health & Safety (EH&S) immediately to discuss follow-on action.

If a person leaves work due to possible COVID-19 symptoms (unconfirmed case), closing offices or other spaces is not required at that time. Contact EH&S if you have additional concerns.

Our overall cleaning approach includes a number of layered protocols, each of which supports the overall goal of protecting employee safety, health, and well-being when returning to campus. Together, they are designed to reduce the risk of COVID-19 transmission and are founded on best practices and guidance from the CDC, UW-Madison health and safety experts, and other subject matter experts.

Our routine daily cleaning, with an increased focus on high-touch areas together with the additional cleaning performed by the area occupants, should be adequate to minimize the risk of infection due to SARS-CoV-2. However, out of an abundance of caution, additional cleaning may be performed in some circumstances as determined by University Health Service (UHS) and EH&S.

- 1. Determining What Needs to Be Cleaned and/or Disinfected:** EH&S will determine the appropriate level of cleaning and disinfecting for all areas suspected of being contaminated with SARS-CoV-2.
 - For laboratories, the focus should be placed on disinfection of high-contact surfaces using protocols described herein.
 - Custodial staff shall not clean inside of a laboratory space.
- 2. Timing of Cleaning and Disinfecting:** If your workplace has been unoccupied for several days, it may only need normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces for a long time.
 - Whenever possible, re-entry should be delayed for 7 days after the person with COVID-19 was last present. After that time, no additional cleaning beyond that performed routinely is required. Entry prior to this date will require review and authorization from EH&S.
 - If possible, Physical Plant shall increase the ventilation to the area of concern.
- 3. Cleaning and Disinfecting Process:** Regular cleaning staff should be involved in incident cleaning and disinfecting and shall be trained on appropriate use of cleaning and disinfection chemicals.

4. **Select a Disinfectant Suitable for SARS-CoV-2:** The virus that causes COVID-19 can be inactivated if the right products are used. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. UW-Madison has used this list in selecting products that are best suited to the operations, environment, and application unique to the UW-Madison campus. The procedures below are based on CDC guidance and the advisement of EH&S.
 - Campus has selected Oxivir Tb as a disinfectant solution for most disinfecting applications. It is listed as a CDC-recommended product on the EPA website for its effectiveness for COVID-19.
 - Users are cautioned to read the label and use only as directed. It is intended for use on non-porous surfaces.
 - There are other disinfectants that are effective against SARS-CoV-2 (the virus responsible for COVID-19). The EPA is responsible for reviewing these products, and this information is available on [their website](#).
 - If an alternative product is selected, the product label must be reviewed and instructions followed, particularly the necessary dwell time and appropriate personal protective equipment required.
5. **Review the Safety Data Sheet for the Product:** Be familiar with the hazards and requirements associated with the product used.
 - Check to be sure the necessary personal protective equipment is available and used.
 - Do not mix with any other product or chemical unless specified in the use directions.
6. **Personal Protective Equipment:** For cleaning conducted from 24 hours to 7 days after the person who is sick last occupied the space:
 - Wear *disposable* procedure mask, gloves, a gown and eye protection (safety glasses or face shield) for all tasks in the cleaning and disinfecting process, including handling trash.
 - If work must be done in close proximity to a positive or suspect positive person and/or in a small space with limited ventilation such as a patient room or vehicle, consult with EH&S.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Always wash hands immediately after removing gloves.
 - If it has been 7 days or more after the person who is sick last worked in the space, then additional PPE is not necessary.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash (goggles required).
7. **Clean and Disinfect:** Clean surfaces, then use disinfectant. Cleaning reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

- Proper use requires the heavily soiled surfaces to be clean of foreign material before using Oxivir Tb. The surfaces could be cleaned with any normal soap solution or cleaning product.
- *Follow the appropriate contact time:* After a work surface is verified to be visibly clean and wiped with disinfectant, the surface must be kept damp with the disinfectant product for the time recommended on the label.
- The “contact” or dwell time for inactivating the COVID-19 Virus with Oxivir Tb is one minute. The surfaces should be sprayed from 6-8 inches for full effectiveness and the surface needs to remain wet for a minimum of one minute. After a minute, the surface can be wiped dry, rinsed, or allowed to air dry.
- The disinfecting plan shall consider the specific surfaces and objects unique to each operational unit. Appropriately disinfect these surfaces and objects. For example, transit stations have specific guidance for application of cleaning and disinfection.

Examples of frequently touched surfaces and objects:

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| ▪ Tables | ▪ Keyboards |
| ▪ Doorknobs | ▪ Toilets |
| ▪ Light switches | ▪ Faucets and sinks |
| ▪ Countertops | ▪ Gas pump handles |
| ▪ Handles | ▪ Touch screens |
| ▪ Desks | ▪ ATM machines |
| ▪ Phones | |

Soft and porous material or items like carpet, rugs, or seating in areas: Soft and porous materials are not as easy to disinfect as hard and non-porous surfaces. Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item’s label, using the warmest appropriate water setting.

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an [EPA-registered household disinfectant](#) which meets EPA’s criteria for use against COVID-19. (use caution, since these products may harm some soft/porous materials)
 - Vacuum as usual.
- *Outdoor areas:* Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.

8. **Handwashing:** Hands should be washed for 20 seconds following cleaning and removal of PPE. Use existing handwashing facilities when possible. When not feasible, alcohol-based hand sanitizer can be used.

Contact Information

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Resources

- [FP&M Returning to Campus Safely](#)
- [UW Smart Restart](#)
- [Cleaning and Disinfecting: Plan, Prepare and Respond](#)
- [COVID-19 – Control and Prevention: Environmental Services Workers and Employers](#)