

Day Services Cleaning, Sanitizing and Disinfecting Guidelines

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Applies to: Day Services

Policy number: TEMP - C19 Day Services Cleaning, Sanitizing and Disinfecting Guidelines

Regulatory reference: <https://www.mass.gov/info-details/covid-19-updates-and-information>

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This protocol is intended to guide day program staff, management and essential personnel to optimal cleaning, sanitizing and disinfecting guidelines to promote healthy & safe environments for individuals returning to program during COVID-19. Staff and personnel should follow these guidelines set forth for all cleaning practices.

- Cleaning will be done vigorously daily. The program will be cleaned, sanitized and disinfected thoroughly before program participants arrive and after program participants leave for the day. All objects, materials & surfaces will be sanitized and disinfected with appropriate products that fall under state guidelines.
- Throughout the day, common areas that are used will be sanitized and disinfected by staff after each use.
- Throughout the day, surfaces will be disinfected by staff in activity rooms, bathrooms and any shared spaces, especially tabletops and chairs, doorknobs, bathrooms, sinks, keyboards, and after any curriculum or program material use.
- While cleaning and disinfecting, staff must wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer is always required.
- Maintenance staff will thoroughly clean, disinfect and sanitize program spaces for each site first thing each morning prior to participant arrival. Staff will be responsible for remainder of daily cleaning.
- Refer to PPE Procurement Protocol for specifics on supply inventory and processes.
- Staff will be responsible for cleaning, sanitizing and disinfecting the entirety of their program space before participants arrive and after they leave at the end of the day. Staff will also be assigned various common areas (bathrooms, kitchens, etc.) to clean & disinfect daily, on a rotating schedule, at the discretion of Program Director. Staff will follow the outlined guidance for best cleaning practices:

Resources & Supplies:

- Disinfectants and sanitizing products must be EPA registered for use against COVID-19. Instructions on labels should be closely followed and products used for appropriate surfaces only.
- The labels on products must be checked prior to use, to ensure the products are intended for disinfection, and ensure the product is not past its expiration date.

- When EPA approved disinfectants are not available, a bleach solution can be used (1/3 cup bleach added to 1 gallon of water or 4 teaspoons bleach per quart of water), or 70% alcohol solutions. Bleach solutions should not be accessed during the time program participants are in the building.
- All bleach and water dilutions must be freshly mixed every 24 hours. Bleach solutions should be prepared daily to ensure ability to safely sanitize and disinfect. Always add bleach to water.
- Many cleaning agents can be irritants and trigger acute symptoms in participants or staff with asthma or other respiratory conditions. Programs must not prepare cleaning solutions in close proximity to participants or staff, especially those with asthma. Participants will not be present when mixing solutions.
- Bleach should never be mixed with ammonia or any other cleaner. Leave the bleach solution on surfaces for at least 1 minute.
- Only single use, disposable paper towels shall be used for cleaning, sanitizing and disinfecting. Sponges or cleaning towels will not be used.
- All sanitizing and disinfecting solutions must be labeled properly to identify the contents and date mixed, kept out of reach of participants, and stored separately from food items.
- Avoid aerosols, because they contain propellants that can affect breathing. Pump or trigger sprays are preferred.

Proper Usage for Cleaning, Sanitizing and Disinfecting:

- All sanitizing and disinfecting solutions must be used in areas with adequate ventilation and never in close proximity to participants as to not trigger acute symptoms in participants with asthma or other respiratory symptoms. Do not spray chemicals around individuals. If possible, move participants to another area.
- To ensure effective cleaning and disinfecting, always clean surfaces with soap and water first then disinfect using a diluted bleach solution, alcohol solution with at least 70% alcohol, or an EPA-approved disinfectant for use against the virus that causes COVID-19. Cleaning first will allow the disinfectant product to work as intended to destroy germs on the surface.
- Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction. Careful supervision is needed to ensure that participants are not able to touch the surface until it is completely dry.
- Do not mix chemicals. Doing so can produce a toxic gas.
- Store all chemicals in a cool, dry, secure location, if possible, in their original containers and if not, label the alternate container to prevent errors.

Cleaning, Sanitizing and Disinfecting Indoor Areas:

- When possible, programs should limit items that are paper-based and conduct regular inspection and disposal of paper-based materials that are heavily soiled or damaged.
- Items that are contaminated by body secretions or excretions must be set aside until they are cleaned by hand by a person wearing gloves.

- Remove visible contamination, if present, on electronic materials. Use alcohol-based wipes or sprays containing at least 70% alcohol for cleaning and sanitizing. Allow surface to air dry thoroughly.

Cleaning, Sanitizing and Disinfecting Outdoor Areas:

- Communal outdoor spaces may be used at program site with proper sanitizing and disinfecting practices in place
- High touch surfaces made of plastic or metal should be frequently cleaned and disinfected before and after use.
- Masks must be worn if 6ft social distancing guidelines cannot be met.

Additional Considerations:

- Programs must comply with OSHA standard's on Bloodborne Pathogens including proper disposal of regulated waste and PPE
- Programs will follow CDC infection control guidelines:
 - Non latex gloves to be used for cleanup of blood or bodily fluids
 - Contaminated clothing will be sealed in a plastic container or bag, labeled with participants name, and returned home with participant at the end of the day
 - Sharps waste shall be stored and disposed of in appropriate sharps containers.