**Purpose:**

To help protect associates, client families, and the public from Covid-19 exposure through housekeeping / personal workplace hygiene practices at work. Direct contact with a person infected with Covid-19 or exposure to the aerosolized virus from an infected person is the main route of transmission of this disease. In addition, a Covid-19 contaminated surface is another identified route of transmission. At this time, **all surfaces** are *potentially* contaminated with Covid-19 until disinfected. All disinfected surfaces have the *potential* to become re-contaminated. Proper procedures should be followed in order to minimize the risk of human exposure to this virus.

**Office Protocols:**

* 1. Hand washing for at least 20 seconds with soap and water upon arrival is required. The use of hand sanitizers and/or additional washings with soap and water are also highly encouraged throughout the day.
  2. Hand sanitizer should be visible to client families and offered for use at their arrival.
  3. Hand sanitizer should be strategically placed for staff convenience. Disinfectant wipes, disinfectant sprays, and disposable gloves, when available, should also be readily available for use.
  4. When feasible, staff should maintain a physical distance of at least **6 ft.** from others during all activities at work.

**Disinfectants and disinfecting wipes:**

1. Follow manufacturers’ label directions for proper use, contact time, and for instructions on any need for a wipe down after the required contact time of the initial treatment.
2. In general, or when in doubt, a 10-minute contact time is required after spraying to ensure disinfection.
3. Disposable gloves, when available, must be worn while handling disinfectants sprays. Some labels on disinfectant wipes may instruct the use of gloves. All gloves, including work gloves must be removed properly (<https://youtu.be/S4gyNAsPCbU>) and placed in the trash after use.
4. Disinfectant sprays and wipes should be limited to hard surfaces only. Care must be taken with bleach-based products near upholstery and carpet.
5. Commonly used disinfectants for viruses include:

* Isopropyl (rubbing) alcohol or ethyl alcohol (ethanol) – at least 70% alcohol concentration (<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>)
* Bleach – 1/3 cup bleach/gal water (<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>)
* Lysol or similar products (<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>)
* Clorox Disinfectant Wipes or similar products (<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>)

**Workstations/Offices**:

* 1. Associates are responsible for disinfecting their own work area.
  2. The keyboard, mouse, phone, desktop, hard-surface chair arms, and all desk drawer/cabinet drawer grasps should be disinfected with a disinfectant wipe or spray and upon leaving the workstation or office at the end of the work shift. If a workspace is shared with another person, the workspace should be disinfected between users.
  3. Office managers are responsible for the periodic disinfection of shared office equipment/machines including copier controls and refill drawer handles, file cabinet handles, fax machine controls, etc. during the day.

**Reception Area/Staff Meeting Rooms/Common Areas:**

* 1. A designee should be identified to disinfect the surfaces while wearing disposable gloves.
  2. All surfaces should be disinfected at least once a day and after any meeting/gathering. Disinfection of the reception area should correspond to visitation level.

**Client Family Meeting Rooms:**

1. The room should be disinfected upon conclusion of the meeting.
2. Where applicable, shared pens/pencils, the keyboard, mouse, phone, desktop, hard-surface chair arms, and all desk drawer/cabinet drawer grasps, door knobs, etc. should be disinfected with a disinfectant wipe or spray.
3. Hands should be washed following the disinfection process.
4. Hand sanitizer should be accessible in each client family meeting room for the family and staff to use.

**Eating/Break Areas:**

1. Associates who use the space are responsible for disinfecting the surfaces (including countertops, tabletops, refrigerator and microwave handles, stove tops, faucet handles, etc.) while wearing disposable gloves, when available, before leaving the space.
2. Hands should be washed prior to eating and before returning to a work area.

**Restrooms:**

1. The restrooms should be checked several times a day to confirm there is a sufficient supply of toilet paper, hand soap, and single-use paper towels.
2. The restrooms should be cleaned and disinfected at least once a day (more often is suggested) by a designee or cleaning service including faucet handles, toilet handle, and door knobs/latches while wearing disposable gloves.

**Cleaning Contractors:**

1. If a service is already utilized for end-of-day cleaning, the service should disinfect all exterior and interior door knobs/handles, and countertops and tables in the common areas and meeting rooms, as well as restroom areas (sinks, toilets, vanities, faucet/toilet handles, stall latches, door knobs/push plates, etc.), kitchen/break area (countertops, tabletops, refrigerator and microwave handles, stove tops, faucet handles, door knobs, etc.), and the top of the reception desk where visitors may contact the surface.
2. Open communication with the service is required to convey the needs and expectations of the organization.

**References**

1. EPA approved disinfectant(s) - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)
2. CDC bleach disinfectant and isopropyl alcohol disinfectant - <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>)
3. ACC approved disinfectants and disinfectant wipes - <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>
4. Glove removal video - <https://youtu.be/S4gyNAsPCbU>