

Supervisor:

Date Approved:

## Cleaning/Disinfection SOP for General Area/Office Spaces During Coronavirus Pandemic

This document aims to provide guidance for surface disinfecting by personnel in general areas/office spaces. This disinfection SOP is designed to manage high-touch surfaces, minimize the spread of COVID-19, and empower you to disinfect your entire workspace safely. Custodial services are providing cleaning and disinfection of lobbies, bathrooms, elevators, handrails, and other common areas and touchpoints. If you have any questions or concerns, contact [ehsPublicHealth@ucr.edu](mailto:ehsPublicHealth@ucr.edu).

### Scope

For assigned spaces, disinfection will need to occur more frequently. Disinfect all assigned areas in which a person has been present, including **all touched surfaces**, and any surfaces with which they had direct contact (desks, chairs, door knobs, copy machines, etc.). Disinfect highly touched surfaces such as desktops, computer keyboards, computer displays, remotes, light switches, elevator buttons, handrails, doorknobs, doors, door push plates, card readers, refrigerator/freezer handles and their doors; equipment panels/switches; commonly used hand tools and small. For sensitive equipment, be careful when disinfecting to prevent damage or disruption of the equipment. Consult with equipment manufacturers on viable options if you have questions. It is **not necessary to disinfect floors unless visible or suspected contamination is present**.

### Cleaning / Disinfection Frequency

Disinfection frequency depends on the amount of activity in the areas. Surface disinfection should be done before and following the use of desk, equipment/machine controls, and keyboards. At the very least, deeper disinfection of areas should occur daily, at the beginning and end of your day. For shared spaces, disinfection should be conducted between each users.

### Select a Disinfectant

Facilities Services is offering a [disinfectant kit](#), which include disinfectant, painter's tape, shop towels, and other items. Submit a [request](#) to get your disinfectant kit. For more information, visit Facilities Services [website](#).

If the disinfectant kit is not suitable for your workspace, follow the below guidance to select an appropriate disinfectant.




**Check for compatibility:** When selecting and before applying a disinfectant, determine any materials or equipment that potentially could be incompatible (e.g. bleach with rust removers, acids, and products containing ammonia). Some disinfectants may require a secondary wipe-down with water to remove residue. Read and follow disinfectant label guidelines. Do not mix incompatible disinfectants (e.g. bleach and ammonia) as it can produce toxic gases.

**Bleach** Freshly prepare solution of 10% (1 part water : 9 part water) household bleach.

**-OR-** Select a disinfectant that is EPA-certified (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)

**EPA Certified disinfectants** Examples: quaternary ammonium (Lysol, RX 44, etc.), solution suitable for routine surface disinfection. You may also use wipe-based disinfectants such as Clorox wipes [quaternary ammonium].

## Spread Prevention: Face Covering & Personal Protective Equipment

Face Covering	Personal Protective Equipment	
 <b>Face Covering</b>	 <b>Gloves</b>	 <b>Eye Protection</b>
Face Covering (Homemade, Bandana, Neck Gaiters) Request a Face Covering: <a href="https://tinyurl.com/ug65je4">https://tinyurl.com/ug65je4</a>	Review and follow manufacturer's instructions to ensure the proper use of PPE (e.g. gloves, eye protection) when using selected disinfectant. Note: If using disinfectant kits provided by Facilities Services, no PPE is required.	

## Cleaning /Disinfection Procedures

<b>Prepare Area</b>	Dispose of all absorbent materials such as pads, cardboard, or other porous materials. Minimize clutter and other unnecessary items on countertops and desks/tables.				
	Clean visibly soiled or dirty surfaces. Apply disinfectant by spraying or applying the solution to a paper towel and then wiping it onto the surface. Allow appropriate contact time.				
	a. The surface must remain wet for the contact time indicated for the disinfectant used. If the surface dries, reapply the solution.				
<b>Clean and Disinfect</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px;">Disinfectant Kits</td> <td style="padding: 5px;">               Request a Disinfectant Kit from Facilities Services:  <a href="https://facilities.ucr.edu/fs-campus-return-support-information">https://facilities.ucr.edu/fs-campus-return-support-information</a> </td> </tr> <tr> <td style="padding: 5px;">Bleach</td> <td style="padding: 5px;">5 minutes*</td> </tr> </tbody> </table>	Disinfectant Kits	Request a Disinfectant Kit from Facilities Services: <a href="https://facilities.ucr.edu/fs-campus-return-support-information">https://facilities.ucr.edu/fs-campus-return-support-information</a>	Bleach	5 minutes*
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Bleach	5 minutes*				
	*For general coronavirus pandemic disinfection. Longer contact times may be necessary for labs working with other infectious microorganisms. Follow approved IBC disinfection protocol for other microorganisms.				
	After appropriate contact time, wipe surfaces to dry and/or remove residual disinfectant.				
<b>Storage</b>	Store disinfectants in accordance to manufacturer labels. <b>Be sure not to store alcohol-based materials near ignition sources.</b>				
<b>Disposal</b>	Dispose of cleaning materials in trash containers.				

## First Aid & Emergencies

### Skin or Eye Contact

Remove contaminated clothing and accessories; flush affected area with water for a minimum of **15 minutes** in the safety shower or eyewash. If symptoms persist, get medical attention.

### Fire

Call 911 from a campus phone (or (951) 827-5222 from a cell phone) for assistance with all fires, even if extinguished. If you are trained and feel comfortable to do so, extinguish the fire with a dry chemical fire extinguisher (classes ABC or D) located in or near your laboratory; CO2 type extinguishers are **not** acceptable. **DO NOT** attempt to use water to put out a fire of this type. Evacuate the lab and proceed to the designated Emergency Assembly Area.

# Acknowledgement

**Title:** Cleaning/Disinfection SOP in General Area/Office Spaces during COVID-19 Pandemic

By my signature I acknowledge the contents, requirements, and responsibilities outlined in this Standard Operating Procedure (SOP):

Name	Identification*	Signature	Date

*\*Identification:* Enter your Student ID, Employee ID, UCR NetID, or UCR Email.