
Company Name

SARS-CoV-2 (COVID) Sanitation Operating Procedure (SOP)

Authorized Individual (Name and Title)

Date Prepared

1. Purpose

The purpose of this procedure is to provide instructions on the cleaning and disinfection of potentially contaminated work surfaces to prevent the transmission of the corona virus and possibly other viruses, bacteria, and other infectious agents. The contents of this procedure are based on the recommendations by the Centers for Disease Control (www.cdc.gov/coronavirus/2019-ncov/index.html).

2. Definitions

Approved Disinfectants refers to the list of Environmental Protection Agency (EPA) registered disinfectant products that have qualified for use against SARS-CoV-2, the coronavirus that causes COVID-19. Products on EPA's "List N: Disinfectants for Use Against SARS-CoV-2" (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) are registered disinfectants qualified for use against SARS-CoV-2 approved through EPA's Emerging Viral Pathogen Program.

Blood-Borne Pathogens Standard refers to an OSHA standard that sets forth requirements for employers with workers exposed to blood or other potentially infectious materials.

Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Hazard Communication Standard refers to an OSHA standard that sets for requirements for classifying the potential hazards posed by chemicals in the workplace and requiring employee training on recognizing those hazards and how to take appropriate measures to protect themselves from the identified hazards.

OSHA refers to the Occupational Safety and Health Administration

Personal Protective Equipment refers to protective gloves, clothing, helmets, shoes, safety glasses, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.

Safety Data Sheet refers to OSHA written or printed material concerning a hazardous chemical that is prepared by the manufacturer or the company importing the product describing the physical and chemical properties of the product according to specific guidelines.

3. Responsible Employees

The _____ <**Title of Employee**> is responsible for the overall activities related to implementing and maintaining the SOP.

The following employees have responsibility for the following activities:

• Employee Training: _____ <**Title of Employee**>

• Monitoring: _____ <**Title of Employee**>

• Documentation: _____ <**Title of Employee**>

4. Employee Training

The _____ <**Title of Employee**> is responsible for ensuring that all employees are trained in how to properly wash their hands with soap and water for 20 seconds, proper coughing and sneezing etiquette, practice social distancing, and cleaning and disinfecting their individual workstations. Additional training will be provided to all cleaning staff on site prior to providing cleaning tasks and will include the instructions on cleaning of other commonly touched worksurfaces, bathrooms, breakrooms, trash pick-up and other activities performed in areas of the facility.

The training topics include the following:

- Instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19.
- When to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- Compliance with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)), if contaminated materials are being collected and disposed.

5. Hand Hygiene and Other Preventive Measures

To support a sanitary, healthy, and safe workplace, the following practices have been implemented:

- Sick workers are required stay at home or go home if they start to feel/look ill.
- Each employee is required to wash their hands just prior to eating food, drink, or using tobacco products or after going to the bathroom.
- Proper and frequent hand washing is encouraged by setting up multiple locations and following the guidance at the [clean hands webpage](#).
- Employees have been encouraged to avoid touching eyes, nose, or mouth with unwashed hands.
- Tissues and no-touch disposal receptacles with liners are provided at each workstation or in a common area. Gloves are required when removing garbage bags, handling, and disposing of trash followed by washing hands after handling or disposing of trash.
- Soap has been provided at all bathroom and other sinks in the facility. If soap and water are not readily available, alcohol-based hand sanitizer that is at least 60% alcohol has also been provided. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Hand sanitizers have been placed in multiple locations for easy access and to encourage hand hygiene.
- Posters that encourage [hand hygiene](#) to help [stop the spread](#) have been placed at the entrance to the facility and in other workplace areas where they are likely to be seen.
- Handshaking and other forms of personal contact have been prohibited. Employees are encouraged to use of other noncontact methods of greeting.
- Employees are required to follow [coughing and sneezing etiquette](#).
- Employees are instructed to not use other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Disposable wipes and/or cleaning rags with approved cleaners have been provided at key locations so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use and when necessary.
- Each employee will clean and disinfect or if clean, disinfect their workstation prior to beginning their shift with a focus on frequently touched surfaces. The frequently touched surfaces include worktables, tools, ink knives, tables, chairs, doorknobs, light switches, handles, desks, faucets, sinks, keyboards, printers, telephones, remote controls, copy machine parts, machine control stations, handrails, etc. The frequently touched surfaces will vary based on the specific workstation.

- Cleaning personnel or designated employee will clean and disinfect or if clean, disinfect their workstation and cleaning supply cart prior to beginning their shift. They will also clean and sanitize frequently touched surfaces in common areas such as floors, walls, doors, doorknobs, push plates, and handles, worktables, tables, chairs, doorknobs, light switches, handles, desks, telephones, remote controls, faucets, sinks, toilets, bathrooms, soap dispensers, handrails, food preparation and storage equipment such as coffee makers, microwaves, refrigerators, garbage cans, etc. on a regular basis as determined by the need and it should be at least daily, but can be more frequent.
- Shipping and receiving personnel will also either leave undisturbed for 24 hours or sanitize packages and mail in case they need to be opened immediately.

6. Sanitation Procedures for Routine Operations

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Wash hands immediately for 20 seconds after gloves are removed.

Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

Cleaning and/or disinfecting shall be accomplished by using household cleaners and EPA-registered disinfectants that are appropriate for the surface. All label instructions for safe and effective use of the cleaning product or disinfectant shall be followed including precautions to take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- If EPA-registered household disinfectants are not available, diluted house-hold bleach solutions can be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

- o 5 tablespoons (1/3rd cup) bleach per gallon of water or
- o 4 teaspoons bleach per quart of water

7. Sanitation Procedures When an Employee Is Infected

Wear disposable gloves and a gown when cleaning and disinfecting surfaces. Gloves and gown should be discarded after each cleaning. Wash hands for immediately 20 seconds after gloves are removed.

Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- Close off areas used by the sick person.
- Open outside doors and windows, if possible, or increase air circulation in the area by adjusting the Heating Ventilation and Air Conditioning system. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and equipment.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- If EPA-registered household disinfectants are not available, diluted household bleach solutions can be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

- o 5 tablespoons (1/3rd cup) bleach per gallon of water or
- o 4 teaspoons bleach per quart of water

8. Employee Acknowledgement

Sign at Initial Acceptance and Further Modification

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____