

GSA Cleaning and Disinfection Procedures

Change

This document has been updated (5/5/2020) to include a CDC update of infection symptoms, as described in Scope 3.

Summary

In response to new guidance published from the Centers for Disease Control and Prevention (CDC). Changes in the guidance include the routine disinfection of all solid, high contact surfaces during regular custodial work, and cleaning visibly contaminated porous surfaces in areas where there has been a COVID-19 incident.

Scope 1 - Regular Custodial Services

Custodial services in facilities under the jurisdiction, custody or control of GSA include the following:

1. The Contractor shall perform all custodial services specified in the applicable custodial contracts, including the regular cleaning of surfaces using cleaning products compatible with the surfaces cleaned.
2. The Contractor shall routinely wipe down all solid, high contact surfaces in common and high traffic areas using a disinfectant from the EPA-registered list of products identified as effective against Novel Coronavirus SARS-CoV-2 ([see updated list](#)), or other product containing the same active ingredient(s) at the same or greater concentration than those on the list. The Contractor shall use the product in accordance with directions provided by the manufacturer. The Contractor shall wear disposable gloves (e.g., latex, nitrile, etc.), facemasks, and any additional personal protective equipment (PPE) as recommended by the cleaning and disinfectant product manufacturers. Disinfection application and products should be chosen so as to not damage interior finishes or furnishings including GSA's Fine Arts Collections and murals, and historic materials and finishes. "Routinely," for purposes of this scope, is defined as being in accordance with applicable guidance from the Centers For Disease Control and Prevention (CDC), but is no less than once daily.

Examples of solid, high contact surfaces in common and high traffic areas include but are not limited to: handrails, door knobs, key cards, light switches, countertops, water faucets and handles, elevator buttons, sinks, toilets and control handles, table tops, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. Disinfected surfaces should be allowed to air dry. Providing disposable disinfectant wipes and the wiping down of agency owned equipment such as telephones, computers, keyboards, docking stations, computer power supplies, and computer mouse, personal fans and heaters,

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desk lighting, etc. remains the responsibility of each building occupant.

End of Scope

Scope 2 - Additional Regular Cleaning and Disinfection

This scope is intended to be used in response to any request for additional iterations of cleaning and disinfection in a Federally-owned or leased facility, and funded by the requesting agency.

1. The Contractor shall wear disposable gloves (e.g., latex, nitrile, etc.), facemasks, and any additional personal protective equipment (PPE) as recommended by the cleaning and disinfectant product manufacturers.
2. The Contractor shall clean all visibly dirty surfaces using general detergents or cleaning products compatible with the surface materials being cleaned and in accordance with directions provided by the product manufacturer.
3. The Contractor shall wipe down all solid, high contact surfaces using a disinfectant from the EPA-registered list of products identified as effective against Novel Coronavirus SARS-CoV-2 ([see updated list](#)), or other product containing the same active ingredient(s) at the same or greater concentration than those on the list.

The Contractor shall use all products in accordance with directions provided by the manufacturer. Examples of solid, high contact surfaces include but are not limited to: handrails, door knobs, key cards, light switches, countertops, water faucets and handles, work surfaces, computer keypads and mouse, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. Disinfected surfaces should be allowed to air dry.

End of Scope

Scope 3 - Detailed Cleaning and Disinfection (COVID-19 Incident)

This procedure is to be followed whenever a novel coronavirus (COVID-19) event occurs in a Federally owned or leased facility. A COVID-19 event is defined as an instance when someone enters or occupies a building who is confirmed or suspected to have COVID-19. A suspected individual is one who has a cough, shortness of breath, and/or at least two or more of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. If the facility or affected area(s) have been completely unoccupied for more than 7 days, this detailed cleaning and disinfection procedure is not necessary.

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1. Steps. The facility manager, owner, Designated Official or delegated representative shall perform the following steps before initiating cleaning and disinfection procedures:
 - a. identify all areas in the facility that the individual(s) was in, to the greatest extent possible, including marking printed building floor plans as necessary to clearly identify the affected locations that require detail cleaning and disinfecting.
 - b. empty the aforementioned area(s) of occupants and closed the area for up to 24 hours, where feasible. The area can still be used for emergency egress as needed during that time.
 - c. open available doors and windows or increase outside air to the isolated area(s) for the closed duration. This closing and airing process is to allow any airborne droplets to settle prior to cleaning and disinfecting.

2. Qualifications. The Contractor performing the work must have the required supplies and the Contractor staff shall be trained in current blood-borne pathogens requirements, as defined by OSHA (29 C.F.R. 1910.1030). The minimum supplies required are detergents and/or soaps compatible with the surfaces being cleaned, and disinfectant products either registered by the Environmental Protection Agency (EPA) as effective against emerging infectious agents ([list](#)) or equivalent products containing the same active ingredient(s) in similar or greater concentration levels as those listed by EPA.

3. Procedures.
 - a. The Contractor shall submit to the Contracting Officer's Representative or their designee for review and approval, any proposed disinfectants, prior to use.
 - b. Once approved, the Contractor shall use all cleaning and disinfectant products in accordance with the manufacturer's directions.
 - c. Prior to entering the area, the Contractor shall don appropriate personal protective equipment (PPE) required for the specific cleaners and disinfectants used. At minimum, contractors shall wear nitrile, latex or similar non-cloth disposable gloves, and facemasks.
 - d. The Contractor shall clean all high contact, solid surfaces in the affected area(s) free of any visible dirt or grime using the cleaning products. The Contractor shall also clean any porous surfaces that contain visible contamination to the extent feasible, using products compatible with those surfaces. Visible contamination is defined as surfaces soiled with phlegm, saliva, vomit, or a similar bodily fluid. Dirt and grime and not considered contamination for purposes of this procedure.
 - e. The Contractor shall disinfect all solid, high contact surfaces in the affected area(s) using the approved disinfectant. Disinfectant shall be applied in such a manner as to ensure solid surfaces are visibly moist. The Contractor shall also take extreme care to avoid damage to telecommunications and

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electronic equipment, GSA's Fine Arts Collections, historic materials and finishes, as well as any cloth surface, carpeting, and wood furnishings, during the application of any disinfectant.

Solid, high contact surfaces include but are not limited to: handrails, door knobs, key cards, keyboards, computer mouse, touch screens, light switches, countertops, table tops, water faucets and handles, work surfaces, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls.

- f. The Contractor shall allow disinfectant to remain on surfaces until air dry.
- g. The Contractor shall place used supplies including gloves, rags, containers in sealed plastic trash bags. Bags should be tied shut and disposed of as ordinary waste.
- h. Once the affected area(s) have been cleaned and disinfected dried, they can be opened back up to regular occupancy and use.

End of Scope