

MEMORANDUM



TO: County Elected Officials and Department Directors
FROM: Brittany Fain, Director of Risk, Safety and Emergency Management
DATE: July 7th, 2020
SUBJECT: COVID-19 Disinfection Guidelines

Disinfection Guidelines When Someone Is Confirmed Positive For COVID-19

- When possible:
 - Close off areas used by the sick person.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours (or as long as possible) before you clean or disinfect.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, and shared equipment like computers, tools, and vehicles.

How to Clean and Disinfect Hard Surfaces

- Practice routine cleaning of frequently touched surfaces (e.g., doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, steering column switches)
- Clean soiled surfaces using soap and water.
- Disinfect non-soiled surfaces using one of the following:
 - Bleach Solution (5 tablespoons or 1/3 cup of bleach per gallon of water);
 - Alcohol Solution (at least 70% alcohol);
 - EPA approved disinfectants are listed here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Precautions:

- Always follow instructions on the label to ensure safe and effective use of the product.
- Never use a bleach solution in conjunction with chemicals that contain ammonia.
- Make sure you have good ventilation while applying or using cleaning products.
- In order to disinfect, the product must be applied to a surface and remain wet on that surface for a set amount of time (aka contact time). The approved disinfectant list states the contact time for the product.

How to Clean and Disinfect Unique Surfaces

- **Soft surfaces**
 - Clean the surface using soap and water or with an appropriate cleaner for the surface.
 - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
 - Disinfect with an EPA-registered household disinfectant.
- **Electronics**
 - Consider putting a wipeable cover on electronics.
 - Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.
- **Laundry (clothing, towels, linens, etc.)**
 - Wear disposable gloves. (Wash hands with soap and water as soon as you remove the gloves).
 - Do not shake dirty laundry.
 - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

- Dirty laundry from an ill person can be washed with other people's items.
- Clean and disinfect clothes hampers according to guidance above for surfaces.

PPE and Hand Washing

- Wear disposable gloves when cleaning large areas such as a space larger than your desk or immediate work area or when handling shared trash receptacles.
- Gloves should be removed carefully to avoid contaminating the wearer and surrounding area.
- **Wash your hands often with soap and water for 20 seconds.** Always wash immediately after removing gloves, after contact with an ill person, after blowing one's nose, coughing or sneezing, after using the restroom, before eating or preparing food, after contact with animals, and before and after providing care to others.

Contact Information

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