CAMPUS INSTRUCTIONS
FOR DISINFECTION OF SUSPECTED OR CONFIRMED COVID-19 POSITIVE SPACES

INTRODUCTION
Facilities Services have played a vital role in campus health and safety by providing disinfection services in campus buildings. Wiping down commonly touched surfaces with disinfectant has been a significant measure to fight the spread of the coronavirus. Facilities Services, Custodial Services and the Office of Environment, Health and Safety (EH&S) are committed to working together to ensure a safe and healthful work environment across the UCSF Campus.

This document provides additional instructions for custodians and EH&S who may be involved in disinfecting areas where suspected or confirmed COVID-19 positive exposed people have visited.

Current custodial work disinfecting areas without suspected or confirmed cases should continue under existing work instructions developed by Facilities Services.

BACKGROUND
The SARS-CoV-2 virus (coronavirus) is a virus that is spread from person to person through airborne respiratory droplets. When an infected person coughs, sneezes or otherwise generates airborne droplets, other people can breathe in the virus. Droplets that land on surfaces can survive for several hours or days. If another person touches that surface and then touches their mouth or eyes, they can infect themselves.

In accordance with CDC guidelines, UCSF EH&S recommends to wait at least 24 hours to disinfect a room that is suspected or confirmed to have an individual with COVID-19. However, this is not a requirement to move forward with disinfection and cleaning.

TRAINING
EH&S Hazardous Materials Management Team will provide disinfection oversight, site safety, in person training and documentation before each disinfection event (contact information is located below). If the cleaning must take place during off hours due to an emergent circumstances, CLS will activate EH&S Spill Response Team support by dialing 911 from a campus phone, or 415-476-6911 from a cell phone, and specifically requesting the EH&S Spill Response Team for COVID-19 cleanup support.

Initial and Pre-Job training for Custodial team that is conducted and documented by EH&S will include:

1. PPE selection, donning and doffing procedures, and safe use & limitations
2. The order of procedures in this document
3. The importance of chemical contact times
PROCESS
These work instructions provide recommended work practices to minimize infection risk.

When planning to perform disinfection service in suspected or confirmed COVID-19 positive environments, follow these instructions:

1. **Prepare for disinfection:**
   a. Collect approved PPE
   b. Gather EPA listed disinfectants and cleaning materials
   c. Contact EH&S for support

2. **Put on PPE** by following the CDC donning sequence guidance attached:
   a. Disposable gown (e.g. hospital gowns)
   b. Eyewear such as safety glasses with side shields or goggles, or use of a disposable face shield. These are meant to protect the eyes from chemical exposures when using the disinfectants. Read the product label for directions. Eyewear also helps to minimize touching your eyes during work.
   c. Disposable nitrile gloves (two pairs). Wash hands or use hand sanitizer before putting on and after taking off gloved. The double-glove technique reduces exposure risk when taking off the PPE after disinfection work.
   d. Surgical mask or other disposable face covering. Face masks help prevent touching the face and they reduce respiratory droplets from being passed to others. Use of N95 respirators is reserved for healthcare workers, COVID-19 researchers, and employees who require them for other occupational exposures to aerosol transmissible disease (not droplet precautions alone)
   e. Footwear can be regular closed toe work shoes.

3. **Prepare disinfection solutions** from the approved CDC's document of approved cleaning agents?  
   [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

   **UCSF products listed below:**
   - **Clorox Healthcare Hydrogen Peroxide Cleaner:** Contact time (Kill times) 1min  
   - **Pure Tabs:** Contact time (Kill times) 4min  
   - **Eco Lab:** Contact time (Kill times) 10min  
4. **Prepare a trash container** lined with a plastic bag to throw away PPE after treatment. Use a dedicated, lined trash container to collect all waste generated during the decontamination process.

5. **Enter the treatment area and disinfect** all high-touch surfaces and as many other hard surfaces as possible. Follow manufacturer instructions for the disinfection product used. Walls can be sprayed as high as possible. Hard-surface floors can be mopped or sprayed down with disinfectant as a last step before exiting the area and allowed to air dry.

6. **Exit the area and remove PPE:** Follow the CDC sequence document attached.

**EH&S Support Contacts**

James Lee, West Side Supervisor: (415) 514-4955
Locations: Parnassus, Mount Zion, Laurel Heights

Elmer Galvez, East Side Supervisor: (415) 476-1326
Locations: Mission Bay, ZSFGH, MCB, China Basin

Dot Sun Leung, Hazardous Materials Compliance Specialist: (415) 476-8284

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Campus Life Services

Environment, Health & Safety
SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN
   - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
   - Fasten in back of neck and waist

2. MASK OR RESPIRATOR
   - Secure ties or elastic bands at middle of head and neck
   - Fit flexible band to nose bridge
   - Fit snug to face and below chin
   - Fit-check respirator

3. GOGGLES OR FACE SHIELD
   - Place over face and eyes and adjust to fit

4. GLOVES
   - Extend to cover wrist of isolation gown

USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES
   - Outside of gloves are contaminated!
   - If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
   - Hold removed glove in gloved hand
   - Slide fingers of un gloved hand under remaining glove at wrist and peel off second glove over first glove
   - Discard gloves in a waste container

2. GOGGLES OR FACE SHIELD
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band or ear pieces
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. GOWN
   - Gown front and sleeves are contaminated!
   - If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Unfasten gown ties, taking care that sleeves don’t contact your body when reaching for ties
   - Pull gown away from neck and shoulders, touching inside of gown only
   - Turn gown inside out
   - Fold or roll into a bundle and discard in a waste container

4. MASK OR RESPIRATOR
   - Front of mask/respirator is contaminated — DO NOT TOUCH!
   - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. **GOWN AND GLOVES**
   - Gown front and sleeves and the outside of gloves are contaminated!
   - If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
   - While removing the gown, fold or roll the gown inside-out into a bundle
   - As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container

2. **GOGGLES OR FACE SHIELD**
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. **MASK OR RESPIRATOR**
   - Front of mask/respirator is contaminated — DO NOT TOUCH!
   - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

4. **WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE**

**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**