



Outreach, In-Home, Community Based Programming: Technical Guidance Bulletin

Re: General Recommendations for Routine Cleaning and Disinfection

The following technical guidance is derived from the Center for Disease Control and Prevention. Recent information has been provided for the cleaning and disinfecting process via the CDC, “Preventing COVID-19 Spread in Communities” (<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>). These guidelines are focused on Outreach, In-Home, and Community Based Programs.

Types of Routine Cleaning:

- 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.

Staff can practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks) with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Considerations for this type of programming will consist of the same cleaning/disinfecting processes as other agency programming. Personal hygiene practices and disinfecting of vehicles are expected to be the primary areas of concern affected by cleanliness. Vehicles should be disinfected before and after each use. Likewise, prior to engaging in program services out in the community or for home-based visits please observe personal disinfecting procedures (hand washing or sanitizing), as well as after services are rendered. If you perceive that a situation is dealing with an exposure issue or an elevated risk is present please inform your supervisor immediately

Who is responsible for routine cleaning and disinfecting:

Our various custodial vendors are continuing services amongst properties, and we are assessing and increasing the levels of service as needed. Our custodians are adhering to the disinfection process necessary to mitigate this risk. In order to implement an effective hygiene plan we, as agency staff, will need to work in conjunction with our custodial service. The main focus is routine disinfecting that should take place during operating hours or in the absence of our vendors. All Center for Family Services staff have a responsibility to practice adequate cleaning and disinfection of their work environment and personal hygiene. Program staff are expected to

complete the routine cleaning and disinfecting necessary per this guidance. If there are personal circumstances preventing you from completing these routine cleanings please inform your supervisor. Your assistance towards this effort is truly appreciated.

How to request cleaning and disinfecting supply when needed:

Upon assessing your programs inventory and availability of effective disinfectant products/materials you will need to determine needs. The CFS Facilities Department is equipped to provide resources in addition to what our sites and programs currently possess. **As program needs arise for cleaning and disinfecting supply please immediately submit an Operations Spiceworks Ticket. If for any reason a ticket cannot be placed please contact Facilities Director, Bruce Graham (856-655-6035) or AVP of Facilities, Daryl White (856-425-3311) for assistance.**

How to clean and disinfect:

Surfaces

- 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. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. 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:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - [Products with EPA-approved emerging viral pathogens claims](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

Hand Hygiene and other preventative measures:

- All staff should [clean hands](#) often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand

sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- Staff should follow normal preventive actions while at work and home including recommended [hand hygiene](#) and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets

 - Before and after providing routine care for another person who needs assistance (e.g. a child)

