

RETURN-TO-WORK COVID-19 OPERATIONAL PROTOCOL

Introduction

The purpose of this document is to provide guidance regarding how CALICO can safely operate while protecting the health of its staff, clients, and community partners. These recommendations are based upon the guidelines put forth by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Act (OSHA). As our knowledge about the virus and its transmission expands and evolves, these recommendations may change as well. In addition, this document was made with the assistance of the National Children's Advocacy Center, the National Children's Alliance and CALICO's multi-disciplinary team partners.

According to the CDC, "The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs."

The pillars of these recommendations are those that have been reiterated by the experts at the CDC and reflect the mode of spread suggested above: **staying safe at home** as much as possible, **staying home when ill**, **protecting others** from anyone who potentially could be spreading the coronavirus, **social/physical distancing**, and **cleaning workspaces** and high touch areas frequently.

Risk of Infection

According to OSHA, “Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk.” *In general, CALICO employees are in the medium risk category.*

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings). Workers’ may have individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy) that place them at higher risk for complications should they become infected.

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.



Screening Staff & Visitors with Self Reporting of Symptoms

Before coming to CALICO, staff, clients and community partners must be able to answer “no” to each of these screening questions:

1. *Do I have fever of 100.4 degrees F or greater?*
2. *Do I have a new cough that is unrelated to seasonal allergies?*
3. *Do I have a new sore throat that is unrelated to seasonal allergies?*

4. *Do I have new respiratory symptoms that are unrelated to seasonal allergies?*
5. *Do I have vomiting or diarrhea?*
6. *Do I have flu-like symptoms?*
7. *Do I have new muscle aches or pains?*
8. *Have I experienced a loss of my sense of smell or taste?*
9. *Have I been in close contact with a COVID-19 infected individual or person with symptoms consistent with COVID-19 in the last 14 days?*

Anyone answering “yes” to any one of the screening questions *should be rescheduled and advised to contact their medical provider* for care and follow-up. Any employee or community partner who has been in contact with a *COVID-19 positive individual (see below)** should monitor themselves for the development of COVID-19 symptoms and quarantine for 14 days.

***Close contact** with a sick person is **defined as:**

- Living in the same household as a sick person with COVID-19
- Caring for a sick person with COVID-19
- Being within 6 feet of a sick person with COVID-19 for about 10 minutes or more
- Being in direct contact with secretions from a sick person with COVID-19 (being coughed on, kissing, sharing utensils, etc.)

Depending on the level of community restrictions, CALICO staff should ask the screening questions at each of these times before allowing clients and community partners entry to the building. When doing so, Clients should be **greeted at the front door or in parking lot** to assess their health before entering the building. Clients and community partners will be allowed entry if their response is “no” all above questions.

If it is known ahead of time than an individual has symptoms consistent with COVID-19, that individual should not come to CALICO. Instead, the interview should be postponed or arrangements for a tele-forensic interview should be made, depending on the nature of the case.

What to Do If Someone Comes to CALICO Who Is Sick

If the client or caregiver is identified as ill at the time of screening, the appointment must be rescheduled. In the case where a child needs an emergent forensic interview and the child or caregiver is ill with COVID-19 symptoms, then the interview should be conducted

remotely via tele-forensic interview with the assistance of the investigating agencies to determine where the child should safely be while that interview occurs.

Visitors or staff who exhibit signs and/or symptoms of COVID-19 after they have entered the building shall be immediately isolated and moved to a location away from other workers and other visitors. Ideally, the potentially infectious person should be asked to wait outside the building on the front bench or in their car. If this is not possible, they should be placed in the viewing room with the doors closed until they can depart from CALICO. After a sick individual leaves the building, the room should be closed off. CALICO will then wait 24 hours, or as long as practical, before beginning cleaning and disinfection. After these 24 hours, staff must place one of the air filters in the room and set it to "Boost" (high mode).

Policy for Visitors Entering CALICO

Practicing good hygiene, limiting the number of visitors, limiting the time spent at CALICO, and wearing face masks are all key factors in increasing office safety during this pandemic.

Each individual entering CALICO must wash their hands with soap and water or use hand sanitizer upon arrival. Hand sanitizer that is at least 60% alcohol-based and Kleenex, as well as trash receptacles to dispose of soiled material, should be readily available throughout the facility. Paper towels and disinfectant for cleaning should be readily available to staff. Signs reminding individuals to wash their hands should be posted in each restroom. Restrooms should be cleaned frequently.

A child being seen at CALICO should arrive without siblings (unless they too are being seen) and with **only one accompanying caregiver**. One family unit (child and caregiver) may occupy the waiting room at a single time. All high touch areas in the waiting room must be cleaned before the next client arrives (all surfaces, clipboards, pens, tables, door handles). Toys in the waiting room will be kept to a minimum be cleaned between clients. Only toys that can be wiped down with disinfectant or placed in a dishwasher, or allowed to be taken home with the client, will be available for play. Limiting the number of toys reduces the amount of items needing to be cleaned. Stuffed animals, dolls, etc. will be removed from the waiting room.

Appointments will be scheduled so that **appointments do not overlap** and **allow time** for forensic interview rooms and waiting rooms **to be cleaned between families**.

All persons who enter CALICO are required to wear masks when interacting with one another. Clients and community partners should be encouraged to bring their own masks; however, masks are available at CALICO for those who do not have them. These masks

should be given to visitors and not recycled for future use by others. Cloth masks, if properly made and worn, can prevent persons from spreading the virus to one another. Please see the attachment for information about how to properly wear a mask.

The child and caregiver should stay in a waiting room without other clients, and the time that the family has contact with CALICO staff should be minimized. Family Advocates are encouraged to conduct as much of their work with clients over the phone if the caregiver feels safe in providing that information in this manner (verification of information, addresses, and discussing what the procedure/forensic interview/CALICO appointment will look like, etc.). Clipboards and writing instruments must be cleaned with disinfectant between clients. Ideally, CALICO should attempt to obtain as much information and consent electronically to minimize paper exchange. Any face-to-face interaction should be made while limiting the number of individuals in the room as well as while maximizing the distance between advocate and client. CALICO staff should provide lists of resources and other information electronically when a family indicates that they have a computer or phone and can receive the information in this manner. Anyone working with papers touched by others must wash their hands regularly. Papers touched by staff, MDT members, clients, or visitors should rest 24 hours before being filed away (<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>).

Client Services Offered by CALICO

- Family Advocacy services will be performed while social/physical distancing, and if possible, over the phone.
- MDT partners, when present during forensic interviews, must practice social distancing and wear masks.
- Forensic interviews will be provided according to MDT/CALICO recommendations (either while social/physical distancing, or in separate rooms if capacity allows). HIPPA-compliant Zoom participation in the interview process is recommended for investigators, provided that one investigator is present at CALICO.
- MDT meetings and case review will be held remotely via HIPPA-compliant Zoom.
- MDT pre- and post-forensic interview meetings will be held according to MDT/CALICO recommendations (while social/physical distancing, remotely via phone, or via HIPPA-compliant virtual platform (i.e., Zoom)).

Social Distancing for CALICO Staff

CALICO staff will stagger working from home to decrease the number of individuals in the workspace at one time. This way, if one employee falls ill, there are still staff members who can fill in.

Employees should be cognizant that their behavior outside of work could potentially affect others in the workspace should they fall ill as a result of not following the guidelines provided by the CDC, as well as California and Alameda County government officials. Employees are encouraged to discontinue nonessential travel to locations with ongoing COVID-19 outbreaks. The CDC regularly provides travel warnings at: www.cdc.gov/coronavirus/2019-ncov/travelers.

Employees should **continue to practice social/physical distancing in common areas** such as shared spaces (e.g. observation room and conference room). High touch areas like doorknobs, copier, microwave, coffee machine and refrigerator must be wiped with disinfectant frequently. Employees should complete the assigned cleaning and disinfecting contained on the Office Cleaning Checklist (see attached). Employees should use their own workspace, phone, office supplies as much as possible to avoid touching those of others.

If a staff member has had close contact (defined on page 3) with someone with COVID-19 while they were ill or within 48 hours before they became symptomatic, but are not sick themselves, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They are not come to CALICO's office during this time and should avoid public places for 14 days.

Procedures for Ill/Covid-19 Positive CALICO Staff

Staff who Feel Ill or are Diagnosed with COVID-19

Employees will be excused from work immediately at the onset of illness or symptoms. Employees must remain home if they are ill. An employee who has been diagnosed as having COVID-19 should NOT return to work until fever free for 72 hours WITHOUT antipyretics, symptoms are gone, AND at least 7 days have passed since the first symptom appeared. Per OSHA, employees are able to stay home to care for a sick relative or children with COVID-19 symptoms.

If an employee is confirmed to have COVID-19, CALICO will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). CALICO will instruct fellow

employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure per OSHA. CALICO will identify a medical professional who can answer questions in a timely fashion that may arise regarding the health of staff who might either have exposure to or symptoms of COVID-19.

COVID-19 Staff Returning to Work

This decision that a staff member who has had COVID-19 is safe to return to work will be made in consultation with a physician or health department representative.

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath);
- At least 7 days have passed *since symptoms first appeared*; and
- If tested for COVID-19, negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive specimens collected ≥ 24 hours apart.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue practice social/physical distancing and wear mask when around others.

Office Cleaning

CALICO will request its janitorial services provider to increase their cleaning of the office to ensure the office environment is adequately sanitized. In addition to this service, CALICO staff will be instructed to clean and sanitize the office both:

1. Between client appointments and
2. At the end of the day before leaving.

Cleaning shall consist of wiping down seats, couches, chairs, door handles, pens, tables, phones, computers, keyboards, keypads, equipment and any other item touched by either clients, staff or partners with disinfecting wipes. CALICO will place containers of these wipes throughout the office so that they are readily accessible. In addition, staff may use a UV sanitizing box to sterilize smaller items including masks, pens, phones or other such items. Each staff member is responsible for sanitizing their own work areas.

Forensic interviewers are responsible for sanitizing client areas, including the waiting room, interview room and observation room. Before leaving work for the day, all staff should complete the “Office Cleaning Checklist,” located at the Office Manager’s desk.

When choosing cleaning chemicals, CALICO will research information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. CALICO will follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and PPE).

CALICO will also provide air filters throughout the office to increase the quality of the air being circulated within the building. In addition, CALICO will purchase an electrostatic “fogger” to increase the ability of staff to disinfect the office between client appointments.

Stages of Staff Return to Work

CALICO is an essential business. According to current (June 2020) state and local restrictions, it is therefore able to conduct its work when shelter-in-place restrictions are in effect. However, it will adjust its business practices to ensure the health and safety of its clients, staff and partners. Despite the fact that children generally are not one of the populations most vulnerable to COVID-19, CALICO recognizes that the single most critical protective factor aiding a child’s recovery from trauma is the caregiver and family supports they have in place. Children may recover quickly, but their parents, grandparents, and neighbors may not. Serving children means protecting their families too. Moreover, some of the children we serve may be medically sensitive or especially vulnerable to the effects of COVID-19 without our knowledge. Reducing the amount exposure opportunities in our office will work to ensure the health of not just children and families, but our staff and partners as well, so that we are able to continue to be available for urgent cases that arise.

The decision of interview and staff scheduling will be a fluid one, where health risks will be balanced with children’s needs for CALICO services. **Above all, the health and safety of those coming to CALICO’s office shall be the priority.** In making the decision about operating and scheduling levels, CALICO may take into consideration advice and perspectives from several parties and agencies, including but not limited to: the CDC, the State of California, Alameda County public health officials, CALICO’s partner agencies, medical experts at UCSF Benioff Children’s Hospital Oakland, the National Children’s Alliance and its associated medical experts, Western Regional Children’s Advocacy Centers and other members of Children’s Advocacy Centers of California.

The scale of CALICO functions may include the following:

No on-site services offered at all. Remote MDT and staff meetings if appropriate.
On-site interview services for urgent cases only. No staff regularly assigned to work in the office. Remote Family Advocate services. Remote MDT and staff meetings.
Limited appointment availability for all cases, urgent or non-urgent. Interviewers assigned to work on-site on scheduled days. Office Manager/Executive Director providing in-office support as appropriate. Remote Family Advocate services. Remote MDT and staff meetings.
Increased (but not full) appointment availability for all cases. 2 interviewers assigned to work on-site on scheduled days. Office Manager/Executive Director providing in-office support as appropriate. Remote Family Advocate services. Remote MDT and staff meetings.
Regular appointment availability but social distancing for staff in place. Interviewers rotate who is in the office. Family Advocates alternate who is in the office. Office Manager/Executive Director providing in-office support as appropriate. Remote or outside MDT and staff meetings, unless an adequately large room that can accommodate social distancing is located (not the CALICO conference room).
Regular CALICO services.



Depending on recommendations from local, state and national health experts, as well as the above identified groups, CALICO may move up and down this scale as the pandemic evolves. This scale is just a guide and may be modified as the pandemic response changes.

Overall Principals Guiding this Document

This protocol takes into account information known to CALICO as of June 10, 2020. Because COVID-19 is a novel virus, information and research about the best responses to it is constantly evolving. CALICO may adapt, adjust or modify the protocol and policies outlined here in response to new information and guidance about COVID-19. All decisions shall prioritize the health and safety of those coming to CALICO's offices. In addition, nothing in this protocol shall be construed to supersede or infringe upon local, state and/or federal workers' rights or employee processes detailed in the CALICO Employee Policy Manual.



COVID-19 Protocol

At CALICO:

All persons entering the facility should be screened for cough/sore throat/nasal congestion/runny nose/sneezing/fever/myalgia (body aches). This screening **should be done prior** to the person entering the facility. Symptomatic individuals (excluding the child to be interviewed) should not enter the building.

No CALICO staff or investigators (LE or CPS) will be allowed into the CALICO facility if they have any of these symptoms.

The parent/caregiver who accompanies the child to CALICO should be screened in advance of their arrival to CALICO to ensure that they are asymptomatic. If they are symptomatic, an alternate support person for the child should be identified if possible. If no other individual can be identified to support the child, and the parent/caregiver is symptomatic, efforts should be made to minimize exposure as much as possible. Perhaps the parent can wait in their vehicle, or if it is a nice day, create a "waiting area" on the area in front of the CALICO entrance. If the parent has a fever, they should not attend the interview.

Only one child and one parent/caregiver will be inside CALICO at a time. No siblings will be allowed into CALICO, unless they (the siblings) are also being interviewed.

The child and parent have a specific area where they are asked to remain seated, except to use the bathroom or be interviewed. No walking around and touching the facility.

If child is symptomatic, the child must wear a surgical mask while in the facility. The child should put the mask on prior to entering the building. **The mask must remain on at all times, and not removed until child leaves the CALICO building.**

Everyone must wash his or her hands with soap and water immediately upon arriving at CALICO.

Alcohol based hand sanitizer will be available too, but it does not replace washing hands with soap and water.

Everyone should attempt to **remain six feet apart** from each other when possible.

No physical contact. No hugs, no handshakes, no fist bumps, no elbow bumps. Smile and wave!

Remove items such as magazines, toys etc. from the waiting area and interview room that might otherwise be reused/touched by others in the future.

If a child uses a pen or a crayon during the interview to write/draw, they should be encouraged to keep it and bring it home with them, or throw it out, rather than reuse it for future children.

All hard surfaces will be wiped down with a disinfecting wipe between interviews. (E.g. chairs, tables, door knobs, faucets, etc.)

If a child's drawing is required to be taken by law enforcement, it must be placed in a folder or envelope prior to be taken by LE, so that the potentially contaminated paper is not touched.



COVID-19 Protocol

Interview Room:

If child is symptomatic, child should continue to wear the mask that they put on prior to entering the CALICO building throughout the interview.

If child is symptomatic, interviewer should wear eye protection (glasses and/or protective eye wear) and a mask.

Child and interviewer should remain as far apart as reasonably possible during the interview; ideally six feet.

If child is sitting on a fabric chair, place a barrier between the chair and the child (eg. a sheet or the blanket that they will take home after the interview is over) and the chair itself to minimize physical contact between the child and the furniture. The child then takes home the blanket with them. If a sheet is used, it can be laundered in hot water and reused after it is washed.

If child sits on/uses "hard" furniture during an interview (chair, table etc.) the furniture should be wiped down after use.

Everyone washes their hands again after the interview is completed.

Observation Room:

No-one observes an interview if they are symptomatic/sick.

Sit far enough apart so that there is no physical contact.

If interviewer is noted to touch their face during the interview, they should be reminded to stop doing that.

After the child/parent leaves:

Thoroughly wipe down all hard surfaces that child/parent came in contact with.

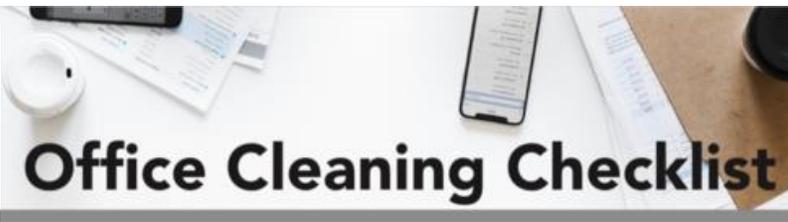
Other suggestions:

As few people as possible should be present during an interview/observation.

There should be no "common pen" for parents to fill forms out with. I would suggest buying a lot of inexpensive pens, so all parents filling out their forms take the pens home with them. Everyone uses his or her own pen.

Re-wash hands prior to the next child/parent arriving.

It is strongly encourage that those individuals over 65 or with significant underlying health conditions discuss with their physician whether or not it is appropriate for them to work outside their homes during this period.



Office Cleaning Checklist

Before you leave the office, please complete the following tasks as they relate to the usage of the office. **Examples:** Clients In office - complete all tasks. Staff In office - complete tasks related to staff areas.

DATE: / /	CB	EH	NB	KB	HF	BN	JC	JJ	CJ	AO	
Did you wipe down?											
Your desk & chair handles or any desk & chair used	<input type="checkbox"/>										
Your computer & keyboard or any computer & keyboard used	<input type="checkbox"/>										
Your phone or any phone used	<input type="checkbox"/>										
All door knobs touched	<input type="checkbox"/>										
Front door handle (interior & exterior)	<input type="checkbox"/>										
Bathroom (sink area and toilet handle)	<input type="checkbox"/>										
Observation room equipment	<input type="checkbox"/>										
Observation room chair handles	<input type="checkbox"/>										
Observation room counter	<input type="checkbox"/>										
Interview room chair handles	<input type="checkbox"/>										
Interview room fidget toys	<input type="checkbox"/>										
Conference room DVD storage cabinet	<input type="checkbox"/>										
Conference room table top	<input type="checkbox"/>										
Conference room chair handles	<input type="checkbox"/>										
Conference room phone	<input type="checkbox"/>										
Client waiting area TV remote	<input type="checkbox"/>										
Client waiting area sofa(s)	<input type="checkbox"/>										
Client waiting area coffee table tops	<input type="checkbox"/>										
Client waiting area toys	<input type="checkbox"/>										
Kitchen area counter top & sink	<input type="checkbox"/>										
Kitchen area microwave & refrigerator door	<input type="checkbox"/>										
Copier key pad	<input type="checkbox"/>										
Front lobby chair if used	<input type="checkbox"/>										
CLEANING COMPLETED BY											

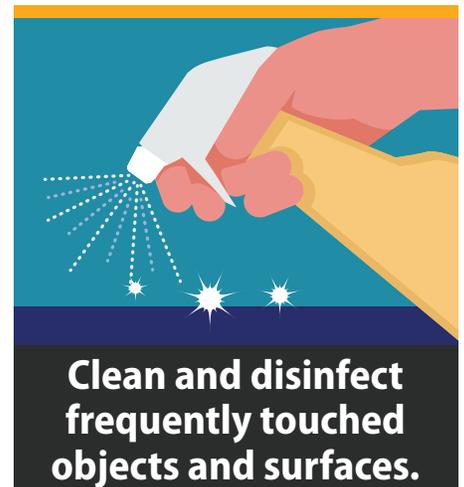
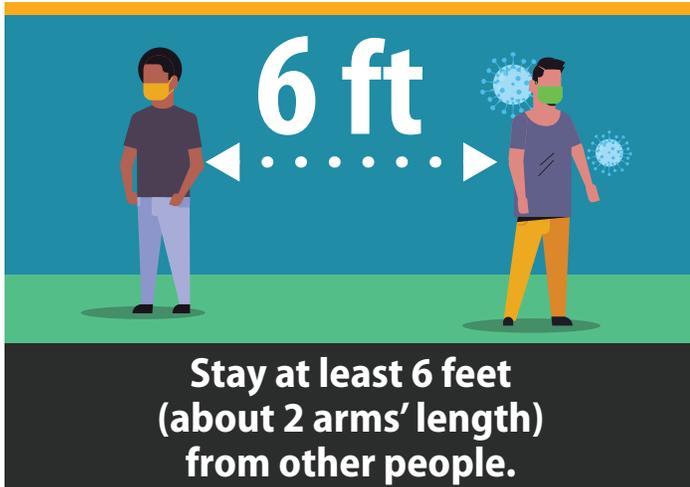
Other cleaning tips

1. There are some nitrile gloves in the office supply closet if you have the need to use them (by the first aid supplies)
2. We have extra Clorox wipes in cleaning/food supply closet. Please be sparing with these as we currently have a limited supply.
3. Under the kitchen sink, there is a bottle of Lysol **BLEACH** Multi-purpose Cleaner. Use this for the kitchen and bathroom area cleanings.
4. The items listed on this sheet are the main areas to remember if you think of others please let Cory know to the list.



Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



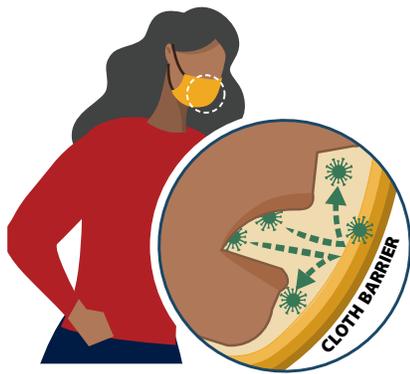
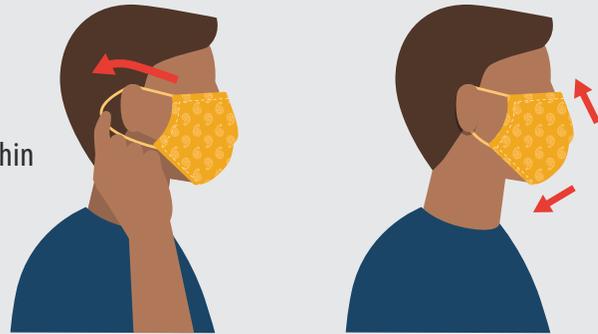
cdc.gov/coronavirus

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.

What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.

