ENVIRONMENTAL HYGIENE

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THIS DOCUMENT INCLUDES:

INTRODUCTION

The novel coronovirus disease, COVID-19, was declared a pandemic by the World Health Organization on March 11, 2020, and a U.S. National Emergency on March 13, 2020. By the end of March 2020, most states had begun a lockdown and public venues had been closed. As venues reopen, ASM Global Venue Management is dedicated to creating a safe environment for all employees, contractors, vendors, patrons, and visitors.

ASM's VenueShield Program

To support the safe operation of the venues it supports—stadiums, theaters, arenas, and convention centers—ASM Global has developed its VenueShield Program. This program includes best practices across work streams, which provides best practices across work streams related to environmental hygiene, food service, customer journey, talent, public awareness, and technology and equipment. Specifically, ASM's VenueShield Program includes state-of-the-art standard operating procedures (SOPs) for environmental hygiene, described herein.

Implementing ASM's VenueShield Program

To effectively implement the VenueShield Program, each venue will develop and maintain a local VenueShield Team. This venue-specific team is a critical component of successfully implementing the VenueShield Program. Its members will be the key players in developing, managing, and executing the venue's VenueShield Program and will coordinate with ASM Global.

The SOPs in the environmental hygiene portion of the VenueShield Program need to be put into operation, monitored, and adjusted to meet venue-specific challenges in order for them to be effective.

Using This Document

This document describes the worker and venue environmental, health and safety (EHS) regulatory requirements that are impacted by the cleaning and disinfecting procedures related to minimizing the spread of SARS-CoV-2 and references specific ASM Global SOPs where appropriate.

Narrative and summary sections included are:

- General Precautions
- Contractor Plans
- Waste
- Disinfectants
- Surfaces
- Training
- Applicable ASM Global Procedures
- Coronavirus Potential Exposure Provisions
- Respiratory Protection Program
- Summary of Disinfection Classes
- Summary of Surface Types

Additionally, ASM's Environmental Hygiene SOPs are included. The SOPs include cleaning and disinfection SOPs and a Mechanical System Biocontainment Plan.

- Cleaning and Disinfection SOPs
  The SOPs are organized by use scenarios (Opening after Shuttered Use, Opening after High Risk Use, and Opening after Special Operations Use) and space types with recommended SOPs for the cleaning and disinfection of these spaces based on finishes, surfaces, and fixtures commonly found in venues managed by ASM Global.

  General requirements, personal protection equipment (PPE), and disinfectant information are provided as well as procedures and considerations for each instance.

  Hyperlinks are included to aid your navigation for quick and easy reference.

- Mechanical System Biocontainment Plan SOP
  The Mechanical System Biocontainment Plan SOP provides general requirements, pre-occupancy checklists, and equipment modification recommendations related to COVID-19 for mechanical systems typically found in venues managed by ASM Global.

COVID-19 Background

Coronaviruses are a family of viruses that can infect humans and animals. SARS-CoV-2 is the virus that is responsible for the disease called COVID-19. SARS-CoV-2 is a new member of the coronavirus family and had not been seen in humans before 2019.

Viruses have two primary components. The first is the outer protein sheath that attaches to the host. The second is genetic material that is used to make more copies of the virus once attached to the host. When we talk about disinfecting surfaces, we are talking about using chemicals to damage or destroy the outer protein sheath and genetic material to prevent the virus from replicating in other humans.

As of this writing, there is no vaccine or medical cure for COVID-19. Physical distancing and surface disinfection are the primary methods of controlling the transmission of the virus. This document is focused on information that supports surface disinfection procedures. Individual SOPs focus on specific space, surface, and material disinfection.

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GENERAL PRECAUTIONS

All workers should follow the general precautions in **ASM Global SOP 02.02.01 Safety and Health Best Practices Programs** and in the space-specific SOPs developed for the VenueShield program. The cleaning and disinfecting SOPs are based on space use and surface materials and are the minimum requirements. These procedures can be adapted for venue-specific needs and to meet local regulatory requirements. The general and space-specific SOPs are for preventive cleaning and disinfection.

In the event of a known or suspected exposure to SARS-CoV-2 in an ASM-managed space or if an individual becomes ill, follow the steps outlined on page 9.

All personnel will follow general precautions. All personnel are responsible for their own safety. If the recommended personal protective equipment (PPE) and engineering controls fail or were not used as designed, personnel will contact their immediate supervisor as soon as practical.

Workers are prohibited from smoking, eating, and applying cosmetics and lip balm while engaged in disinfection activities. Workers may smoke, eat, or apply cosmetics or lip balm only after the work has been completed and they have removed their PPE and washed their hands as described below.

Sharing equipment used during decontamination and disinfection activities requires the use of gloves and the decontamination of any equipment that has been in contact with materials potentially contaminated by SARS-CoV-2, molds, or Legionella.

Handwashing

Handwashing facilities with soap will be readily accessible throughout the venue. All personnel are encouraged to wash their hands frequently throughout their work shift for a minimum of 20 seconds using soap and water.

Social (Physical) Distancing

All personnel will maintain at least a 6-foot distance between each other and take other precautions required by the designated governing authority and for as long as required.

Decontamination work that involves more than one person working in proximity will be assessed as to risk prior to initiation of such work activities. If contractors are conducting some or all of the work, the contractor will present a social distancing plan to ASM Global. All assessments and plans will be attached to this SOP and will require approval by ASM Global management prior to implementation.

Personal Protective Equipment

ASM Global must select appropriate PPE and provide it to workers in accordance with OSHA's PPE standards (29 CFR Part 1910, Subpart I) and **ASM Global SOP 02.02.13.01 Personal Protective Equipment.** All staff and workers must receive training on and demonstrate an understanding of when to use PPE; what PPE is necessary; how to properly put on, use, and take off PPE in a manner to prevent self-contamination; how to properly dispose of or disinfect and maintain PPE; and the limitations of PPE. All training should be documented per ALTUM. Any reusable PPE must be properly cleaned, decontaminated, and maintained after and between uses. Facilities should have policies and procedures describing a recommended sequence for safely putting on and taking off PPE. Training provided by the management includes the use of the appropriate PPE for the tasks or procedures that employees will perform.

Contractors are responsible for administering their own OSHA-compliant PPE program.

The following table is a list of the types of PPE and how to use them.

Type	Description of Use
Footwear/ boots	· If biocide use has the potential to cause worker's feet to be placed in biocide solutions (such as in floor cleaning), workers must put on boots that can be washed or liquid-resistant boot covers. · Steel toe leather boots are required where heavy equipment could fall or pinch the toes. · Washable boots are required where overspray or floor application of biocide will impact the boot surface. An alternative is to wear disposable booties over leather boots or shoes. · In other workplace situations where physical and chemical hazards are not present, regular footwear is acceptable.
Coveralls	Wear a gown or disposable coveralls if responding to a discharge of blood or bodily fluids or if working in a work area where a known or suspected case of COVID-19 is expected.
Safety glasses and/or goggles	Wear safety glasses with side shields or goggles when chemical splashes, sprays, spatters, or droplets of blood or bodily fluids pose a hazard to the eye.
Gloves	Wear 4-millimeter-thick nitrile gloves when making direct hand contact with blood or bodily fluids or when handling or touching potentially contaminated items or surfaces.
Masks and face coverings	Masks are not respirators. Masks are barrier protection for others. Masks are intended to stop mucous and liquid discharge from sneezing, coughing, and talking from traveling into another person's breathing zone. For this reason, masks must cover the nose and mouth. Do not wear masks or face coverings equipped with an exhalation valve.
Respiratory protection	Wear N95 respirators during spill cleanup or if responding to an event where a discharge of blood or bodily fluids is expected or if working in a area where a known or suspected case of COVID-19 is expected. Use the type of respirator based on instructions on the disinfectant's labels. Wear face coverings when working in public spaces.

Contractor Plans

Contractors may be used to clean and disinfect areas where significant contamination has taken place. Contractors must meet ASM Global safety criteria **(ASM Global SOP 02.02.19 Contractor Safety)** and be knowledgeable of cleaning and disinfection procedures. All contractors must provide a decontamination and disinfection plan before starting work. Plans should include at a minimum:

- Location and description of work areas
- Level of supervision
- Method of notification of other employers at the worksite
- Barriers and warning signs
- Equipment list
- Containment and control procedures
- Entry and exit
- Negative air
- Decontamination
- Sequencing work
- Removal and replacement of room fixtures and components (if applicable)
- Wetting, biocide, and coating agents used
- How disinfectants will be applied, how long they will remain untouched (dwell time), and how and if they will be removed after the specified dwell time
- PPE to be used
- Disposal procedures
- Air monitoring methods (if applicable)
- Bulk sampling and analytical methods (if required)
- Methods of waste disposal
- Methods of decontaminating tools and personnel
- Fire and medical emergency response procedures and reporting
- Security procedures to be used for all regulated areas
- Inspections and documentation

Waste

All disposable supplies from routine cleaning and disinfection, such as cloths, disinfecting wipes, and PPE, must be disposed of in sealed or closeable containers.

All disposable supplies from cleaning and disinfecting suspected or assumed sources of SAR-CoV-2, such as vomit, blood, or mucous, must be disposed as biological waste in accordance with Federal, state, and local regulations. Materials must be collected and stored in red biohazard bags and ridge containers. Containers must be wiped with disinfectant before being removed from the site of disinfection.

All waste bags must be secured closed before being transported and must not be thrown, dropped, or otherwise handled in a way that could lead to puncture or rupture.

Spent disinfectants, partially or completely empty disinfectant containers, and materials treated with disinfectants may be considered a regulated or hazardous waste. Conduct a hazardous waste determination in accordance with Federal, state, and local regulations for materials and articles remaining from disinfecting work.

Decontamination of Tools and Equipment

Any reusable items, such as mop sticks, mop heads, dry mops, buckets, spray systems, or other items, that will be reused must be disinfected with the same solutions as the hard surfaces before being removed from the area.

Disinfectants

Disinfecting products (biocides) are regulated by the Environmental Protection Agency (EPA) as a subcategory of pesticides. Extreme care should be taken when preparing and applying solutions to surfaces. Safety Data Sheets (SDS) and manufacturer's instructions must be thoroughly reviewed by all individuals who will handle and oversee the disinfection process per ASM Global SOP 02.02.07.01 Hazard Communication. Only disinfectants that are approved by the EPA and used in accordance with the manufacturer's instructions will be effective in ensuring that any viral material will be sufficiently deactivated. A table of disinfectant classes is included on page 12. This document highlights classes of recommended disinfecting products that are designated as such at the time of publication. The EPA List N: Disinfectants for Use Against SARS-CoV-2, which is available on the EPA's website, contains the current listing of approved products.

The basic application of disinfectants can be divided into three steps:

1. **WET** – the surface to be decontaminated thoroughly. The area should look wet to the touch.
2. **WAIT** – Allow the wet surface to sit undisturbed for the amount of time prescribed by the manufacture. The duration (contact time) is product specific and may be a few seconds up to 10 minutes.
3. **WIPE** – the surface to remove the excess moisture from the surface. Remember to use a new clean wipe for each area to prevent cross contamination.

SDS for biocides may inappropriately discuss hazards on the assumption that the biocides will be used for surface applications only. Manufacturers and vendors should be consulted whenever fogging, concentrated soaking applications, high-pressure delivery systems, or use in confined areas is anticipated. Note that if ordinary soiling is present on a surface to be disinfected, it is best to remove the residue before starting the disinfection to allow the disinfectant to contact any virus under the residue.

Disinfecting products can be divided into the four categories listed below. The categories are in order of preference based on effectiveness, contact time, and hazards created.

1. **Accelerated hydrogen peroxides** – commercially available form Diversey as Oxivir or equivalent.
2. **Quaternary ammonia** – commercially available form Diversey as Virex II 256 or equivalent.
3. **Alcohol-based** – disinfectants must be at least 60% alcohol containing. Ethanol or isopropanol are acceptable.
4. **Chlorine-based** – to include bleach solutions.

Surfaces

As of this writing, studies have shown that hard, non-porous surfaces can harbor SARS-CoV-2 for more than 3 days. Surfaces must be disinfected frequently to prevent virus transmission. Surfaces can be categorized as heavy-touch and light-touch surfaces. Heavy-touch surfaces are items that require frequent touching to operate and use and include door handles, toilet flush and sink spigot handles, push plates/switches for lighting, railings, elevator buttons, telephones, keyboards, security tags, pens, pencils, tables, counters, and card readers. Light-touch surfaces are those that are seldom touched and include vertical wall surfaces that could be touched (e.g., vertical surfaces in toilet stalls). Due to the usual distance between the stall door and the toilet, touching the vertical walls of a stall often occurs upon entry and exit. A summary of surface types can be found on page 13.

Training

All workers who will use cleaning and disinfecting SOPs must be trained in all applicable EHS programs. Contractors and vendors are responsible for training their employees. Training for ASM Global employees is available in ALTUM. In addition, all employees should be provided with basic awareness training on SARS-CoV-2 and COVID-19.

Applicable ASM Global Procedures

During all routine and non-routine cleaning and disinfecting activities, applicable ASM Global EHS policies and procedures must be adhered to. A summary of applicable ASM Global EHS policies is as follows:

SOP Number	Name
02.02.01	Safety and Health Best Practice Programs
02.02.05.01	Infection Control Plan
02.02.07.01	Hazard Communication
02.02.13.01	Personal Protective Equipment
02.02.13.02.01	Respirator Safety Program
02.02.19	Contractor Safety (Service Provider)

CORONAVIRUS POTENTIAL EXPOSURE PROVISIONS

Worker Surveys

As provided to ASM Global employees in a survey issued on May 22, 2020, prior to coming to work, all individuals will evaluate themselves to determine whether they:

- Currently have symptoms of COVID-19
- Have recently been exposed to individuals who have COVID-19 symptoms or have been positively identified (through testing) as having COVID-19 symptoms

In both cases, these individuals must inform their supervisor and will be considered "presumptively positive" for SARS-CoV-2 exposure with the potential for acquired COVID-19 illness.

COVID-19 Confirmed or Presumptive Illness

The affected individual will contact his or her supervisor or manager and will not report to work at the facility. Individuals are expected to self-quarantine and/or self-isolate following guidelines issued by the CDC and local public health agencies. If the individual works for a vendor, contractor, or service provider, his or her supervisor or manager will initiate contact with the Human Resources (HR) department and the ASM Global contract manager. The ASM Global contract manager will record details of the person's responsibilities, previous locations, and dates inside the facility.

If the individual is an ASM Global employee, his or her supervisor or manager will contact HR who will provide the individual with needed support services, including access to the approved occupational health vendor. Alternately, HR will ascertain which occupational health clinic and/or private physician (medical doctor) the individual will visit. In either case, the individual will obtain testing as designated by a medical provider.

Individuals will not be permitted back into the facility until they have tested negative and the medical provider has issued an opinion that the individual can return to work. The individual will have the medical provider issue the opinion to his or her employer and upon receipt of the opinion and concurrence with his or her supervisor, will return to work.

Workers directly exposed to a known COVID-19 carrier are expected to inform their supervisor, refrain from coming to work, and enter self-quarantine until in receipt of a clearance document from a medical doctor or certified testing service.

Workers with COVID-19 symptoms, even if developed 14 days after their last possible exposure to the virus, are also expected to refrain from coming to work, notify their supervisor, and enter self-quarantine until in receipt of a clearance document from a medical doctor.

Actively Ill Individual Onsite

Individuals who are present when a person becomes actively ill (e.g., vomiting, coughing with release of large amounts of mucous, defecating) will be assumed to have been directly exposed to the SAR-CoV-2 virus. If the actively ill individual's status is either unknown or confirmed to be COVID-19, the event will be considered an exposure incident.

Exposure Incident

Should an exposure incident occur in which an individual is directly exposed to an actively ill individual, the individual should:

- Proceed to an isolation room (a room already defined as being available for these incidents). The room can be a restroom, first aid room, or formal isolation room with a toilet, shower, and sink.
- Wash their hands and then rinse their eyes with a saline solution for 5 minutes over a sink area or in the shower.
- Remove clothing that is contaminated with blood or bodily fluids.
- Thoroughly wash any injured skin area directly impacted by bodily fluids using soap and running water for 5 minutes.
- Contact their immediate supervisor or manager.

An immediately available confidential medical evaluation and follow-up will be conducted by an approved occupational health vendor.

Source Individual

A source individual is defined as an individual in the workplace who has a confirmed or presumptive case of COVID-19 and who has directly exposed others. Individuals should be tested as soon as possible to confirm diagnosis.

ASM Global will inform the exposed individuals of confidentiality laws that protect the source individual's identity and infectious status and to what extent such information will be provided to them. These laws vary based on the state and local public health agency having jurisdiction. Information will be communicated through ASM Global contract managers to vendors and service providers if necessary.

Medical and Exposure Records

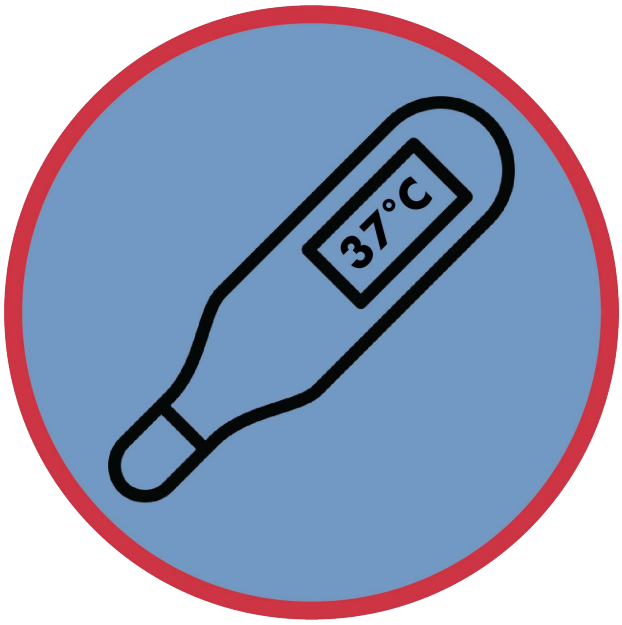
Complete and accurate records will be maintained of each individual's occupational medical examination results and work-related exposure data by their employer. Work-related medical and exposure records associated with disinfection tasks will remain confidential and retained as required by OSHA's Access to Employee Medical and Exposure Records

An individual who contracts COVID-19 due to their work activities is an OSHA recordable case if the case involves one or more of the general recording criteria set forth in 29 CFR § 1904.7.

ASM Global will review the circumstances of all exposure incidents to determine:

- Location of the incident
- Work practices followed
- Control procedures being performed when the incident occurred
- Engineering controls in use at the time
- Description of the PPE used at the time of the exposure incident
- Worker's training

ASM Global will to the best of its abilities identify and document the source individual unless prohibited by state or local law and conduct exposure follow-ups. ASM Global will recommend and implement appropriate changes as necessary.



RESPIRATORY PROTECTION PROGRAM

The respiratory protection programs must be in accordance with 29 CFR § 1910.134, ANSI Z88.2, and **ASM Global SOP 02.02.13.02.01 Respiratory Safety Program.** Respirator selection must be based on the best available information. Contractors and vendors will be responsible for administering their own regulatory-compliant respiratory protection program.

Program Components

Respiratory protection programs will include:

- Assignment of individual responsibility, accountability, and implementation of the respiratory protection program.
- SOPs covering the selection and use of respirators. Respiratory selection will be determined by the hazard to which the individual is exposed.
- Medical evaluation of each user to verify that the individual may be assigned to an activity where respiratory protection is required.
- Training in the proper use and limitations of respirators.
- Respirator fit-testing (i.e., quantitative and qualitative) and individual functional fit checks.
- Regular cleaning and disinfection of respirators.
- Routine inspection of respirators during cleaning and after each use,
- Storage of respirators in convenient, clean, and sanitary locations.
- Surveillance of regulated area conditions.
- Regular evaluation of the continued effectiveness of the respiratory protection program.
- Recognition and procedures for the resolution of special problems as they affect respirator use (e.g., no facial hair that comes between the respirator facepiece and face or interferes with valve function, prescription eye wear usage, and/or contact lens use).

Respiratory Fit Testing and Fit Checks

A qualitative or quantitative fit test conforming to 29 CFR § 1910.134, Appendix A, will be conducted for everyone required to wear a respirator. If physical changes develop that will affect the fit, a new fit test for the individual will be performed. Functional fit checks will be performed by the individual each time a respirator is put on and in accordance with the manufacturer's instructions

Respirator Selection and Use Requirements

Respirators will be provided as required by 29 CFR § 1910.134 and used in accordance with the manufacturer's recommendations. Respirators will be approved by the National Institute for Occupational Safety and Health (NIOSH). The initial respirator selection and the decisions regarding the upgrading or downgrading of respirator type will be made by ASM Global based on the best available information.

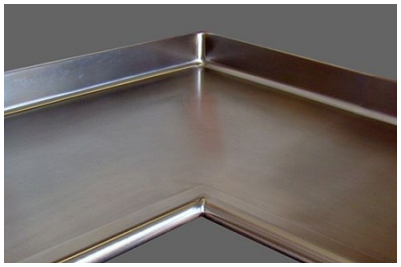
Sanitation

Individuals who wear respirators must follow appropriate decontamination procedures before leaving the work area. At a minimum, individuals will be required to wash their faces and respirator facepieces after use and when necessary to prevent skin irritation associated with respirator use. Immediate disposal of disposable respirators will be required after use.

SUMMARY OF DISINFECTION CLASSES

Recommended	Class of Disinfectants	Uses	Advantages	Disadvantages	Applicability	Recommended Products
Yes	Alcohols	Used as skin antiseptic and also as a component of other product	Fast acting, no residue, non-staining	Volatile, inactivated by organic material; evaporation may diminish effectiveness	Recommended as a skin antiseptic to supplement hand washing campaign	Purell or other commercially available hand sanitizing product
Yes	Quaternary ammonia compounds	Cleans and disinfects hard surfaces	Detergent properties, non-corrosive	Requires proper dilution and PPE assessment for use	Recommended for hard, inanimate, non-porous surfaces (e.g., floors, walls, porcelain, plastic surfaces)	Virex II 256
Yes	Accelerated hydrogen peroxide	Provides surface cleaning and disinfection	Strong oxidant, fast acting, breaks down into water and oxygen	Can be corrosive to aluminum, copper, brass and zinc	Recommended only for surfaces not containing uncoated metal	Oxivir Tb
Use with Caution	Chlorines / bleach	Surface cleaning, intermediate level disinfectant added to laundry	Low cost, fast acting, readily available	Corrosive to metals, inactivated by organic material, irritant to skin and mucous membranes, use in well-ventilated areas, shelf life shortens when diluted	Hard non-porous surfaces not containing uncoated metal	
No	Phenolics	Cleans floors, walls and furnishings	Available with added detergents to provide one-step cleaning and disinfecting	May be absorbed through skin or by rubber, some synthetic flooring may become sticky with repetitive use		
No	Formaldehyde	Limited use; gaseous form is used to decontaminate	Active in presence of organic mater	Carcinogenic, toxic, strong irritant, pungent odor		
No	Glutaraldehydes	Limited use in retail	Noncorrosive, active in presence of organic material	Extremely irritating to skin and mucous membranes, high cost		
No	Iodophors	Low-level disinfectant for some surfaces that do not touch mucous membranes	Rapid action, relatively free of toxicity and irritancy	Not suitable for use as hard surface disinfectant, may burn tissue, inactivated by organic material, may stain fabric and synthetic materials		

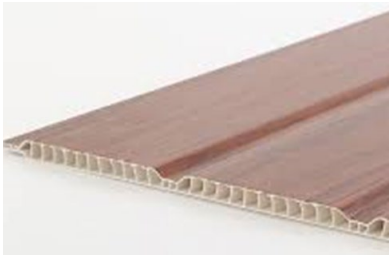
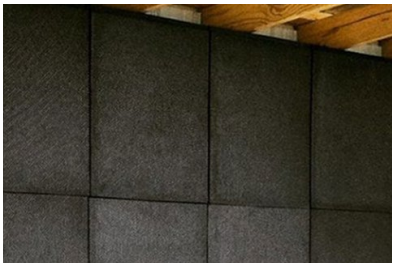
SUMMARY OF SURFACE TYPES

Surface Type	Description	
Metal – sealed	Metal surfaces are made of iron, aluminum, or other ores that are processed into sheets or other objects. Sealed metal has a coating that protects it from rust and damage.	
Metal – unsealed	Metal surfaces are made of iron, aluminum, or other ores that are processed into sheets or other objects.	
Concrete – unsealed	Concrete is a porous material that readily absorbs liquids.	
Concrete – sealed	Concrete can be sealed for a specific purpose, such as stain repellence, dust reduction, abrasion resistance, or chemical resistance or to maintain an attractive appearance.	
Wood	Wood flooring is any product manufactured from timber that is designed for use as flooring, either structural or aesthetic. Wood is porous and cracks can let fluid through.	

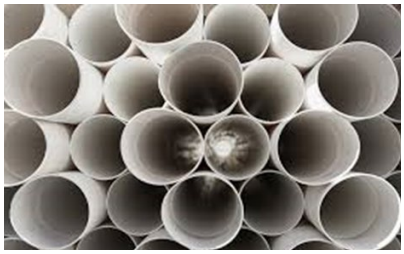
SUMMARY OF SURFACE TYPES

Surface Type	Description	
Vinyl laminate	Laminate flooring contains some wood. Laminate flooring is vulnerable to moisture and humidity because of its wood fiberboard core. Laminate flooring may be in planks or tiles with cracks between them	
Porcelain	Porcelain is a hard, fine-grained, sonorous, nonporous, and usually translucent and white ceramic ware.	
Marble	Marble is a rock type brought to a polish	
Ceramic tile	Porcelain tiles or ceramic tiles are porcelain or ceramic tiles commonly used to cover floors and walls and have a water absorption rate of less than 0.5 percent. Grout sealant adheres the unit to the surface.	
Painted	Paint is a coating put over drywall or other system. It is minimally porous.	

SUMMARY OF SURFACE TYPES

Surface Type	Description	
Plastic	Plastic is not very porous but may have cracks and crevasses between panels.	
Rubber	Rubber flooring and walls are resilient products, resist the growth of mold and bacteria, and are water and slip resistant.	
Soft surfaces (cubicle)	A typical cubicle wall features fabric construction that attracts and collects dust, dirt, germs, and particulates that can affect allergies.	
Upholstery	Upholstery is a fabric material attached to the frame of a chair or couch with a cushion underneath.	
Plywood	A type of strong thin wooden board consisting of two or more layers glued and pressed together with the direction of the grain alternating.	

SUMMARY OF SURFACE TYPES

Surface Type	Description	
Carpet	Carpet is woven thick fabric that can be tacked or glued into place or cover a certain area. It is porous.	
PVC	PVC is a solid plastic material made from vinyl chloride. Used to make pipes, siding, hoses and plumbing.	
Artificial Turf	A surface of synthetic fibers made to look like natural grass.	

Cleaning and Disinfection Standard Operating Procedures

Cleaning and Disinfection Standard Operating Procedure

TOC

SOP # **05.00.02.06** **DATE** **5/29/2020**

All - Re-Opening After Temporary Shutter

General Requirements

This SOP is to provide guidance for disinfection scenarios that may occur when re-opening after an extended closure event.

1) The three primary hazards of re-opening a facility that was quickly closed are mold, legionella, and SARS-Cov-2
2) Conduct a thorough walkthrough of the facility. Use building maps and drawing to identify all functional spaces, areas that contain coolers and freezers, and other moisture producing fixtures.
   a) Individuals completing the walk through should wear gloves, safety glasses, and a N95 respirator.
   b) Special attention should be given to walk in coolers, freezers, and stand-alone air conditioning units. Ensure mold growth and biofilms have not developed on compressors, coils, fans, drip trays, in seams, and other components.
3) Identify areas that have evidence of recent water intrusion and active mold growth. Secure areas with active mold growth until remediated. Complete additional activities as outlined in ASM Global SOP 02.02.08.
4) Review and update your water management program; develop a water management program if no plan exists.
5) Complete emergency activities as outlined in your water management program to include:
   a) Verifying water heaters are set to at least 120 degrees Fahrenheit.
   b) Flush all water system at points of use, such as taps, showers, sinks, toilets, water fountains, misters, eye washes and safety showers to replace all lines with fresh water.
   c) Conduct a risk assessment with your operations and facility management personnel to determine the if a residual disinfectant should be used. Duration of the shutdown, facility age, and status are factors that must be considered before use. Reference ASHRAE
   "Guideline 12 – Managing the Risk of Legionellosis" for additional guidance.
   d) Drain, clean and disinfect decorative water features, hot tubs, spas, shower heads, and misting systems. Clean hot tubs and spas in accordance with:
      i) Center of Disease Control guidelines for "Disinfection of Hot Tubs that contain Legionella."
   e) Inspect cooling towers and fire suppressions systems, clean if necessary.
   f) Testing drinking water for lead and copper.
6) Inspect HVAC and mechanical systems; conduct preventative maintenance activities if overdue
   a) Special attention should be given to condensate and drip trays for biofilms.
7) If the facility was closed for less than seven days, complete disinfection procedures for all interior functional space types according to the specific SOP. Keep areas that have not been disinfected isolated until completed.
8) If the facility was closed for more than seven days, complete disinfection procedures for bathrooms, kitchens, food handling areas, gyms, and high touch components such as door handles, handrails, elevator handrails, elevator buttons and light switches. Clean all other surfaces according to routine operating procedures.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Event/Incident	Procedures and Considerations
Mold growth building component – Small (<10 square feet)	Isolate the area. Remediation can be completed by inhouse staff or contractors. Wear gloves, safety glasses, and a N95 respirator. Spray the surface of the material with an EPA approved biocide. Biocides should be used in accordance with the manufacturer's instructions. Wait the designated contact time before wiping the surface. Clean with soap and water, then repeat the disinfection step if residual material is remaining. Monitor the area for re-growth.

Event/Incident	Procedures and Considerations
Mold growth building component – Medium (10-100 square feet)	Isolate the area. Turn off all equipment that may disturb or distribute the material. Contact an experienced and licensed mold contractor to abate impacted material and disinfect surfaces. Professional judgement will determine if full containment is needed.
Mold growth building component – Large (>100 square feet)	Isolate the area and restrict approach to the space. Turn off all equipment that may disturb or distribute the material. Contact an experienced and licensed mold contractor to abate impacted material and disinfect surfaces. Full containment is required for abatement.
Legionella suspect or confirmed	Turn off the water supply to the suspected fixtures and isolate the area. Complete procedures in the facility specific legionella response guide.
Odors - Bathroom and floor drains	Wet and disinfect drains with a biocide that compatible with the plumbing. Monitor for additional odors, repeat if necessary.
Lead and copper in drinking water	Retest units to confirm finding. Test other units on the same line to determine contamination locations. Turn off water and isolate units from use until findings are confirmed. If findings are confirmed worked with a licensed plumber and the operations department to determine the source of the contamination. Provide bottled water to impacted individuals.

Cleaning and Disinfection Standard Operating Procedure

TOC

SOP #	05.00.03.06	DATE	5/29/2020

All - Re-Opening After High Risk Use

General Requirements	This SOP is to provide guidance for disinfection scenarios that may occur when re-opening after the facility has been used as alternative care facility or homeless shelter. 1) Work with your local emergency operations center (EOC) to set a timeline for ending alternative use operations. 2) The EOC will be responsible for removing all equipment, tools, furniture, and supplies they provided. All items must be disinfected before being removed. 3) Identify areas that were not part of the high-risk operation. Complete the steps in SOP 05.00.02.06 Disinfection - Re-Opening After Temporary Shutter and applicable space specific SOPs. 4) Identify HVAC components that serviced the high-risk operation areas. a) Replace all filters and clean and sanitize HVAC supporting components such as coils and drain pans. i) Conduct a risk assessment before starting work; determine if containment procedures will be necessary, what EPA N list approved disinfectants can be used on system components ii) Individuals should put on coveralls, disposable gloves, safety goggles, rubber boots/boot covers and half face respirators with P100 cartridges iii) Prepare disinfectant according to the manufacturer's instructions. iv) Spray covers and external panels with the disinfectant before removing. Wait the designated contact time v) Open the covers and panels and spray touch points. Continue to spray filters and components as they are accessed and/or removed. vi) Double bag used filters in 6 mil disposal bags and seal closed. Dispose of in accordance with federal, state and local requirements. vii) Clean all coils and components according to standard operating procedures viii) Apply disinfectant to coils and components wait the appropriate contact time. ix) Close up the units. x) Decontaminate the work area and take of PPE. Secure all waste in double 6 mil disposal bags. b) Consult with the facilities and operations department to determine if additional HVAC disinfection is required. 5) Inspect the area used for high hazardous operations. Document damage and identify areas potentially requiring additional hazard control during cleaning and disinfecting procedures. a) Minimum PPE for this inspection includes boots, disposable gloves, safety glasses, and a N95 respirator. b) Communicate findings to management, the EOC and insurance providers. c) Isolate areas if they pose a potential threat to others. 6) Clean and disinfect identified areas and used equipment (e.g. tables and chairs) according to the space specific SOPs.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Event/Incident	Procedures and Considerations
Phase out of high hazard operations – spaces still occupied	If operations are being phased out by area, cleaning and infection may occur prior to the decommissioning of all spaces. Additional hazards from occupants may be present. Use universal precautions to protect workers who will begin the cleaning and disinfection process. Hazards such as body fluids, parasites, sharps, illegal drugs and paraphilia may be present. Workers should be isolated from homeless populations and patients to prevent the transmission of COVID19 and other communicable diseases such as tuberculous (TB).
Drugs and paraphilia	Do not touch or disturbed the material. Isolate the area to protect others. Call the local non-emergency hotline for instructions on how to manage and legally dispose of materials. Coordinate disposal with a local agency if required. Or follow instructions provided for proper disposal. Use universal precautions. Wear safety glasses and gloves. If sharps are present such as needles and razors, use tongs to remove objects and place them in a ridged contained marked as biohazardous waste. Disinfect the area according to the space specific SOP.
Parasites (e.g. fleas, lice, scabies)	Complete cleaning and disinfection procedures for COVID19. Vacuum carpet and upholstered furniture thoroughly. Isolate non-porous and upholstered objects for 72 hours. Steam clean if evidence of parasites is still present. Contact a licensed pest management company if infestation is persistent. Use only EPA approved chemical treatments if necessary. Provide medical treatment to individuals who have been impacted.
Bodily fluids and unidentifiable stains	Use universal precautions and treat all material as potentially being infected with COVID19 and other bloodborne pathogens. Call for assistance and the biohazard clean up kit. Put on personal protective equipment and prepare EPA N List approved disinfectant according to the manufacturer's instructions. Spray around the perimeter of the material and over the top. Allow the disinfectant to sit for the required contact time. Clean up bulk material. Repeat disinfection process if residual material is remaining.

Cleaning and Disinfection Standard Operating Procedure

TOC

SOP # **05.00.04.06** **DATE** **5/29/2020**

All - Specific Disinfection Scenario Procedures Occurring During Normal Operations

General Requirements

This SOP will provide guidance for specific disinfection scenarios that may occur during normal operations but are not considered part of routine cleaning and disinfection schedules.

Responders will escort actively ill or otherwise incapacitated individuals to rooms of repose/isolation that will be identified in contingency plans for each facility. The rooms of repose will be in two categories: 1) Ill person; 2) Ill person who is not cooperative.

1) Remove the individual who released the bodily fluids or fecal material (hereafter call body fluid material) from the area.
   a) If the individual is ill and can be moved; escort them to a room of repose. Isolate the individual and secure medical treatment for them. Escort personnel must be informed of the situation and only approach the individual after putting on gloves, N95 respirators, safety glasses, and face shields as PPE while escorting the individual.
   b) If the individual is not cooperative (belligerent, combative, aggressive), alert Security who will escort this person to a room of repose and remain either within the room or repose or immediately outside the doorway to the room of repose.
2) Security personnel
   a) must be informed of the situation and only approach the individual after putting on gloves, N95 respirators, safety glasses, and face shields as PPE while escorting the individual.
3) Isolate the area
   a) Put on gloves, safety glass/non-vented goggles, and an N95 respirator
   b) Do not enter the contaminated area, work only on the margins of the area
   c) Immediately isolate the identified area with a six-foot radius and turn off fans or air moving ventilation devices that may facilitate the movement of particulates.
   d) If the contamination is greater than three square feet, is on a carpet, or can be easily aerosolized; close off the identified area using barricades and red ‘danger’ tape.
4) Call for assistance and the biohazard clean up kit.
5) Contact facilities if the contamination is in front of a HVAC component such as a return or supply vent and follow their instructions.
6) If you are the responder who will disinfect the area; in addition to your other PPE listed above; put on an apron or impermeable coveralls, face shields, and boot covers are required for releases that contain visible solids, is greater than three square feet in size, on carpet, or can be easily aerosolized.
7) Prepare venue and surface approved disinfection chemicals following the manufacturer’s instructions (Products must also be Environmental Protection Agency (EPA) ‘N’ List approved). Accelerated hydrogen peroxide products are recommended. If the contamination is thick and on a non-porous surface, then a quaternary ammonia compound is recommended.
8) Spray the perimeter of the biologically contaminated area with the disinfectant first; and continue spraying until you are within 3 feet from the visible body fluid material. Then spray the surface of the visible material and the area immediately around the body fluid material . Gently lay a single layer of disposable rags or paper towels across the surface of the released materials. Spray the disposable rag or towels with the disinfectant so that the disinfectant soaks through.
9) Wait the prescribed contact time as documented in the manufacturer’s instructions.
10) After the prescribed dwell time for the disinfectant:
    a) Use disposable tools and rags to remove the body fluid material and any readily removed underlayment (debris, carpet tiles).
    b) Secure the removed material in a sealed and labeled red biohazard waste labeled container or disposable bag.
11) Disinfect the surrounding area again according the space and surface material specifications found in SOPs 05.00.05.06 - 05.00.39.06.
12) Continue to keep the area isolated for the specified dwell time of the disinfectant and until the surface is completely dried. Do not use fans or blowers to facilitate drying.
13) Disinfect the outside of any disinfectant container or spraying device used. Keep the containers and equipment on the periphery of the isolated area for the specified dwell time of the disinfectant (used on the outside of these items).
14) Move to a clean area on the periphery of the isolated area; to remove body and boot coverings.
15) Move the disinfectant container and spraying device to a designated staging area for either further decontamination or to determine if disposal is required.

	16) Move all bags or containers for bodily materials and used materials for disposal in accordance with Federal, state and local requirements. Place the items in designated hard surface disposal bins. 17) Proceed to a full decontamination area where you will spray the gloves with disinfectant and then remove gloves, remove the respirators, and the remove the safety glasses (or goggles) – in that order. Bag the gloves, respirators, and safety eyewear for disposal in designated disposal containers. 18) Immediately wash your hands, then shower (washing your hair). 19) Change into clean clothes. 20) Complete internal reporting and external reporting requirements as required.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Event/Incident	Procedures and Considerations
Animal fecal and urine	During events, assign a designated team to remove animal fecal matter and urine from event floors immediately after release. Fecal matter, urine, and debris must be kept in a sealed contained for disposal. Containers must be cleaned and disinfected after every use. Service animal stations and surrounding areas must be cleaned according to the established schedule. High touch objects, such as waste receptacles and bag dispensers, in the area should be disinfected twice a day or more if a high use event. On external property and sidewalks should be inspected daily and cleaned according to the venue preventative maintenance schedule. Matter that cannot be identified as human or animal must be cleaned as if it is human waste.
Animal performances and competitions (e.g. rodeos)	Clean and disinfect seating if visibly contaminated after every event.

Event/Incident	Procedures and Considerations
Athletes rinsing mouths and spitting	Do not allow athletes to spit fluids on the ground. Provide designated collection containers for fluids that were rinsed in the mouth. Provide face shields, safety goggles, disposable gloves, and respirators to those holding or moving collection containers, or assisting athletes with cool off procedures. If saliva is transferred to the ground, then a localized disinfection procedure must be completed based on the event floor type. <u>Optional:</u> Set up designated spitting stations for athletes in proximity to water sources. Disinfect splash guards every 30 minutes.
Changing event floor - dirt, loam and/or soil.	Flooring material must be in quarantine for a minimum of 14 days prior and 14 days following an event. Quarantine is defined as an isolated area where it will not be disturbed or interacted with for the designated period. Use wet methods of dust suppression when moving materials in and out. Cover seating that is most likely to be coated with dust after install or removal. Wet wipe or rise seats after flooring installation is complete. Keep moisture content in the flooring as high as possible to prevent dust but does not create a slipping hazard for performers and animals. Work with event planners and coordinators to develop dust minimization plans for each type of event. Remove and dispose of sections of event floor using wet methods if gross contamination has occurred. <u>Optional:</u> Integration of dust suppressing and antimicrobial products into event flooring mixtures. Review chemical properties to prevent potentially harmful chemical exposures to humans and animals.
Community outreach events	Limit access to designated areas during the event. Communicate to organizers and participants that limited personal items we will permitted inside the facility. Provide a safe location with visible security for individuals to leave their excess belongings outside. Schedule enough time after the event to complete a full round of disinfection procedures as documented in space specific SOPs. Prepare supplies and PPE to handle body fluids, sharps, illicit drugs, and associated paraphernal. <u>Optional:</u> Hold events in the parking lots of venues, weather permitting. Rent tents, tables, chairs, and portable toilets that can be disinfected according to their material type following the event.
Human fecal matter	Follow general considerations for cleaning and disinfection of bulk contaminated materials above. Then disinfect the localized area according to space and material type listed in additional SOPs.
Landscaping and floral events	Work with event planners and coordinators to develop specific safety and disinfection plans for each exhibitor to include PPE, tools, and soil management etc. Document and communicate the consequences for non-compliance. Provide additional portable hand washing facilities, these units must be disinfected hourly during events. Acrylic barriers and shielding must be cleaning hourly on the public facing side and at a minimum between each vendor personnel shift change on the vendor side. All tables, chairs and other equipment must be cleaned and disinfected before being loaded in or out of the exhibition hall. <u>Optional:</u> Require the use of portable air filtration systems with new HEPA air filters at each exhibition booth. Disinfect equipment surface and intake a minimum of three times a day.
Motor sport events	Clean and disinfect seating if visible contaminated after every event.
Spectators throwing body fluids on to the event floor/field	Follow general considerations for cleaning and disinfection of bulk contaminated materials above. Then disinfect the localized area according to space and material type listed in SOPs.

Event/Incident	Procedures and Considerations
Spitting and smokeless tobacco use	Prohibit the use of smokeless tobacco products and spitting on the ground. Encourage the use of disposable tissues and proper hand hygiene for those clearing mucous. Disinfect surfaces that have been spit on immediately according to their space and material type as described in space specific SOPs. Optional: Set up designated spitting stations for spectators and patrons in proximity to bathrooms. Disinfect these stations on the same schedule as the bathrooms.
Tattoo events	Work with event planners and coordinators to develop specific safety and disinfection plans for each exhibitor to include PPE, tools, chairs, needles, etc. Document and communicate the consequences for non-compliance. Provide additional portable hand washing facilities, these units must be disinfected hourly during events. Acrylic barriers and shielding must be cleaning hourly on the public facing side and at a minimum between each person receiving body art on the artist side. Waste containers must be secured, emptied and disinfected between each person receiving body art. All tables, chairs and other equipment must be cleaned and disinfected before being loaded in or out of the exhibition hall. Optional: Require the use of portable air filtration systems with new HEPA air filters at each exhibition booth. Disinfect equipment surface and intake a minimum of three times a day.

SOP # **05.00.05.06** DATE **5/29/2020**

All - Mechanical System Biocontainment Plan

General Requirements

This SOP will provide guidance for existing equipment operation, maintenance, and configurations in order to minimize the mechanical systems' contribution to the spread of pathogens that might be present in a facility.

1. Filtration - HVAC systems should have adequate filtration to mitigate the spread of pathogens; filter rating should be between MERV- 10 (95% nominal arrestance) and MERV-13 (98% nominal arrestance), based on risks; risk evaluation should consider interactions, density, and duration spent in a space—full-time occupant areas (such as offices) shall be MERV-13, and part-time occupant areas (stadium bowls, large convention halls, etc.) shall be MERV-10.
2. Pressurization – To the extent possible, increase the outside air to each building and maintain overall positive building pressure (0.01" w.g. to 0.03" w.g.);
3. Directional Airflow – Generally, bathrooms should have nominal inward directional airflow such that the exhaust is greater than the supply by 10% or 150 CFM, whichever is larger;
4. Humidity - Facilities' relative humidity should be maintained between 40% and 60%, to the extent possible;
5. Plumbing - Sinks, toilets, and water fountains should be optimized for recommended hygiene practices—refer to the specific proposed changes below;
6. Cleanliness - All sources of pathogens in building systems should be mitigated; two potential microbial hazards that should be considered prior to reopening after a period of building inactivity are mold and Legionella, particularly in facilities that have been dormant during the shut-down. Cleaning and Disinfection procedures for mechanical systems are included in SOP 05.00.39.06.
7. Security - Security and access control should be strictly enforced for the building automation system and any equipment that can be used for the spread of a pathogen;
8. Energy – In some instances, the proposed strategies may conflict with sustainability goals (high-performance filters, increased humidification, increased domestic hot water temperature, eliminating hand dryers). In the long term, a holistic approach to equipment replacement and refurbishment should include an optimized approach that achieves the sustainability goals and the facility/occupant health goals;
9. UVC – Please note that while UV-C arrays are effective at inhibiting mold growth on cooling coils, we do not recommend duct-mounted or unit-mounted UV-C arrays as a means for disinfecting airstreams actively. Due to the requirements of intensity and

Pre-Occupancy Mechanical Checklist

10. Facilities should be assessed for mold after prolonged shutdowns. If a facility can demonstrate that the HVAC system was operational consistently during the shut-down, and there were no mold-related events (water leakage), there should be no need for a mold assessment other than a simple visual inspection. If a facility has been sitting idle without HVAC operational, or doesn't have data supporting consistent operation, or has had a mold-related event (water leakage), a proper mold test should be conducted.
11. If the facility does not have a routine HVAC maintenance and operation program in place, one should be developed and instituted. 3)□Operate the HVAC system for a 48 to 72 hour "flush out" period, opening outdoor air dampers to maximum allowable while maintain temperature control in the facility, and closely monitoring filter conditions. If odors suggesting moisture or mold were present, reassess conditions after the initial "flush out" period and any remediation is complete. If odors are still present, continue the process until there are no more persistent odors.
12. □Institute weekly checks of the HVAC system, even for items typically reviewed monthly, quarterly, etc. Continue these increased maintenance checks until the restored system operations can be trusted and gradually move maintenance checks back to standard periods.
13. To the extent possible, maintain building humidity between 40% and 60% to promote respiratory health, per the CDC and ASHRAE. Consider continuous monitoring and control. Maintain temperatures and humidity as outlined in ASHRAE Standard 55-2017: Thermal Environmental Conditions for Human Occupancy.
14. Consider providing a "Healthy Building Dashboard" in your building automation system (BAS) or facility maintenance (FM) platforms
15. that tracks updated filter change schedules, filter loading, critical maintenance items, pre- and post-event purge statuses, etc.
16. To the extent possible, the BAS should use trending capabilities for long-term monitoring of building pressurization, temperatures, humidity and any other critical conditions. These trend logs can be used for proof of operation or to help identify system adjustments or maintenance concerns prior to operational failure.
17. Verify that access to the building automation system (BAS) is controlled by secure logins and physical access control to computers and high-risk equipment. An ideal approach is having secure logins for all personnel with BAS access, with personalized access permissions, will ensure that overrides or changes to the system can only be made by authorized personnel. BAS should be able to track any changes made by login and time. Ensure mechanical and other building system rooms are locked or otherwise restrict access to mechanical equipment and physical controls such as air handler access panels, pump and fan drives or controls, motor control centers, damper and valve operators, etc. Consider changing shared passwords anytime staff changes are made.

Equipment	Baseline Recommendation	Optional Enhancement
Building Automation / Management System: - HVAC controls, monitoring, adjustment capability - Parameter trend logs - Special systems controls	Equipment modifications None. Operational adjustments Add/enforce BAS access level controls to limit unauthorized changes and minimize manual overrides. When shared passwords are used, change system password concurrently with any personnel changes.	Equipment modifications None. Operational adjustments None.
Mechanical Equipment, Controls Equipment - Air Handlers - Fans - Filter Banks - Motor Control Centers - Pumps - Drives	Equipment modifications Ensure that mechanical rooms are locked and inaccessible to unauthorized personnel. Operational adjustments None.	Equipment modifications None. Operational adjustments None.
Large Recirculating HVAC Units for Consistently Occupied Areas (Offices, Back of House, etc.) - Single-zone systems - Multi-zone systems - Air Terminal Units	Equipment modifications MERV-13 filtration, minimum. Regular Coil Cleaning. Operational adjustments Maintain recommended temperature, humidity levels where possible. Increase outside air to the extent possible for the units' rated capacity.	Equipment modifications MERV-16A filtration. UV-C Coil Treatments. Operational adjustments Add controls security Increase outside air as much as possible while maintaining control of interior temp. and humidity.
Large Recirculating HVAC Units for Event-Specific Occupied Areas (Exhibition Hall, Bowls, etc.) - Single-zone systems - Multi-zone systems - Air Terminal Units	Equipment modifications MERV-10 filtration, minimum. Regular Coil Cleaning. Operational adjustments Maintain recommended temperature, humidity levels where possible. Increase outside air to the extent possible for the units' rated capacity.	Equipment modifications MERV-13 filtration. UV-C Coil Treatments. Operational adjustments Add controls security Increase outside air as much as possible while maintaining control of interior temp. and humidity.
Small Recirculating HVAC Units - Fan coil units - Powered induction units - Unit heaters - Air curtains	Equipment modifications None. Operational adjustments Maintain recommended temperature, humidity levels where possible. Increase outside air to the extent possible for the units' rated capacity.	Equipment modifications for some high-risk spaces, consider adding stand-alone recirculating fan-powered HEPA units to an occupied space for additional capture. Operational adjustments None.
Non-Recirculating HVAC Units - Make-up air units - Garage ventilation - Stairwell ventilation - Laundry Room - Atrium ventilation - Pyrotechnic ventilation	Equipment modifications Conduct annual test (10% spot sample rate) and balance to ensure airflows are at original quantities. Operational adjustments Maintain recommended temperature, humidity levels where possible.	Equipment modifications Verify air balance for exhaust to laundry room to maintain an inward directional airflow to the space. Operational adjustments None.

Equipment	Baseline Recommendation	Optional Enhancement
Energy Recovery Systems	Equipment modifications Test to ensure air crossover is within prescribed limits. Operational adjustments Maintain as operational, do not remove components during shut-down or maintenance that allow increase air crossover. Clean enthalpy wheels and other energy recovery devices as part of the routine maintenance procedures.	Equipment modifications None. Operational adjustments None.
Cooling Towers	Equipment modifications None. Operational adjustments Maintain practices per ASHRAE Standard 188-2018, other protocols.	Equipment modifications None. Operational adjustments None.
Space Humidity	Equipment modifications None. Operational adjustments To the extent possible, maintain between 40% and 60% throughout the occupied areas of the facility.	Equipment modifications Add humidification so that the 40% minimum RH can be achieved during dry months. Operational adjustments None.
Open-Air Misting Sources - Blowers - Indoor Fountains - Outdoor Fountains	Equipment modifications None. Operational adjustments Remove or disable for the short-term.	Equipment modifications None. Operational adjustments Remove permanently.
Building Water Systems - Plumbing HVAC, Fire Protection, Irrigation - Cold Water - Hot Water - DI-RO, specialty water used for humidity, kitchen, misting systems, any processes with direct human contact.	Equipment modifications Proper filtration, treatment Meet CDC, NIOSH, other Legionella guidelines and practices. Operational adjustments None.	Equipment modifications None. Operational adjustments None.
Community Restrooms, Showers, Locker Rooms.	Equipment modifications Ensure minimum code-required exhaust capacity. Operational adjustments Ensure proper humidity control in areas surrounding showers. Where possible, RH should be maintained between 40% and 60%.	Equipment modifications Consider waterless urinals to avoid aerosolization. Operational adjustments None.
Restroom Sinks	Equipment modifications Refer to signage / customer journey workstream. Operational adjustments None.	Equipment modifications Provide touchless, sensor-based actuation (with timers adjusted for not less than 30 seconds). Maintain appropriate temperature at outlets (100 degrees F minimum is recommended). Add touchless disinfectant soap/shampoo dispensers. Refer to signage workstream for additional considerations. Operational adjustments None.

Equipment	Baseline Recommendation	Optional Enhancement
Drinking Fountains	Equipment modifications Where possible, remove or disable drinking fountains and provide alternative accommodation for drinking water. Operational adjustments None.	Equipment modifications Provide touchless or foot-operated valve. Operational adjustments None.
Hand Dryers (forced-air)	Equipment modifications Temporarily disable forced-air hand dryers to prevent water droplet distribution; provide alternative for drying hands. Operational adjustments None.	Equipment modifications None. Operational adjustments None.

Management Requirements	Management must select appropriate PPE and provide it to workers in accordance with OSHA's PPE standards (29 CFR 1910 Subpart I). Team Members, Staff and Workers must receive training on and demonstrate an understanding of when to use PPE; what PPE is necessary; how to properly put on, use, and take off PPE in a manner to prevent self-contamination; how to properly dispose of or disinfect and maintain PPE; and the limitations of PPE. Any reusable PPE must be properly cleaned, decontaminated, and maintained after and between uses. Facilities should have policies and procedures describing a recommended sequence for safely putting on and taking off PPE.
Management Requirements	PPE is provided to employees at no cost. Training provided by the management includes the use of the appropriate PPE for the tasks or procedures employees will perform.
Eye Protection	Eye protection (safety glasses with side shields, googles and/or face shield) will be worn whenever cleaning of surfaces is required.
Gloves	Wear disposable gloves when making direct hand contact with blood or body fluids, or when handling or touching disinfectants or contaminated items or surfaces.
Gown / Coveralls	Wear a gown or disposable coveralls if responding to a discharge of blood or body fluids or if working in a work area with a known or suspected case of Covid-19 is expected.
Boots/Foot Covers	If biocide use has the potential to cause worker's feet to be placed in biocide solutions (such as in floor cleaning), workers must put on either boots that can be washed or liquid resistant boot covers. • Steel toe leather boots are required where heavy equipment could fall or pinch the toes • Washable boots are required where overspray or floor application of biocide will impact the boot surface. An alternative is to wear disposable booties over leather boots or shoes. • In other workplace situations where physical and chemical hazards are not present, regular footwear is acceptable.
Respiratory `Protection	Wear N95 respirators during spill clean-up or if responding to a discharge of blood or body fluids is expected or if working in a work area with a known or suspected case of Covid-19 is expected. Use respirator type based on instructions of the disinfectant labels. Wear face coverings when working in public spaces.

SOP #	05.00.07.06	DATE	5/29/2020

Disinfectants Selection and Use

General Use Disinfectants	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid).
No Rinse Food Contact Surfaces	For no-rinse food contact surfaces, the following disinfectants are listed in order of preference. Follow label directions for virucidal activity for activity to determine food safety requirements for dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Lactic-acid based product. 3. Ethanol-based product with a minimum concentration of 70%. 4. Hypochlorous acid-based product.
Disinfection Porous Surfaces	For disinfection of items with porous surfaces (i.e., fabric, ceiling tiles, carpet), the following are listed in order of preference. Follow label directions for virucidal activity for dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium based product approved for use on porous surfaces on EPA List N.
Precautions	Do not use AHP on cast iron, graphite, carbon steel, copper, or tungsten carbide. Use AHP with care on brass, steel, bronze, galvanized steel, and Monel S. Use Quat compounds with care on stainless steel. Do not use alcohol-based disinfectants on polyurethane surfaces. Do not use chlorine (bleach) based products on aluminum, brass, steel, copper, or stainless steel.
Precautions	Never mix disinfection products together.

Table of Disinfection Classes						
Recommended	**Class of Disinfectants**	**Uses**	**Advantages**	**Disadvantages**	**Applicability**	**Recommended Products**
Yes	**Alcohols**	Used as skin antiseptic, also as a component of other product	Fast acting, no residue, non-staining	Volatile Inactivated by organic material. Evaporation may diminish effectiveness	Recommended as a skin antiseptic to supplement hand washing campaign	Purell or other commercially available hand sanitizing product.
Yes	**Quaternary ammonia compounds**	Cleans and disinfects hard surfaces.	Detergent properties, non-corrosive	Requires proper dilution and PPE assessment for use	Recommended for hard, inanimate, non porous surfaces (e.g., floors, walls, porcelain, plastic surfaces)	Virex II 256
Yes	**Accelerated hydrogen peroxide**	Provides surface cleaning and disinfection	Strong oxidant, fast acting, breaks down into water and oxygen	Can be corrosive to aluminum, copper, brass and zinc.	Recommended only for surfaces not containing uncoated metal.	Oxivir Tb
Use with Caution	**Chlorines / bleach**	Surface cleaning, Intermediate level disinfectant, added to laundry	Low cost, fast acting, readily available	Corrosive to metals, inactivated by organic material, irritant to skin and mucous membranes, use in well-ventilated areas, shelf life shortens when diluted	Hard non-porous surfaces, not containing uncoated metal.	-
No	**Phenolics**	Cleans floors, walls and furnishings	Available with added detergents to provide one-step cleaning and disinfecting	May be absorbed through skin or by rubber, some synthetic flooring may become sticky with repetitive use.	-	-
No	**Formaldehyde**	Limited use, gaseous form is used to decontaminate.	Active in presence of organic mater	Carcinogenic, toxic, strong irritant, pungent odor	-	-
No	**Glutaraldehydes**	Limited use in retail	Noncorrosive, active in presence of organic material	Extremely irritating to skin and mucous membranes, high cost	-	-
No	**Iodophors**	Low level disinfectant for some surfaces that do not touch mucous membranes	Rapid action, relatively free of toxicity and irritancy	Not suitable for use as hard surface disinfectant, may burn tissue, inactivated by organic material, may stain fabric and synthetic materials	-	-

Cleaning and Disinfection Standard Operating Procedure

SOP # **05.00.08.06** **DATE** 5/29/2020

Cleaning Procedures

Hand Wiping

1) Review the SDS and manufacturer's instructions for the disinfection material to be used; Confirm that the product is an EPA-approved biocide and that the correct PPE is available.
2) Gather all necessary equipment: PPE, buckets, wipes, disposal containers, etc.
3) Block off the area to be disinfected from foot traffic using cones, barriers, signs and other devices to inform others of the ongoing work.
4) Review work plan with individuals. Make sure everyone understands: What surfaces are being disinfected, what the contact time is for the disinfectant, how to apply and wipe the material, how wipes should be used (used once or folded), work from the farthest point in the room to the exit, and other important information.
5) Put on PPE.
6) Prepare disinfection solution according to the manufacturer's specifications.
7) Begin cleaning from the farthest point in the room to towards the exit. Do not back track into cleaned areas.
8) Adequality wet the surface. It must look wet to the touch.
9) Wait the required time for disinfection to take place (contact time or dwell time) as required by the manufacturer's instructions. A second application of the disinfectant may be required if the surface begins to dry before this period of time has passed.
10) Clean up residual materials. Fold wipes into quarters, swipe away from farthest point in the room (towards your exit) with the folded edge towards the surface. Refold wipes to a clean side for each wipe: you should have eight swipes per wipe. Do not swipe twice with the same wipe surface. Each swipe should overlap about 10-25% with the last wipe. Always wipe in the same direction or at right angles to your last wipe. Avoid using circular motions as this spreads more particulates around and does not lift residual material off the surface.
11) Place used wipes in a container or bag that can be sealed for disposal (or laundering).
12) Once all surfaces have been treated, dispose of remaining disinfectant solution according to manufacturer's recommendations and local regulations.
13) Remove PPE in the following order: Safety glasses/goggles, respiratory protection, boots, coveralls and gloves. If your gloves are significantly dirty, then wash hands (with gloves on) before removing another PPE. Secure disposable PPE in closed or sealed containers for disposal. Don new gloves before disinfecting reusable PPE such as boots and respirators, or secure in a closed container until disinfection can take place.
14) Dispose of all waste generated according to state and local regulations.
15) Allow all surfaces to completely air dry before opening for use.

Mopping	1) Review the SDS and manufacturer's instructions for the disinfection material to be used; Confirm that the product is on the EPA approved biocide list N and that the correct PPE is available. 2) Gather all necessary equipment: PPE, buckets, wipes, disposal containers, etc. 3) Block off the area to be disinfected from foot traffic using cones, barriers, signs and other devices to inform others of the ongoing work. 4) Review work plan with individuals. Make sure everyone understands: What surfaces are being disinfected, what the contact time is for the disinfectant, how to apply and wipe the material, how the wipes should be used (used once or folded), work from the farthest point in the room to the exit, and other important information. 5) Put on PPE. 6) Prepare the flooring by removing large debris and dust mopping the floor with a chemically-treated disposable dust mop head or with a freshly machine laundered dry dust mop. Dry vacuuming and sweeping with a broom are not recommended as the process will aerosolize particulate that may contain infectious materials. Wet vacuuming may be applicable in some circumstances. 7) Prepare disinfection solution according to the manufacturer's specifications. 8) Using new disposable or freshly laundered mop heads, begin cleaning from the farthest point in the room towards the exit. Do not back track into cleaned areas. 8) Adequality wet the surface. The surface should look wet. 9) Wait the required time for disinfection to take place (contact time or dwell time) as required by the manufacturer's instructions. A second application of the disinfectant may be required if the surface begins to dry before this period has passed. 10) Clean up residual materials. Mop in a figure eight pattern in small sections until the areas has been cleaned to efficiently and effectively trap materials in the mop. Avoid a pushing and pulling pattern: this will only move the particulates around and does not capture residual materials. 11) Place used mop head in a container or bag that can be sealed for disposal (or laundering). 12) Once all surfaces have been treated, dispose of remaining disinfectant solution according to manufacturer's recommendations and local regulations. 13) Remove PPE in the following order: Safety glasses/goggles, respiratory protection, boots, coveralls and gloves. If your gloves are significantly dirty, then wash hands (with gloves on) before removing another PPE. Secure disposable PPE in closed or sealed containers for disposal. Don new gloves before disinfecting reusable PPE such as boots and respirators, or secure in a closed container until disinfection can take place. 14) Dispose of all waste generated according to state and local regulations. 15) Allow all surfaces to completely air dry before opening for use.
Low Pressure Washing	Low pressure washing can be used for cleaning and disinfecting some restrooms, outside fixtures and seating. Before beginning, confirm that the disinfectant selected can be used in a pressure washing unit and that the wastewater can be discharged to local sanitary sewers. Dilute the disinfectant to the proper concentration, apply the material and then wait the designated dwell time. Rinse completely. Specific product information can be found in the manufacturer's instructions. Additional PPE will be required for this type of application including water resistant clothing, rubber boots, and respiratory protection.
High Pressure Washing	High pressure washing can be used for cleaning and disinfecting exterior surfaces such as benches, trash compactors, concrete, parking structures, etc. Before beginning, confirm that the disinfectant selected can be used in a pressure washing unit and that the wastewater can be discharged to local sanitary sewers. Dilute the disinfectant to the proper concentration, apply the material and then wait the designated dwell time. Rinse completely. Specific product information can be found in the manufacturer's instructions. Additional PPE will be required for this type of application including water resistant clothing, rubber boots, respiratory protection and hearing protection.
Isolation	Objects that are unable to be disinfected using chemical methods must in kept in isolation for a minimum of three days (72 hours). Areas in isolation must be secured from access. Objects removed for a space must be closed in a sealed bag or container and stored in an areas where they will not be disturbed or opened for the designated period of time.

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # **05.00.09.06** DATE 5/29/2020

Electronic Equipment

General Requirements

Electronic equipment includes electrically powered equipment: computers, monitors, cameras, production equipment, cash registers, KIOSKS, and similar equipment. In all cases, manufacturer's instructions will be consulted prior to any cleaning. For sealed control components that do not have exposed electrical conductors; biocide disinfectant will be sprayed on these surfaces, or wipes made wet with biocide disinfectant will be used to wipe down the surfaces. In all cases, manufacturer's instructions will be consulted prior to any cleaning. Note: Electronic equipment does not include equipment used to supply electrical power to electrical power panels.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).
NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Shared Equipment and Tools	Before and after use, wipe down shared office equipment (phones, copier buttons/touchpads, staplers, hole punches, keypads). Clean the readily accessible exteriors of mechanical equipment, including piping, ducting, and fixtures. These exteriors should be made clean and free from soilage/dirt, grease, and any current visible biological contamination. Use a wet and dry vacuum operated as a 'wet' vacuum with a biocide disinfectant and water provided in the liquid used. Clean all surfaces using a combination of wet vacuuming and cleaning (swabbing or wiping) of surfaces with AHP or an equivalent accelerated hydrogen peroxide product. Provide a starting slug of biocide in the wet vacuum receiving tank.	Before and after use
Electronics	• Remove visible contamination if present. • Follow the manufacturer’s instructions for all disinfecting. • If no manufacturer guidance is available, use AHP (or equivalent accelerated hydrogen peroxide) wipes to disinfect high touch components. If AHP is not available use a 70% solution of isopropyl alcohol. Avoid pooling of liquids. however, if alcohol is used allow a sheen of liquid to remain on surfaces for the required disinfectant dwell time. Consider the use of wipeable covers.	Before and after use
Keyboards, mice, control knobs	Shared keyboards, mice and control knobs should be wiped down with a disinfectant between each user. Keyboards, mice, and control knobs should be disassembled and cleaned periodically to remove dirt build up that may be harboring potentially infectious material. Consult with the manufacturer to best clean components. Replace keyboards and mice if unable to be satisfactorily cleaned and disinfected. Consider the use of wipeable covers.	Before and after use

Cleaning and Disinfection

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Standard Operating Procedure

General Building All Types

SOP # **05.01.01.01** **5/29/2020**

Space Type **General Building All Types**

General Description

General Building Category includes: Public / Front of House: SOP 05.02.01.01, Operations back of the house: SOP 05.03.01.01, Food Service & Merchandizing: 05.04.01.01, Administration Areas (Offices): SOP 05.05.01.01 and Mechanical Rooms and Components: SOP 05.06.01.01.

SOP Space Type	Referenced SOP's Description	SOP # / Link
Public / Front of the House	Public / Front of the House	05.02.01.01
Operations - Back of House	All high touch non-porous surfaces must be disinfected regularly during use. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. After use all non-porous surfaces must be cleaned and disinfected, this includes but is not limited to tables, chairs, banisters, railings, window, and windowsills. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.	05.03.01.01
Food Service and Merchandising	Food Service and Merchandising includes: Concession Stands. Eating Areas, Kitchens, Pantry / Prep Kitchen, Merchandising.	05.04.01.01
Administration Areas (Offices)	Administrative Areas (offices) include SOP Offices, Conference Rooms, Shared Offices, and Mailroom and Package Delivery.	05.05.01.01
Mechanical Rooms and Component SOPs	Mechanical Rooms and Component SOPs General Requirements	05.06.01.01

Cleaning and Disinfection
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Public / Front of the House

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SOP # **05.02.01.01** **5/29/2020**

Space Type **Public / Front of the House**

General Description Public / Front of the House includes: Flat Floor, Entry Lobbies, Public Circulation, Corridors, Vertical Circulation, Seating, Restrooms, Support Spaces, Lactation Room / First Aid Room, and Interior Finished Spaces.

SOP Space Type	Referenced SOP's Description	SOP # / Link
Event Floor	Requirements for event floor will vary by type of surface. Ice surfaces may be resurfaced using 'Zamboni', hard surfaces (basketball courts, stages, and concert seating areas) may be disinfected (after surface cleaning) using liquid biocide disinfectant sprays. Arena football and indoor soccer surfaces, such as indoor turf, may be sprayed with disinfectant. Disinfect modular flooring after being handled specifically during installation and before removal for storage. Disinfection of the event floor during an event should be done if significant skin to surface contact has occurred. If release of bodily fluids is suspected, the impacted event floor must be cleaned with biocide disinfectant.	05.02.02.01
Entry Lobbies	Lobbies include: main entrance, facility lobbies. . Treat surfaces in lobby areas by surface type. Frequency determined by the occupancy rate. Focus on disinfecting high touch surfaces.	
Food Service and Merchandising	Food Service and Merchandising includes: Concession Stands. Eating Areas, Kitchens, Pantry / Prep Kitchen, Merchandising.	05.04.01.01
Administration Areas (Offices)	Administrative Areas (offices) include SOP Offices, Conference Rooms, Shared Offices, and Mailroom and Package Delivery.	05.05.01.01
Mechanical Rooms and Component SOPs	Mechanical Rooms and Component SOPs General Requirements	05.06.01.01

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Standard Operating Procedure

SOP # **05.02.02.01** **DATE** **5/29/2020**

Space Type **Event Floor**

General Requirements	Requirements for event floor will vary by type of surface. Ice surfaces may be resurfaced using 'Zamboni', hard surfaces (basketball courts, stages, and concert seating areas) may be disinfected (after surface cleaning) using liquid biocide disinfectant sprays. Arena football and indoor soccer surfaces, such as indoor turf, may be sprayed with disinfectant. Disinfect modular flooring after being handled specifically during installation and before removal for storage. Disinfection of the event floor during an event should be done if significant skin to surface contact has occurred. If release of bodily fluids is suspected, the impacted event floor must be cleaned with biocide disinfectant.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Before and after use
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Before and after use
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use

Cleaning and Disinfection

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Standard Operating Procedure

SOP # **05.02.03.01** **DATE** **5/29/2020**

Space Type **Entry Lobbies**

General Requirements

Lobbies include: main entrance, facility lobbies. . Treat surfaces in lobby areas by surface type. Frequency determined by the occupancy rates. Focus on disinfecting high touch surfaces.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Before and after use

Components Materials	Procedures and Considerations	Frequency
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day

Cleaning and Disinfection

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Standard Operating Procedure

SOP # **05.02.04.01** **DATE 6/01/2020**

Space Type **Public Circulation (Concourse)**

General Requirements	Concourses include: main and upper level concourses. Treat surfaces in concourse areas by surface type.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	

Components Materials	Procedures and Considerations	Frequency
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Before and after use
Partitions	Partitions will vary in material type. Non-porous partitions, such as those found in restrooms, must be disinfected on regular intervals based on density of usage. Special attention should be given to partitions with handles and grab bars for the disabled. Half partitions, such as ones found in office cubicles, will have some non-porous components that may be considered high touch surfaces. Individuals should be discouraged from touching or leaning on these surfaces. Whether or not the porous portion needs to be disinfected will be determined by activities conducted in the immediate area, health status of individuals who worked in the area, and the visible level of contamination.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

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SOP # **05.02.05.01** **DATE 6/01/2020**

Space Type **Corridors**

General Requirements	Corridors include: Service corridors, suite corridors. Treat surfaces in corridors by surface type.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Before and after use
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Before and after use
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer.	Before and after use

Components Materials	Procedure/s and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Before and after use
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Before and after use
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Before and after use
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Before and after use
Water Fountain	Monitor quality of all drinking water sources. Provide touchless operation when possible. Limit the number of units in operation to verify a frequent cleaning schedule can be maintained. Encourage the use of bottled water from single use containers when possible.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour

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SOP # **05.02.06.01** **DATE 6/01/2020**

Space Type **Vertical Circulation (Stairs, Elevators, Escalators)**

General Requirements	Vertical circulation includes elevators: passenger elevators, service elevators, disabled accessible passenger elevators; stairwells, and escalators.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Handrails	Verify the entire surface of the handrail is being cleaned and disinfected. This includes the underside where fingertips rest while the handrail is being grasped.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Escalator Handrails	Verify the entire touched surface of the handrail is being cleaned and disinfected. Verify that cleaning product will not corrode or deteriorate the flexible rubber of the escalator handrail. Repair or replace handrails that are cracked, pitted, or otherwise damaged in a manner that may harbor infectious material.	After use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	After use

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SOP # **05.02.07.01** **DATE** **6/01/2020**

Space Type **Seating**

General Requirements

Seating including patron seating for stadiums may include: upper bowl armchair seating, Lower Bowl armchair seating, bleacher or bench seating, folding chair seating, suite, lounge and club seating. Select areas may have upholstered seats.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	After use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Handrails	Verify the entire surface of the handrail is being cleaned and disinfected. This includes the underside where fingertips rest while the handrail is being grasped.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	After use

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	After use
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	After use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	After use
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	After use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	After use
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week

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SOP # **05.02.08.01** **DATE** **6/01/2020**

Space Type **Restrooms**

General Requirements	Restrooms must be continuously monitored for usage and disinfected frequently during hours of operation. Observed evidence of bodily fluids outside of toilets and urinals must be disinfected immediately.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Sinks	Sinks should be modified to be touchless when possible. The frequency of cleaning should correlate to the density of users.	Once every hour
Porcelain	• Clean visible debris • Wet wipe or spray; verify surfaces are adequately wetted • Air dry	Once every hour
Urinals and Toilets	Flushing devices should be modified to touchless when possible. The frequency of cleaning should correlate to the density of users.	Once every hour
Porcelain	• Clean visible debris • Wet wipe or spray; verify surfaces are adequately wetted • Air dry Wipe excess material from grout and seals. Inspect porcelain fixtures for cracks and damage. Replace fixtures if unable to seal or repair damage.	Once every hour
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every 2 hours
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every 2 hours
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every 2 hours

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every 2 hours
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every 2 hours
Door Handles	Frequency of cleaning should correlate to the density of users and immediately after high use events, such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Water Fountain	Monitor quality of all drinking water sources. Provide touchless operation when possible. Limit the number of units in operation to verify a frequent cleaning schedule can be maintained. Encourage the use of bottled water from single use containers when possible.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Paper Towel Dispense	Paper towel dispensers must be replaced with touchless models. Dispensers that use a reusable cloth roll must be removed from service immediately. Disinfect the interior and mechanical parts of the paper towel dispenser when refilling the unit.	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Counters	Remove objects and clean visible debris from the surface before starting the disinfection progress.	Once every hour
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once every hour
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once every hour
Hand Sanitizer Stations	Replace with touchless dispensers. Disinfect the interior and mechanical parts when refilling the unit. Do not use shared manually operated push pump dispensers.	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once every 4 hours
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once every 4 hours

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once every 4 hours
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once every 4 hours
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Handrails	Verify the entire surface of the handrail is being cleaned and disinfected. This includes the underside where fingertips rest while the handrail is being grasped.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

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Standard Operating Procedure

SOP # **05.02.09.01** **DATE** **5/29/2020**

Space Type **Support Spaces**

General Requirements

Support Spaces include: Spectator Assistance, Ticket Office, First Aid Room, Lost and Found. Treat as offices with additional considerations.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a week
Point of Service Machines	Clean and disinfect between each user. • Remove visible contamination. • Follow the manufacturer's instructions for compatible disinfecting products. • If no manufacturer guidance is available, use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect high touch components. Avoid pooling of liquids. If electronics have sensitive components or many buttons and are communal or high touch objects, consider use of wipeable covers for ease of disinfecting.	After use
Barriers / shields	Frequency of disinfection will be depended on the number of interactions and users of the shield. Disinfect immediately after high use events.	After use
Acrylic	• Coat the surface with the cleaning and disinfection solution. • Wait the designated contact time • Swab, wipe, and/or squeegee • Air dry	After use

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # **05.02.10.01** **DATE** **5/29/2020**

Space Type **Support Spaces Mother's Rooms, First Aid**

General Requirements

Support Spaces include: Mother's Rooms, and First Aid Rooms, Frequency of disinfection will be dependent on the density of use. At a minimum, cleaning and disinfection should be scheduled to take place before and after high-use events. High-touch objects and, such as doorknobs and elevator buttons, should be prioritized for more frequent disinfection.
Disinfectants used in Mother's Rooms must be approved for such use. Non-touch dispensers for hand cleaning should be supplied within the rooms proper. Door handles and other high touch surfaces should be regularly cleaned (preferable before and after each use) with the approved disinfectant. Note: Mother's Rooms should be provided with hand washing stations. Mother's Rooms must not be collocated with toilet facilities.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).
NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Three times a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Three times a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Three times a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Three times a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Three times a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Three times a day
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	Three times a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	Before and after use
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every 4 hours
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every 4 hours
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every 4 hours
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every 4 hours
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a week
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week

Cleaning and Disinfection

TOC

Operating Procedure

SOP # **05.02.11.01** **DATE 6/01/2020**

Space Type **Interior Finished Spaces (Lounges, Meeting, Suites, Ballrooms)**

General Requirements	Interior Finished Spaces; Lounges, Meeting Rooms, Suites, Ballrooms. During the planning stages of the event develop specific disinfection plans based on intended use. Podiums, microphones, headsets, and other presentation devices should be disinfected between each speaker and after each event. Glove and hand hygiene should be practiced minimizing the disinfection of moveable objects. If significant touch points are identified a disinfection plan must be developed. All high touch non-porous surfaces must be disinfected regularly during use. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. After use all non-porous surfaces must be cleaned and disinfected, this includes but is not limited to tables, chairs, banisters, railings, window, and windowsills. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage. Immediately launder or dispose of non-pours items that are suspected to be contaminated with bodily fluids or were used near potential sources of infectious material.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Partitions	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	

Components Materials	Procedures and Considerations	Frequency
Soft Surfaces (porous)	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. After initial disinfecting: • If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. • Use products that are EPA-approved for viral disinfection and that are suitable for porous surfaces. Avoid vacuuming soft surfaces before disinfection. Vacuum usage can aerosolize particulates that may contain infectious material making individuals more susceptible to exposures. In the event that vacuuming is unavoidable, make sure to use a HEPA vacuum and conduct a risk assessment to determine if additional PPE, specifically respiratory protection is required.	

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # **05.02.12.01** **DATE 6/01/2020**

Space Type **Pre-Functional Space**

General Requirements	Building fixtures and surfaces such as doors, door handles, frames, railings, hand hygiene stations, water fountains, tables, chairs and interactive displays must be disinfected frequently based on the density of use. Disinfect according to surface type. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. Disinfect all electronic devices, such as badge scanners, according the manufacturer's instructions or sleeve in plastic sheeting that can be disinfected or disposed of.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Partitions	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	

Components Materials	Procedures and Considerations	Frequency
Soft Surfaces (porous)	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. After initial disinfecting: • If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. • Use products that are EPA-approved for viral disinfection and that are suitable for porous surfaces. Avoid vacuuming soft surfaces before disinfection. Vacuum usage can aerosolize particulates that may contain infectious material making individuals more susceptible to exposures. In the event that vacuuming is unavoidable, make sure to use a HEPA vacuum and conduct a risk assessment to determine if additional PPE, specifically respiratory protection is required.	

Cleaning and Disinfection

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Standard Operating Procedure

SOP # 05.03.01.01 **5/29/2020**

Space Type **Operations - Back of House**

General Description

All high touch non-porous surfaces must be disinfected regularly during use. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. After use all non-porous surfaces must be cleaned and disinfected, this includes but is not limited to tables, chairs, banisters, railings, window, and windowsills. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.

SOP Space Type	Referenced SOP's Description	SOP # / Link
Security	Common areas include: Offices, Shared Offices, Conference Rooms, Fitness Centers, Parking Structures, and Mother's Rooms. Frequency of disinfection will be dependent on the density of use. At a minimum, cleaning and disinfection should be scheduled to take place before and after high-use events. High-touch objects and, such as doorknobs and elevator buttons, should be prioritized for more frequent disinfection. Disinfectants used in Mother's Rooms must be approved for such use. Non-touch dispensers for hand cleaning should be supplied within the rooms proper. Door handles and other high touch surfaces should be regularly cleaned (preferable before and after each use) with the approved disinfectant. Note: Mother's Rooms should be provided with hand washing stations. Mother's Rooms must not be collocated with toilet facilities.	05.03.02.01
Loading Dock	Loading dock. Require that packages are delivered 24 hours ahead of use time. Store these packages in a quarantine area for 24 hours prior to use. If truck arrive and upon inspection are shown to be visibly contaminated in the areas where delivered product was stored; reject the entire shipment. If trucks arrive and upon opening the delivered product storage area, a distinct smell indicative of an unclean storage area is noticed: reject the entire shipment. Do not allow unloading of any materials that come from soiled or odor laden truck storage areas. If the truck driver appears visibly ill, do not allow unloading to proceed.	05.03.03.01
Trash and Compactor Areas	Trash compactor areas. Do not allow trash or other compactor slated materials with visible biological contamination to be compacted. At regular intervals, mist the compacted material storage area with biocide disinfectant; do not apply this disinfectant to electrical control features. When the compacted materials are removed, if recent compaction (within the last 24 hours) has occurred; mist the compacted materials with biocide disinfection s these materials are transferred to a disposal vehicle. Similarly treat any spillage with a mist of biocide disinfectant. After the prescribed dwell time; pick up the displaced trash and put that trash in the receiving trash container.	05.03.04.01
Custodial Areas	Custodial Areas includes: custodial work areas, supply storage, janitorial closets, trash.	05.03.05.01

SOP Space Type	Referenced SOP's Description	SOP # / Link
Laundry	Laundry will include cleaning of clothing and towels. Depending on fabric type either chlorine bleach or a color safe alternative (Oxi-Clean, Chlorox II Stain Remover) will be used. Sort laundered items so that the hottest water available and amenable with fabric types can be used. Provide clean hampers for laundry (do not use the same hampers for clean versus dirty laundry). Do not 'shake' out laundry items prior to putting the laundry in washing machines. Do not launder clothing or towels with visible body fluid material contamination with other laundry (consider disposing of these items).	**05.03.06.01**
Storage Areas	Event storage includes: court equipment storage, tables, chairs, platforms, technical equipment, promotional storage, and storage of equipment.	**05.03.07.01**

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SOP # **05.03.02.01** **DATE 6/01/2020**

Space Type **Security**

General Requirements	Security includes: security office, detention rooms, storage, fire command center.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week

Components Materials	Procedures and Considerations	Frequency
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood:	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Counters	Remove objects and clean visible debris from the surface before starting the disinfection progress.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Hard Surfaces - Food Contact	Assume that: • Food preparation and serving surfaces are currently cleaned using adequate prepared disinfecting solutions to prevent foodborne illnesses and communicable disease. • Dishes, utensils and equipment are washed with sufficiently hot water to render them sanitary for reuse. Clean heavy hand touch surfaces using EPA and/or FDA approved disinfecting products or biocides	Before and after use
Kitchen Surfaces	Clean surfaces that are not designated as food preparation areas and are heavy hand touch surfaces. These surfaces include refrigerator and microwave door handles, oven handles, power initiation knobs on appliances, cabinet door handles, storage container handles, doorknobs, communal pens, clip boards, and faucets (including spray nozzle appliances) with biocide.	Before and after use

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Standard Operating Procedure

SOP # **05.03.03.01** **DATE 6/01/2020**

Space Type **Loading Dock**

General Requirements	Loading dock. Require that packages are delivered 24 hours ahead of use time. Store these packages in a quarantine area for 24 hours prior to use. If truck arrive and upon inspection are shown to be visibly contaminated in the areas where delivered product was stored; reject the entire shipment. If trucks arrive and upon opening the delivered product storage area, a distinct smell indicative of an unclean storage area is noticed: reject the entire shipment. Do not allow unloading of any materials that come from soiled or odor laden truck storage areas. If the truck driver appears visibly ill, do not allow unloading to proceed.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Concrete Painted	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Tables/Desks	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Seating	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Sealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Handrails	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Sealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day

Components Materials	Procedures and Considerations	Frequency
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day

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Standard Operating Procedure

SOP # **05.03.04.01** **DATE** **5/29/2020**

Space Type **Trash and Compactor Areas**

General Requirements

Trash compactor areas. Do not allow trash or other compactor slated materials with visible biological contamination to be compacted. At regular intervals, mist the compacted material storage area with biocide disinfectant; do not apply this disinfectant to electrical control features. When the compacted materials are removed, if recent compaction (within the last 24 hours) has occurred; mist the compacted materials with biocide disinfection s these materials are transferred to a disposal vehicle. Similarly treat any spillage with a mist of biocide disinfectant. After the prescribed dwell time; pick up the displaced trash and put that trash in the receiving trash container.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

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Standard Operating Procedure

SOP # 05.03.05.01 **DATE** 6/01/2020

Space Type Custodial Areas

General Requirements

Custodial Areas includes: custodial work areas, supply storage, janitorial closets, trash.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day

Components Materials	Procedures and Considerations	Frequency
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every hour
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Sinks	Sinks should be modified to be touchless when possible. The frequency of cleaning should correlate to the density of users.	Once a day
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Porcelain	• Clean visible debris • Wet wipe or spray; verify surfaces are adequately wetted • Air dry Wipe excess material from grout and seals. Inspect porcelain fixtures for cracks and damage. Replace fixtures if unable to seal or repair damage.	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a week
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a week
Paper Towel Dispenser	Paper towel dispensers must be replaced with touchless models. Dispensers that use a reusable cloth roll must be removed from service immediately. Disinfect the interior and mechanical parts of the paper towel dispenser when refilling the unit.	Once a day
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Shared Equipment and Tools	Before and after use, wipe down shared office equipment (phones, copier buttons/touchpads, staplers, hole punches, keypads). Clean the readily accessible exteriors of mechanical equipment, including piping, ducting, and fixtures. These exteriors should be made clean and free from soilage/dirt, grease, and any current visible biological contamination. Use a wet and dry vacuum operated as a 'wet' vacuum with a biocide disinfectant and water provided in the liquid used. Clean all surfaces using a combination of wet vacuuming and cleaning (swabbing or wiping) of surfaces with AHP or an equivalent accelerated hydrogen peroxide product. Provide a starting slug of biocide in the wet vacuum receiving tank.	Before and after use
Electronics	• Remove visible contamination if present. • Follow the manufacturer's instructions for all disinfecting. • If no manufacturer guidance is available, use AHP (or equivalent accelerated hydrogen peroxide) wipes to disinfect high touch components. If AHP is not available use a 70% solution of isopropyl alcohol. Avoid pooling of liquids. however, if alcohol is used allow a sheen of liquid to remain on surfaces for the required disinfectant dwell time. Consider the use of wipeable covers.	Before and after use
Keyboards, mice, control knobs	Shared keyboards, mice and control knobs should be wiped down with a disinfectant between each user. Keyboards, mice, and control knobs should be disassembled and cleaned periodically to remove dirt build up that may be harboring potentially infectious material. Consult with the manufacturer to best clean components. Replace keyboards and mice if unable to be satisfactorily cleaned and disinfected. Consider the use of wipeable covers.	Before and after use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Towels	Towels should be laundered immediately after use. Placed used materials in closed containers during accumulation and to transport laundry facilities. Touchless or pedal-operated lids on accumulation containers should be used when possible. Use plastic liners in accumulation containers. Do not over-fill plastic liners: allow room to secure or knot the liners closed for transport to the laundry facility. Wipe down accumulation containers frequently and clean with soap and water if gross contamination is present.	Dispose or launder after each use

Components Materials	Procedures and Considerations	Frequency
Storage Containers	Spray contaminated storage/containers with biocide prior to handling. During cleaning of containers, continually use biocide (first by spraying the surfaces, then as relining the storage container with a disposable liner). Note: Contamination is defined as body fluids contamination either in the form of unknown liquids or obvious body fluids contamination/solids present on the storage containers.	Once a week
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a week
Storage Racks	Clean heavy hand touch, storage racks, and other horizontal surfaces using biocides. Visually observe the status of storage items and remove any soiled items from the racks. Utilize existing containers for disposal of soiled items.	Once a week
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

Cleaning and Disinfection

Standard Operating Procedure

TOC

SOP # **05.03.06.01** **DATE** **5/29/2020**

Space Type **Laundry**

General Requirements

Laundry will include cleaning of clothing and towels. Depending on fabric type either chlorine bleach or a color safe alternative (Oxi-Clean, Chlorox II Stain Remover) will be used. Sort laundered items so that the hottest water available and amenable with fabric types can be used. Provide clean hampers for laundry (do not use the same hampers for clean versus dirty laundry). Do not 'shake' out laundry items prior to putting the laundry in washing machines. Do not launder clothing or towels with visible body fluid material contamination with other laundry (consider disposing of these items).

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a day

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Sinks	Sinks should be modified to be touchless when possible. The frequency of cleaning should correlate to the density of users.	Once a day
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Porcelain	• Clean visible debris • Wet wipe or spray; verify surfaces are adequately wetted • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every hour
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Storage Containers	Spray contaminated storage/containers with biocide prior to handling. During cleaning of containers, continually use biocide (first by spraying the surfaces, then as relining the storage container with a disposable liner). Note: Contamination is defined as body fluids contamination either in the form of unknown liquids or obvious body fluids contamination/solids present on the storage containers.	Once a week

Components Materials	Procedures and Considerations	Frequency
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a week
Storage Racks	Clean heavy hand touch, storage racks, and other horizontal surfaces using biocides. Visually observe the status of storage items and remove any soiled items from the racks. Utilize existing containers for disposal of soiled items.	Once a week
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Hand Sanitizer Stations	Replace with touchless dispensers. Disinfect the interior and mechanical parts when refilling the unit. Do not use shared manually operated push pump dispensers.	Once a week
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a week

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SOP # 05.03.07.01 **DATE** 5/29/2020

Space Type **Storage Areas**

General Requirements

Event storage includes: court equipment storage, tables, chairs, platforms, technical equipment, promotional storage, and storage of equipment.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

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SOP # 05.03.08.01 **DATE** 5/29/2020

Space Type **Maintenance Shops**

General Requirements

Maintenance facilities include maintenance offices and custodial areas. Additional Maintenance facilities such as mechanical and electrical rooms are discussed in SOP 05.00.05.01.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every hour
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a day

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day

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Food Service and Merchandising

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SOP # 05.04.01.01 6/01/2020

Space Type **Food Service and Merchandising**

General Description	Food Service and Merchandising includes: Concession Stands. Eating Areas, Kitchens, Pantry / Prep Kitchen, Merchandising.

SOP Space Type	Referenced SOP's Description	SOP # / Link
Concession Stands	Concession stands include limited food preparation areas, and counter service areas. Provide food in wrapped packaging. Instruct patrons through signage to unwrap packaging with one hand, and eat with the other hand. Provide wrapped straws. Dispense condiments using packets provided in a small sack with the food. Do not have condiments provided from shared bottles or dispensing units. Wipe down surfaces with a disinfectant prepared for food service areas. Do not allow food preparers to also handle money or credit cards. If food preparers do anything besides preparing food; require that they discard gloves used, wash their hands and thoroughly dry them; and the put on clean gloves. Require that food preparers do not touch their face (especially their mouth, nose, eyes) when preparing food. Do not assign food preparers any cleaning tasks that are not directly associated with food preparation.	05.04.02.01
Eating Areas	Eating areas include: eating areas near concession stands, food courts, restaurants, suites with dining, breakrooms. Encourage dispensing of wrapped or otherwise containerized food in disposable containers. Encourage the use of trays. If reusable materials will be provided for eating purposes, collect those immediately as customers leave. Do not have customers remove soiled food containers (glasses, plates, silverware) to receiving bins. Have customers leave those in place, and have staff with appropriate PPE (gloves, masks) pick up the containers for disposal in secured, covered receiving bins. Wipe down high touch surfaces (tabletops) after each use using disinfectants approved for food contact. Discourage the use of decorative items on tables (candles, flowers).	05.04.03.01
Kitchens	Kitchens include: central kitchens, concession kitchens, pantries for holding food for the suites, warming ovens, refrigeration and other necessary equipment, beer dispensing coolers, empties, storage, vendor pantries. If food preparers do anything besides preparing food; require that they discard gloves used, wash their hands and thoroughly dry them; and the put on clean gloves. Require that food preparers do not touch their face (especially their mouth, nose, eyes) when preparing food. Do not assign food preparers any cleaning tasks that are not directly associated with food preparation. Require the use of disinfectants approved for food preparation surfaces be used.	05.04.04.01

SOP Space Type	Referenced SOP's Description	SOP # / Link
Pantry / Prep-Kitchens	Pantry/Prep Kitchens are for holding food prior to serving; for the suites, and concessions, Equipment include warming ovens, refrigeration beer dispensing coolers, and other necessary equipment. If food servers do anything besides final preparation and serving food; require that they discard gloves used, wash their hands and thoroughly dry them; and the put on clean gloves. Require that food servers do not touch their face (especially their mouth, nose, eyes) when serving food. Do not assign food servers any cleaning tasks that are not directly associated with food preparation and serving. Require the use of disinfectants approved for food surfaces be used.	05.04.05.01
Merchandising	Merchandising includes: merchandising store, novelty stands. If food or drinks are also sold in these areas; show food samples, then dispense the food to customers. See Concession Stand requirements.□ Through signage, prohibit customers from trying on clothing or other merchandise (glasses, jewelry) that would contact their nose, mouth, or eyes either during wearing or during the process of taking the clothing on and off.□ Do not allow customers to try on shorts, pants, swimming suits, or other such clothing.□ Do not allow 'testing' of cosmetics or pharmaceutical product that contact the eyes, nose or mouth. Do not have displays that encourage testing of cosmetics. If customers are observed unwrapping or testing cosmetics; require that they purchase those items.	05.04.06.01

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SOP # **05.04.02.01** **DATE** **5/29/2020**

Space Type **Concession Stands**

General Requirements

Concession stands include limited food preparation areas, and counter service areas. Provide food in wrapped packaging. Instruct patrons through signage to unwrap packaging with one hand, and eat with the other hand. Provide wrapped straws. Dispense condiments using packets provided in a small sack with the food. Do not have condiments provided from shared bottles or dispensing units. Wipe down surfaces with a disinfectant prepared for food service areas. Do not allow food preparers to also handle money or credit cards. If food preparers do anything besides preparing food; require that they discard gloves used, wash their hands and thoroughly dry them; and the put on clean gloves. Require that food preparers do not touch their face (especially their mouth, nose, eyes) when preparing food. Do not assign food preparers any cleaning tasks that are not directly associated with food preparation.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Urinals and Toilets	Flushing devices should be modified to touchless when possible. The frequency of cleaning should correlate to the density of users.	Once every hour
Porcelain	• Clean visible debris • Wet wipe or spray; verify surfaces are adequately wetted • Air dry	Once every hour
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Food Trays and Carts	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used).	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Partitions	Partitions will vary in material type. Non-porous partitions, such as those found in restrooms, must be disinfected on regular intervals based on density of usage. Special attention should be given to partitions with handles and grab bars for the disabled. Half partitions, such as ones found in office cubicles, will have some non-porous components that may be considered high touch surfaces. Individuals should be discouraged from touching or leaning on these surfaces. Whether or not the porous portion needs to be disinfected will be determined by activities conducted in the immediate area, health status of individuals who worked in the area, and the visible level of contamination.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every hour
Paper Towel Dispenser	Paper towel dispensers must be replaced with touchless models. Dispensers that use a reusable cloth roll must be removed from service immediately. Disinfect the interior and mechanical parts of the paper towel dispenser when refilling the unit.	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Counters	Remove objects and clean visible debris from the surface before starting the disinfection progress.	Once every hour
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once every hour
Refrigeration Units	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used) at a minimum between each food service event.	Once every hour
Metal - Sealed	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air Dry. Note: For metal surfaces that are contaminated with unknown liquids or obvious body fluids, mist the container with a disinfectant-cleaner prior to handling and cleaning.	Once every hour
Ovens / Warming Ovens	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used) at a minimum between each food service event	Once every hour
Metal - Sealed	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air Dry. Note: For metal surfaces that are contaminated with unknown liquids or obvious body fluids, mist the container with a disinfectant-cleaner prior to handling and cleaning.	Once every hour
Storage Containers	Follow food sanitation protocols. If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Note: For storage/containers that are contaminated with unknown liquids or obvious body fluids, spray the container with a disinfectant-cleaner prior to handling and cleaning.	Once every hour
Plastic and Rubber	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air dry. Replace plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # 05.04.03.01 **DATE** 5/29/2020

Space Type Eating Areas

General Requirements

Eating areas include: eating areas near concession stands, food courts, restaurants, suites with dining, breakrooms. Encourage dispensing of wrapped or otherwise containerized food in disposable containers. Encourage the use of trays. If reusable materials will be provided for eating purposes, collect those immediately as customers leave. Do not have customers remove soiled food containers (glasses, plates, silverware) to receiving bins. Have customers leave those in place, and have staff with appropriate PPE (gloves, masks) pick up the containers for disposal in secured, covered receiving bins. Wipe down high touch surfaces (tabletops) after each use using disinfectants approved for food contact. Discourage the use of decorative items on tables (candles, flowers).

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once every 2 hours
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once every 2 hours
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once every 2 hours

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every 2 hours
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once every 2 hours
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once every 2 hours
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once every 2 hours
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	After use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	After use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	After use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	After use
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Food Trays and Carts	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used).	Before and after use
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Hard Surfaces - Food Contact	Assume that: • Food preparation and serving surfaces are currently cleaned using adequate prepared disinfecting solutions to prevent foodborne illnesses and communicable disease. • Dishes, utensils and equipment are washed with sufficiently hot water to render them sanitary for reuse. Clean heavy hand touch surfaces using EPA and/or FDA approved disinfecting products or biocides	Before and after use
Counters	Remove objects and clean visible debris from the surface before starting the disinfection progress.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	After use
Hard Surfaces - Food Contact	Assume that: • Food preparation and serving surfaces are currently cleaned using adequate prepared disinfecting solutions to prevent foodborne illnesses and communicable disease. • Dishes, utensils and equipment are washed with sufficiently hot water to render them sanitary for reuse. Clean heavy hand touch surfaces using EPA and/or FDA approved disinfecting products or biocides	After use
Storage Containers	Follow food sanitation protocols. If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Note: For storage/containers that are contaminated with unknown liquids or obvious body fluids, spray the container with a disinfectant-cleaner prior to handling and cleaning.	After use
Metal - Sealed	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air Dry. Note: For metal surfaces that are contaminated with unknown liquids or obvious body fluids, mist the container with a disinfectant-cleaner prior to handling and cleaning.	After use
Plastic and Rubber	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air dry. Replace plastic and rubber that is damaged, gouged, and/or pitted.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Partitions	Partitions will vary in material type. Non-porous partitions, such as those found in restrooms, must be disinfected on regular intervals based on density of usage. Special attention should be given to partitions with handles and grab bars for the disabled. Half partitions, such as ones found in office cubicles, will have some non-porous components that may be considered high touch surfaces. Individuals should be discouraged from touching or leaning on these surfaces. Whether or not the porous portion needs to be disinfected will be determined by activities conducted in the immediate area, health status of individuals who worked in the area, and the visible level of contamination.	Once a day

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # 05.04.04.01 **DATE** 5/29/2020

Space Type Kitchens

General Requirements

Kitchens include: central kitchens, concession kitchens, pantries for holding food for the suites, warming ovens, refrigeration and other necessary equipment, beer dispensing coolers, empties, storage, vendor pantries. If food preparers do anything besides preparing food; require that they discard gloves used, wash their hands and thoroughly dry

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Before and after use
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Before and after use
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Before and after use
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Before and after use
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use

Components Materials	Procedures and Considerations	Frequency
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Food Trays and Carts	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used).	Before and after use

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Hard Surfaces - Food Contact	Assume that: • Food preparation and serving surfaces are currently cleaned using adequate prepared disinfecting solutions to prevent foodborne illnesses and communicable disease. • Dishes, utensils and equipment are washed with sufficiently hot water to render them sanitary for reuse. Clean heavy hand touch surfaces using EPA and/or FDA approved disinfecting products or biocides	Before and after use
Kitchen Surfaces	Clean surfaces that are not designated as food preparation areas and are heavy hand touch surfaces. These surfaces include refrigerator and microwave door handles, oven handles, power initiation knobs on appliances, cabinet door handles, storage container handles, doorknobs, communal pens, clip boards, and faucets (including spray nozzle appliances) with biocide.	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Counters	Remove objects and clean visible debris from the surface before starting the disinfection progress.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Hard Surfaces - Food Contact	Assume that: • Food preparation and serving surfaces are currently cleaned using adequate prepared disinfecting solutions to prevent foodborne illnesses and communicable disease. • Dishes, utensils and equipment are washed with sufficiently hot water to render them sanitary for reuse Clean heavy hand touch surfaces using EPA and/or FDA approved disinfecting products or biocides	Before and after use
Kitchen Surfaces	Clean surfaces that are not designated as food preparation areas and are heavy hand touch surfaces. These surfaces include refrigerator and microwave door handles, oven handles, power initiation knobs on appliances, cabinet door handles, storage container handles, doorknobs, communal pens, clip boards, and faucets (including spray nozzle appliances) with biocide.	Before and after use
Storage Containers	Follow food sanitation protocols. If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Note: For storage/containers that are contaminated with unknown liquids or obvious body fluids, spray the container with a disinfectant-cleaner prior to handling and cleaning.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air Dry. Note: For metal surfaces that are contaminated with unknown liquids or obvious body fluids, mist the container with a disinfectant-cleaner prior to handling and cleaning.	Before and after use
Metal - Unsealed	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air Dry. Note: For metal surfaces that are contaminated with unknown liquids or obvious body fluids, mist the container with a disinfectant-cleaner prior to handling and cleaning.	Before and after use
Plastic and Rubber	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air dry. Replace plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Refrigeration Units	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used) at a minimum between each food service event.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Kitchen Surfaces	Clean surfaces that are not designated as food preparation areas and are heavy hand touch surfaces. These surfaces include refrigerator and microwave door handles, oven handles, power initiation knobs on appliances, cabinet door handles, storage container handles, doorknobs, communal pens, clip boards, and faucets (including spray nozzle appliances) with biocide.	Before and after use
Ovens/Warming Ovens	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used) at a minimum between each food service event	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Kitchen Surfaces	Clean surfaces that are not designated as food preparation areas and are heavy hand touch surfaces. These surfaces include refrigerator and microwave door handles, oven handles, power initiation knobs on appliances, cabinet door handles, storage container handles, doorknobs, communal pens, clip boards, and faucets (including spray nozzle appliances) with biocide.	Before and after use
Sinks	Sinks should be modified to be touchless when possible. The frequency of cleaning should correlate to the density of users.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Porcelain	• Clean visible debris • Wet wipe or spray; verify surfaces are adequately wetted • Air dry Wipe excess material from grout and seals. Inspect porcelain fixtures for cracks and damage. Replace fixtures if unable to seal or repair damage.	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every 2 hours
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 2 hours
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every 2 hours

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # **05.04.05.01** **DATE** **5/29/2020**

Space Type **Pantry / Prep-Kitchens**

General Requirements

Kitchens include: central kitchens, concession kitchens, pantries for holding food for the suites, warming ovens, refrigeration and other necessary equipment, beer dispensing coolers, empties, storage, vendor pantries. If food preparers do anything besides preparing food; require that they discard gloves used, wash their hands and thoroughly dry them; and the put on clean gloves. Require that food preparers do not touch their face (especially their mouth, nose, eyes) when preparing food. Do not assign food preparers any cleaning tasks that are not directly associated with food preparation. Require the use of disinfectants approved for food preparation surfaces be used.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).
NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Before and after use
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Before and after use
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Before and after use
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Before and after use
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Before and after use

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Food Trays and Carts	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used).	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Hard Surfaces - Food Contact	Assume that: • Food preparation and serving surfaces are currently cleaned using adequate prepared disinfecting solutions to prevent foodborne illnesses and communicable disease. • Dishes, utensils and equipment are washed with sufficiently hot water to render them sanitary for reuse. Clean heavy hand touch surfaces using EPA and/or FDA approved disinfecting products or biocides	Before and after use
Kitchen Surfaces	Clean surfaces that are not designated as food preparation areas and are heavy hand touch surfaces. These surfaces include refrigerator and microwave door handles, oven handles, power initiation knobs on appliances, cabinet door handles, storage container handles, doorknobs, communal pens, clip boards, and faucets (including spray nozzle appliances) with biocide.	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Counters	Remove objects and clean visible debris from the surface before starting the disinfection progress.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Hard Surfaces - Food Contact	Assume that: • Food preparation and serving surfaces are currently cleaned using adequate prepared disinfecting solutions to prevent foodborne illnesses and communicable disease. • Dishes, utensils and equipment are washed with sufficiently hot water to render them sanitary for reuse. Clean heavy hand touch surfaces using EPA and/or FDA approved disinfecting products or biocides	Before and after use
Kitchen Surfaces	Clean surfaces that are not designated as food preparation areas and are heavy hand touch surfaces. These surfaces include refrigerator and microwave door handles, oven handles, power initiation knobs on appliances, cabinet door handles, storage container handles, doorknobs, communal pens, clip boards, and faucets (including spray nozzle appliances) with biocide.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Storage Containers	Follow food sanitation protocols. If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Note: For storage/containers that are contaminated with unknown liquids or obvious body fluids, spray the container with a disinfectant-cleaner prior to handling and cleaning.	Before and after use
Metal - Sealed	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air Dry. Note: For metal surfaces that are contaminated with unknown liquids or obvious body fluids, mist the container with a disinfectant-cleaner prior to handling and cleaning.	Before and after use
Metal - Unsealed	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air Dry. Note: For metal surfaces that are contaminated with unknown liquids or obvious body fluids, mist the container with a disinfectant-cleaner prior to handling and cleaning.	Before and after use
Plastic and Rubber	If surfaces are dirty, they should be cleaned and disinfected using an EPA N-List approved disinfecting-cleaning product. Air dry. Replace plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Refrigeration Units	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used) at a minimum between each food service event.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Kitchen Surfaces	Clean surfaces that are not designated as food preparation areas and are heavy hand touch surfaces. These surfaces include refrigerator and microwave door handles, oven handles, power initiation knobs on appliances, cabinet door handles, storage container handles, doorknobs, communal pens, clip boards, and faucets (including spray nozzle appliances) with biocide.	Before and after use
Ovens / Warming Ovens	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used) at a minimum between each food service event	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Kitchen Surfaces	Clean surfaces that are not designated as food preparation areas and are heavy hand touch surfaces. These surfaces include refrigerator and microwave door handles, oven handles, power initiation knobs on appliances, cabinet door handles, storage container handles, doorknobs, communal pens, clip boards, and faucets (including spray nozzle appliances) with biocide.	Before and after use
Sinks	Sinks should be modified to be touchless when possible. The frequency of cleaning should correlate to the density of users.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use

Components Materials	Procedures and Considerations	Frequency
Porcelain	• Clean visible debris • Wet wipe or spray; verify surfaces are adequately wetted • Air dry Wipe excess material from grout and seals. Inspect porcelain fixtures for cracks and damage. Replace fixtures if unable to seal or repair damage.	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every 2 hours
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 2 hours
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every 2 hours

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SOP #	**05.04.06.01**	**DATE**	**5/29/2020**
Space Type	**Merchandising**		

General Requirements	Merchandising includes: merchandising store, novelty stands. If food or drinks are also sold in these areas; show food samples, then dispense the food to customers. See Concession Stand requirements.□ Through signage, prohibit customers from trying on clothing or other merchandise (glasses, jewelry) that would make contact with their nose, mouth, or eyes either during wearing or during the process of taking the clothing on and off.□ Do not allow customers to try on shorts, pants, swimming suits, or other such clothing.□ Do not allow 'testing' of cosmetics or pharmaceutical product that contact the eyes, nose or mouth. Do not have displays that encourage testing of cosmetics. If customers are observed unwrapping or testing cosmetics; require that they purchase those items.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once every 4 hours
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once every 4 hours
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once every 4 hours

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every 4 hours
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once every 4 hours
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once every 4 hours
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once every 4 hours
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week

Components Materials	Procedures and Considerations	Frequency
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Before and after use
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Storage Racks	Clean heavy hand touch, storage racks, and other horizontal surfaces using biocides. Visually observe the status of storage items and remove any soiled items from the racks. Utilize existing containers for disposal of soiled items.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Hand Sanitizer Stations	Replace with touchless dispensers. Disinfect the interior and mechanical parts when refilling the unit. Do not use shared manually operated push pump dispensers.	After use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	After use

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Administration Areas (Offices)

SOP # **05.05.01.01** **6/01/2020**

Space Type **Administration Areas (Offices)**

General Description	Administrative Areas (offices) include SOP Offices, Conference Rooms, Shared Offices, and Mailroom and Package Delivery.

SOP Space Type	Referenced SOP's Description	SOP # / Link
Offices, Conference Rooms, Shared Offices	Offices, Conference Rooms, Shared Offices, reception/secretary, shared offices, offices, conference rooms. All high touch objects should be thoroughly cleaned and disinfected to include doorknobs, light switches, keyboards, computer mice, desks tops. The office should be provided with supplies to facilitate the disinfection of high touch objects at the end of each use. Individuals should be trained the use of disinfectants and should document their actions for the next occupants. Treat surfaces by surface type as described in the General Building All Types SOPs.	05.05.02.01
Mailroom and package delivery	Mailroom and package delivery: Require that packages are delivered 24 hours ahead of use time. Store these packages in a quarantine area for 24 hours prior to use. Urgent packages can be handled with disposable gloves . Wipe the outer surface of the packaging with alcohol wipes. Open the outer packaging with a safety knife, Remove the content. Place contents on a recently disinfected countertop surface. Do not allow the outer packaging to touch the disinfected countertop. Dispose of outer packaging in a lined waste bin with lid. Clean and disinfect surfaces following the procedures below.	05.05.03.01

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SOP # 05.05.02.01 **DATE** 6/01/2020

Space Type **Offices, Conference Rooms, Shared Offices**

General Requirements	Offices, Conference Rooms, Shared Offices, reception/secretary, shared offices, offices, conference rooms. All high touch objects should be thoroughly cleaned and disinfected to include doorknobs, light switches, keyboards, computer mice, desks tops. The office should be provided with supplies to facilitate the disinfection of high touch objects at the end of each use. Individuals should be trained the use of disinfectants and should document their actions for the next occupants. Treat surfaces by surface type as described in the General Building All Types SOPs.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Partitions	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	
Soft Surfaces (porous)	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. After initial disinfecting: • If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. • Use products that are EPA-approved for viral disinfection and that are suitable for porous surfaces. Avoid vacuuming soft surfaces before disinfection. Vacuum usage can aerosolize particulates that may contain infectious material making individuals more susceptible to exposures. In the event that vacuuming is unavoidable, make sure to use a HEPA vacuum and conduct a risk assessment to determine if additional PPE, specifically respiratory protection is required.	

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # **05.05.03.01** **DATE** **5/29/2020**

Space Type **Mailroom and Package Delivery**

General Requirements

Mailroom and package delivery: Require that packages are delivered 24 hours ahead of use time. Store these packages in a quarantine area for 24 hours prior to use. Urgent packages can be handled with disposable gloves . Wipe the outer surface of the packaging with alcohol wipes, Open the outer packaging with a safety knife, Remove the content. Place contents on a recently disinfected countertop surface. Do not allow the outer packaging to touch the disinfected countertop. Dispose of outer packaging in a lined waste bin with lid. Clean and disinfect surfaces following the procedures below.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day

Cleaning and Disinfection

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Standard Operating Procedure

SOP # **05.06.01.01** **DATE** **5/29/2020**

Space Type **Mechanical Rooms and Component SOPs**

General Requirements

Mechanical Rooms - Includes equipment used to control and in some cases contain mechanical equipment. These rooms should not be used as offices. In general, these rooms will be maintained in a visibly clean state, without accumulated debris or ancillary storage within the rooms. High touch areas, including normal control features and equipment touched during maintenance, will be disinfected based on frequency of such touching. For sealed control components that do not have exposed electrical conductors; biocide disinfectant will be sprayed on these surfaces, or wipes made wet with biocide disinfectant will be used to wipe down the surfaces. The horizontal surfaces in these rooms will be maintained visibly clean.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Boilers	Boilers are closed systems. The horizontal surfaces will be maintained visibly clean.	Once a quarter
Chillers	Chillers are closed systems. The horizontal surfaces will be maintained visibly clean.	Once a quarter
Main Electrical Room	Main electrical rooms include the main circuit shut off devices and high voltage switchgear for branch circuits. High voltage is defined as voltage over 600 volts. These rooms will be maintained visibly clean. No wet cleaning of electrical equipment will be done. Touch surfaces for mains and switchgear will be used only by trained personnel wearing proper PPE that will include gloves. The horizontal surfaces, including the tops of switchgear frames, will be maintained visibly clean.	Once a quarter
Emergency Generator Room	Emergency generators are assumed to be diesel powered. Electrical generators used to supply reserve of backup power will not be considered as emergency generators. The diesel tanks horizontal surfaces and their containment structures will be kept visibly clean.	Once a quarter
Electrical Closets	Electrical closets include electrical supply equipment operated at less than 600 volts. These rooms will be maintained visibly clean. No wet cleaning of electrical equipment will be done. Touch surfaces for electrical supply equipment will be used only by trained personnel wearing proper PPE that will include gloves.	Once a quarter
Main Tele/Data Room	Electrical supply to these rooms will be assumed to be operated at less than 50 volts. Horizontal surfaces will be maintained as visibly clean.	Once a quarter
Fire Pump Room	Fire pump rooms contain the fire pumps and their control features. If electrically initiated control features, including solenoid valves, are contained in these rooms; wet cleaning will not be done on these control features, and these control features will be touched only by trained personnel wearing proper PPE including gloves. If controls are manually operated valves only; wet cleaning using biocide disinfectant of the valve handles or turns will be done after each use. The horizontal surfaces will be maintained visibly clean.	Once a quarter

Components Materials	Procedures and Considerations	Frequency
Fire Sprinkler Shut-Off Room	Fire sprinkler shut off rooms contain only piping and control features. If electrically initiated control features, including solenoid valves, are contained in these rooms; wet cleaning will not be done on these control features, and these control features will be touched only by trained personnel wearing proper PPE including gloves. If controls are manually operated valves only; wet cleaning using biocide disinfectant of the valve handles or turns will be done after each use. The horizontal surfaces will be maintained visibly clean.	Once a quarter
Elevator Equipment Room(s)	Elevator equipment rooms may contain elevator hydraulic pumps, compressed air systems, and electrical control features. The horizontal surfaces will be maintained visibly clean. If electrically initiated control features, including solenoid valves, are contained in these rooms; wet cleaning will not be done on these control features, and these control features will be touched only by trained personnel wearing proper PPE including gloves. If controls are manually operated valves only; wet cleaning using biocide disinfectant of the valve handles or turns will be done after each use. The horizontal surfaces will be maintained visibly clean.	Once a quarter
Air Handler Units	Air handling units will include air handlers that are sufficiently large to be entered by personnel for maintenance activities. These interior horizontal surfaces will be maintained visibly clean. When filter change out occurs via access through the air handling interior spaces; cleaning will include cleaning of the filter housing and any horizontal surface outside the filter housing that become visibly soiled. Biocide disinfectant will be sprayed on those surfaces and on the filter proper during filter removal. All equipment will be made electrically and mechanically safe through hazardous energy control procedures prior to accessing the air handling interiors for any reason.	Once a quarter
Cooling Towers	Cooling towers and their associated pumps, sumps, water supply and drainage piping, containment areas, and control features will be maintained as visibly clean. Visibly clean will be defined as free from mineralization, soilage, and biological contamination. Cooling tower waters will be tested on a regular basis to verify that biocide use is effective. If testing indicates that Legionella bacterial contamination has occurred, the Legionella SOP will be used to prescribe cleaning required. If electrically initiated control features, including solenoid valves, are contained in cooling tower areas or rooms; wet cleaning will not be done on these control features, and these control features will be touched only by trained personnel wearing proper PPE including gloves. If controls are manually operated valves only; wet cleaning using biocide disinfectant of the valve handles or turns will be done after each use.	Once a quarter
Water Treatment	Water treatment equipment and associated vessels, pumps, sumps, water supply and drainage piping, containment areas, and control features will be maintained as visibly clean. Testing, including testing for presence of Legionella bacteria, will be conducted on water treatment systems and their associated downstream supply to facilities if such systems have been shut down for extended periods. If Legionella bacterial contamination has occurred, the Legionella SOP will be used to prescribe cleaning required. If electrically initiated control features, including solenoid valves, are contained in water treatment areas or rooms; wet cleaning will not be done on these control features, and these control features will be touched only by trained personnel wearing proper PPE including gloves. If controls are manually operated valves only; wet cleaning using biocide disinfectant of the valve handles or turns will be done after each use.	Once a quarter
Mechanical Equipment	Clean the readily accessible exteriors of mechanical equipment; including piping, ducting, and fixtures. These exteriors should be made clean and free from soilage/dirt, grease, and any current visible biological contamination. Use a wet and dry vacuum operated as a 'wet' vacuum with a biocide disinfectant and water provided in the liquid used. Clean all surfaces using a combination of wet vacuuming and cleaning (swabbing or wiping) of surfaces with AHP or an equivalent accelerated hydrogen peroxide product. Provide a starting slug of biocide in the wet vacuum receiving tank.	Once a week
HVAC Systems	Replace removable filters per manufacturer/HVAC designers recommended schedule Treat filters with visible biological contamination growth with accelerated hydrogen peroxide or an equivalent biocide product mist before and during removal. Clean holding frames with biocide and allow these frames to air dry prior to replacing filters Replace disposable filters with like kind; wrap and dispose of spent filters in accordance with local regulations. Do not reuse ‘disposable’ filters	Once a week
Condensate Trays	Inspect any drip or condensate trays. Clean these trays and any accessible coils Remove visible soilage/dirt and debris. Apply biocide treatment to the coils and trays.	Once a week

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a week
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a week

Components Materials	Procedures and Considerations	Frequency
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once a week
Sinks	Sinks should be modified to be touchless when possible. The frequency of cleaning should correlate to the density of users.	Once a week
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Porcelain	• Clean visible debris • Wet wipe or spray; verify surfaces are adequately wetted • Air dry Wipe excess material from grout and seals. Inspect porcelain fixtures for cracks and damage. Replace fixtures if unable to seal or repair damage.	Once a week
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a week
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a week
Shared Equipment and Tools	Before and after use, wipe down shared office equipment (phones, copier buttons/touchpads, staplers, hole punches, keypads). Clean the readily accessible exteriors of mechanical equipment, including piping, ducting, and fixtures. These exteriors should be made clean and free from soilage/dirt, grease, and any current visible biological contamination. Use a wet and dry vacuum operated as a 'wet' vacuum with a biocide disinfectant and water provided in the liquid used. Clean all surfaces using a combination of wet vacuuming and cleaning (swabbing or wiping) of surfaces with AHP or an equivalent accelerated hydrogen peroxide product. Provide a starting slug of biocide in the wet vacuum receiving tank.	Once a week
Electronics	• Remove visible contamination if present. • Follow the manufacturer's instructions for all disinfecting. • If no manufacturer guidance is available, use AHP (or equivalent accelerated hydrogen peroxide) wipes to disinfect high touch components. If AHP is not available use a 70% solution of isopropyl alcohol. Avoid pooling of liquids. however, if alcohol is used allow a sheen of liquid to remain on surfaces for the required disinfectant dwell time. Consider the use of wipeable covers.	Once a week

Components Materials	Procedures and Considerations	Frequency
Keyboards, mice, control knobs	Shared keyboards, mice and control knobs should be wiped down with a disinfectant between each user. Keyboards, mice, and control knobs should be disassembled and cleaned periodically to remove dirt build up that may be harboring potentially infectious material. Consult with the manufacturer to best clean components. Replace keyboards and mice if unable to be satisfactorily cleaned and disinfected. Consider the use of wipeable covers.	Once a week
Storage Containers	Spray contaminated storage/containers with biocide prior to handling. During cleaning of containers, continually use biocide (first by spraying the surfaces, then as relining the storage container with a disposable liner). Note: Contamination is defined as body fluids contamination either in the form of unknown liquids or obvious body fluids contamination/solids present on the storage containers.	Once a week
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a week
Storage Racks	Clean heavy hand touch, storage racks, and other horizontal surfaces using biocides. Visually observe the status of storage items and remove any soiled items from the racks. Utilize existing containers for disposal of soiled items.	Once a week
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

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Arena

SOP # 05.07.01.01 **6/01/2020**

Venue Type Arena

General Description	Arenas: Spaces having priority for disinfection are restrooms, souvenir shops, concession and condiment areas, delivery reception and waste accumulation areas, entry and exit ways, public transportation terminals, stops or platforms near the facility. Player locker rooms, training facilities, and sideline benches should be disinfected after each event. Populations include spectators, broadcast and print media representatives, camera operators, players or performers, coaches, special effects personnel, riggers and stagehands, show equipment transport drivers, arena workers (security, food service, ushers, entry monitors, cleaners/janitors), scoreboard and sound mixer operators. Player locker rooms, training facilities, and sideline benches should be disinfected after each event. Follow SOP guidance provided for General Buildings - All Types which includes: Public / Front of the House, Operations / Back of the House, Food Service and Merchandising, Administration Areas (Offices), Mechanical Rooms and Components. Additional Arena includes: Media/Production Control Rooms, Locker Rooms, Ice Facilities. Center Hung Scoreboard Gantry.

SOP Space Type	Referenced SOP's Description	SOP # / Link
Media/Production Control Rooms	Media/Production Control. Provide microphone shields, individual use headsets, and Plexiglas enclosures around commentators. After a microphone is used and before use by others; disinfect the microphone according to manufacturer's instructions. If the microphone cannot be cleaned; completely wrap the microphone	05.07.02.01
Locker Rooms	Locker rooms will be defined as rooms where access to shower areas is provided and where lockers are available. If possible, lockers will be assigned for singles use by only one person. If such assignment is not possible; the locker horizontal interiors, vertical high (heavy) touch surfaces, and opening mechanisms will be disinfected with biocide spray and wipe downs between uses by successive users. Bench use will be discouraged; however, if benches are used, the individual user will be required to clean the horizontal surfaces used after each use. Shower rooms and units will be cleaned using normal protocols throughout the day. At the conclusion of each day, biocide disinfectant will be sprayed in the shower areas, including on shower water supply controls.	05.07.03.01
Ice Facilities	Ice facilities includes: ice plant, ice pit, ice paint and equipment storage area. Do not store ice to be used in drinks or foods as food. Store ice to be used for thermal therapy as first aid equipment. Used gloves to retrieve ice from bulk containers. Reglove each time these containers are accessed. In addition, when opening the bulk ice containers, wear masks or respirators and eye coverings (face shields, safety glasses, goggles). Cleaning and disinfection of bathroom and high use facilities should take place immediately after periods of high use, such as after every period during hockey games.	05.07.04.01
Center Hung Scoreboard Gantry	Limit the number of personnel in the scoreboard gantry. Disinfect all touch surfaces and on fall protection equipment (if used) before and after use. Treat surfaces by surface type as described in the General Building All Types SOPs.	

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Standard Operating Procedure

SOP # 05.07.02.01 **DATE** 6/01/2020

Space Type **Media/Production Control Rooms**

General Requirements	Media/Production Control. Provide microphone shields, individual use headsets, and Plexiglas enclosures around commentators. After a microphone is used and before use by others; disinfect the microphone according to manufacturer's instructions. If the microphone cannot be cleaned; completely wrap the microphone in plastic prior to use and change the plastic out prior to use by others. Treat other surfaces by surface type.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every 4 hours

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 4 hours
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 4 hours
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every 4 hours
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

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Standard Operating Procedure

SOP # 05.07.03.01 **DATE** 5/29/2020

Space Type **Locker Rooms**

General Requirements	Locker rooms will be defined as rooms where access to shower areas is provided and where lockers are available. If possible, lockers will be assigned for singles use by only one person. If such assignment is not possible; the locker horizontal interiors, vertical high (heavy) touch surfaces, and opening mechanisms will be disinfected with biocide spray and wipe downs between uses by successive users. Bench use will be discouraged; however, if benches are used, the individual user will be required to clean the horizontal surfaces used after each use. Shower rooms and units will be cleaned using normal protocols throughout the day. At the conclusion of each day, biocide disinfectant will be sprayed in the shower areas, including on shower water supply controls.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Lockers	Empty lockers and disinfect all high touch areas hooks, latches, locks, and front of doors. Repair lockers that are rusting or pitted.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day

Cleaning and Disinfection

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Standard Operating Procedure

SOP # **05.07.04.01** **DATE 6/01/2020**

Space Type **Ice Facilities**

General Requirements

Ice facilities includes: ice plant, ice pit, ice paint and equipment storage area. Do not store ice to be used in drinks or foods as food. Store ice to be used for thermal therapy as first aid equipment. Used gloves to retrieve ice from bulk containers. Reglove each time these containers are accessed. In addition, when opening the bulk ice containers, wear masks or respirators and eye coverings (face shields, safety glasses, goggles). Cleaning and disinfection of bathroom and high use facilities should take place immediately after periods of high use, such as after every period during hockey games.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

Cleaning and Disinfection Standard Operating Procedure

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Convention Center

SOP # **05.08.01.01** 6/01/2020

Venue Type **Convention Center**

General Description	Convention Centers: Follow SOP guidance provided for General Buildings - All Types which includes: Public / Front of the House, Operations / Back of the House, Food Service and Merchandising, Administration Areas (Offices), Mechanical Rooms and Components. Priority areas for disinfection should include restrooms, concessions, large areas used for receptions or parties, entry and exit ways, public transportation facilities near the center, speaker and panel podiums, exhibition halls, exhibit booth receiving area, and waste accumulation areas.

SOP Space Type	Referenced SOP's Description	SOP # / Link
Media/Production Control Rooms	Media/Production Control. Provide microphone shields, individual use headsets, and Plexiglas enclosures around commentators. After a microphone is used and before use by others; disinfect the microphone according to manufacturer's instructions. If the microphone cannot be cleaned; completely wrap the microphone in plastic prior to use and change the plastic out prior to use by others. Treat other surfaces by surface type.	05.08.02.01
Event Organizer Space	Event Organizer Space must be cleaned and disinfected before and after use. Cleaning will be performed based on surfaces types cleaned, following SOP guidance for General Building - All Types. Priority areas for disinfection should include office and meeting rooms assigned to the Event Organizers, restrooms, entry and exit ways and corridors and any food service items.	05.08.03.01
Ballrooms	Ballrooms may be configured for specific event purposes. During the planning stages of the event develop specific disinfection plans based on intended use. Podiums, microphones, headsets, and other presentation devices should be disinfected between each speaker and after each event. Glove and hand hygiene should be practiced minimizing the disinfection of moveable objects such as pipes and drapes. If significant touch points are identified a disinfection plan must be developed. Drapes that have visible contamination must be removed from service and immediately laundered or disposed. Immediately launder or dispose of drapes that are suspected to be contaminated with bodily fluids or were used near potential sources of infectious material. All high touch non-porous surfaces must be disinfected regularly during use. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. After use all non-porous surfaces must be cleaned and disinfected, this includes but is not limited to tables, chairs, banisters, railings, window, and windowsills. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.	05.08.04.01
Atriums	Building fixtures and surfaces such as doors, door handles, frames, railings, hand hygiene stations, water fountains, tables, chairs and interactive displays must be disinfected frequently based on the density of use. Disinfect according to surface type.	05.08.05.01

Presentation Room	Presentation rooms may be configured for specific event purposes. During the planning stages of the event develop specific disinfection plans based on intended use. Podiums, microphones, headsets, and other presentation devices should be disinfected between each speaker, at the end of each day and after each event. All high touch non-porous surfaces must be disinfected regularly during use. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. After use all non-porous surfaces must be cleaned and disinfected before storage. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.	**05.08.06.01**
Divisible Meeting Room	Meeting rooms may be configured for specific event purposes. During the planning stages of the event develop specific disinfection plans based on intended use. Podiums, microphones, headsets, and other presentation devices should be disinfected between each speaker, at the end of each day and after each event. All high touch non-porous surfaces must be disinfected regularly during use. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. After use all non-porous surfaces must be cleaned and disinfected before storage to include outlet covers and interactive controls. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.	**05.08.07.01**
Exhibit Halls	Exhibit halls may be configured for specific event purposes. During the planning stages of the event develop specific disinfection plans based on intended use. Glove and hand hygiene should be practiced minimizing the disinfection of moveable objects such as pipes and drapes. If significant touch points are identified a disinfection plan must be developed. Drapes that have visible contamination must be removed from service and immediately laundered or disposed. Immediately launder or dispose of drapes that are suspected to be contaminated with bodily fluids or were used near potential sources of infectious material. Water fountains and hand hygiene stations must be disinfected frequently based on the density of use during an event. After use all non-porous surfaces must be cleaned and disinfected before storage. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.	**05.08.08.01**
Outdoor Gathering Space	Outdoor gathering and patio spaces may be configured for specific event purposes, such as merchandizing booths, food and drink vending, security screenings and social gatherings. During the planning stages of the event develop specific disinfection plans based on intended use. Chairs, tables, metal detectors and portable toilets. Portable toilets with flush valves, closed cavity holding tanks, and seat lids can be used and must be disinfected at least hourly based on frequency of use. All high touch non-porous surfaces must be disinfected regularly during use. After use all non-porous surfaces must be cleaned and disinfected before storage. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage. Cement, bricks and paver may be powered washed after use. Disinfection is not necessary unless bodily material is suspected.	**05.08.09.01**

Cleaning and Disinfection

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Standard Operating Procedure

SOP # **05.08.02.01** **DATE 6/01/2020**

Space Type **Media/Production Control Rooms**

General Requirements	Media/Production Control. Provide microphone shields, individual use headsets, and Plexiglas enclosures around commentators. After a microphone is used and before use by others; disinfect the microphone according to manufacturer's instructions. If the microphone cannot be cleaned; completely wrap the microphone in plastic prior to use and change the plastic out prior to use by others. Treat other surfaces by surface type.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every 4 hours
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 4 hours
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 4 hours

Components Materials	Procedures and Considerations	Frequency
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every 4 hours
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # **05.08.03.01** **DATE 6/01/2020**

Space Type **Event Organizer Space**

General Requirements	Event Organizer Space must be cleaned and disinfected before and after use. Cleaning will be performed based on surfaces types cleaned, following SOP guidance for General Building - All Types. Priority areas for disinfection should include office and meeting rooms assigned to the Event Organizers, restrooms, entry and exit ways and corridors and any food service items.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Partitions	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	

Components Materials	Procedures and Considerations	Frequency
Soft Surfaces (porous)	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. After initial disinfecting: • If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. • Use products that are EPA-approved for viral disinfection and that are suitable for porous surfaces. Avoid vacuuming soft surfaces before disinfection. Vacuum usage can aerosolize particulates that may contain infectious material making individuals more susceptible to exposures. In the event that vacuuming is unavoidable, make sure to use a HEPA vacuum and conduct a risk assessment to determine if additional PPE, specifically respiratory protection is required.	

Cleaning and Disinfection

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Standard Operating Procedure

SOP #	05.08.04.01	DATE	6/01/2020

Space Type **Ballrooms**

General Requirements	Ballrooms may be configured for specific event purposes. During the planning stages of the event develop specific disinfection plans based on intended use. Podiums, microphones, headsets, and other presentation devices should be disinfected between each speaker and after each event. Glove and hand hygiene should be practiced minimizing the disinfection of moveable objects such as pipes and drapes. If significant touch points are identified a disinfection plan must be developed. Drapes that have visible contamination must be removed from service and immediately laundered or disposed. Immediately launder or dispose of drapes that are suspected to be contaminated with bodily fluids or were used near potential sources of infectious material. All high touch non-porous surfaces must be disinfected regularly during use. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. After use all non-porous surfaces must be cleaned and disinfected, this includes but is not limited to tables, chairs, banisters, railings, window, and windowsills. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Partitions	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	
Soft Surfaces (porous)	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. After initial disinfecting: • If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. • Use products that are EPA-approved for viral disinfection and that are suitable for porous surfaces. Avoid vacuuming soft surfaces before disinfection. Vacuum usage can aerosolize particulates that may contain infectious material making individuals more susceptible to exposures. In the event that vacuuming is unavoidable, make sure to use a HEPA vacuum and conduct a risk assessment to determine if additional PPE, specifically respiratory protection is required.	

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP #	**05.08.05.01**	**DATE**	**6/01/2020**

Space Type **Atriums**

General Requirements	Building fixtures and surfaces such as doors, door handles, frames, railings, hand hygiene stations, water fountains, tables, chairs and interactive displays must be disinfected frequently based on the density of use. Disinfect according to surface type.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Partitions	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	

Components Materials	Procedures and Considerations	Frequency
Soft Surfaces (porous)	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. After initial disinfecting: • If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. • Use products that are EPA-approved for viral disinfection and that are suitable for porous surfaces. Avoid vacuuming soft surfaces before disinfection. Vacuum usage can aerosolize particulates that may contain infectious material making individuals more susceptible to exposures. In the event that vacuuming is unavoidable, make sure to use a HEPA vacuum and conduct a risk assessment to determine if additional PPE, specifically respiratory protection is required.	

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # **05.08.06.01** **DATE** **6/01/2020**

Space Type **Presentation Room**

General Requirements

Presentation rooms may be configured for specific event purposes. During the planning stages of the event develop specific disinfection plans based on intended use. Podiums, microphones, headsets, and other presentation devices should be disinfected between each speaker, at the end of each day and after each event. All high touch non-porous surfaces must be disinfected regularly during use. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. After use all non-porous surfaces must be cleaned and disinfected before storage. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).
NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Partitions	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	

Components Materials	Procedures and Considerations	Frequency
Soft Surfaces (porous)	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. After initial disinfecting: • If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. • Use products that are EPA-approved for viral disinfection and that are suitable for porous surfaces. Avoid vacuuming soft surfaces before disinfection. Vacuum usage can aerosolize particulates that may contain infectious material making individuals more susceptible to exposures. In the event that vacuuming is unavoidable, make sure to use a HEPA vacuum and conduct a risk assessment to determine if additional PPE, specifically respiratory protection is required.	

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # 05.08.07.01 **DATE** 6/01/2020

Space Type **Divisible Meeting Room**

General Requirements

Meeting rooms may be configured for specific event purposes. During the planning stages of the event develop specific disinfection plans based on intended use. Podiums, microphones, headsets, and other presentation devices should be disinfected between each speaker, at the end of each day and after each event. All high touch non-porous surfaces must be disinfected regularly during use. If food service is present review and confirm all disinfection protocols provided by the caterer or vendor. Linens should be promptly secured and laundered. Limit self-service buffets unless all food and drinks are prepackaged. After use all non-porous surfaces must be cleaned and disinfected before storage to include outlet covers and interactive controls. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week

Components Materials	Procedures and Considerations	Frequency
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Partitions	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	

Components Materials	Procedures and Considerations	Frequency
Soft Surfaces (porous)	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. After initial disinfecting: • If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. • Use products that are EPA-approved for viral disinfection and that are suitable for porous surfaces. Avoid vacuuming soft surfaces before disinfection. Vacuum usage can aerosolize particulates that may contain infectious material making individuals more susceptible to exposures. In the event that vacuuming is unavoidable, make sure to use a HEPA vacuum and conduct a risk assessment to determine if additional PPE, specifically respiratory protection is required.	

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # 05.08.08.01 **DATE** 6/01/2020

Space Type **Exhibit Halls**

General Requirements

Exhibit halls may be configured for specific event purposes. During the planning stages of the event develop specific disinfection plans based on intended use. Glove and hand hygiene should be practiced to minimize the disinfection of moveable objects such as pipes and drapes. If significant touch points are identified a disinfection plan must be developed. Drapes that have visible contamination must be removed from service and immediately laundered or disposed. Immediately launder or dispose of drapes that are suspected to be contaminated with bodily fluids or were used near potential sources of infectious material. Water fountains and hand hygiene stations must be disinfected frequently based on the density of use during an event. After use all non-porous surfaces must be cleaned and disinfected before storage. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week

Components Materials	Procedures and Considerations	Frequency
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a week
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Partitions	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	

Components Materials	Procedures and Considerations	Frequency
Soft Surfaces (porous)	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. After initial disinfecting: • If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. • Use products that are EPA-approved for viral disinfection and that are suitable for porous surfaces. Avoid vacuuming soft surfaces before disinfection. Vacuum usage can aerosolize particulates that may contain infectious material making individuals more susceptible to exposures. In the event that vacuuming is unavoidable, make sure to use a HEPA vacuum and conduct a risk assessment to determine if additional PPE, specifically respiratory protection is required.	

Cleaning and Disinfection

TOC

Standard Operating Procedure

SOP # 05.08.09.01 **DATE** 6/01/2020

Space Type **Outdoor Gathering Space**

General Requirements: Outdoor gathering and patio spaces may be configured for specific event purposes, such as merchandizing booths, food and drink vending, security screenings and social gatherings. During the planning stages of the event develop specific disinfection plans based on intended use. Chairs, tables, metal detectors and portable toilets. Portable toilets with flush valves, closed cavity holding tanks, and seat lids can be used and must be disinfected at least hourly based on frequency of use. All high touch non-porous surfaces must be disinfected regularly during use. After use all non-porous surfaces must be cleaned and disinfected before storage. Care must be taken to prevent recontamination of movable objects during transportation. A second round of disinfection maybe required immediately before storage. Cement, bricks and paver may be powered washed after use. Disinfection is not necessary unless bodily material is suspected.

PPE: Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant: The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	After use
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	After use
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	After use
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	After use

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	After use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	After use
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	After use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once a day
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

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Stadium

SOP # 05.09.01.01 **6/01/2020**

Venue Type Stadium

General Description	Stadiums: Follow SOP guidance provided for General Buildings - All Types which includes: Public / Front of the House, Operations / Back of the House, Food Service and Merchandising, Administration Areas (Offices), Mechanical Rooms and Components. Additional Stadium SOPs include: Media/Production Control Rooms, Locker Rooms. Spaces having priority for disinfection are restrooms, box offices, souvenir shops, concession and condiment areas, delivery reception and waste accumulation areas, entry and exit ways, public transportation terminals, stops or platforms near the facility. Player locker rooms, training facilities, and sideline benches (or dugouts) should be disinfected after each event. 'Tailgating' should be discouraged or prohibited. Populations include spectators, broadcast and print media representatives, camera operators, players or performers, coaches, special effects personnel, riggers, stagehands, show equipment transport drivers, stadium workers (security, food service, ushers, entry monitors, cleaners/janitors), scoreboard and sound mixer operators.

SOP Space Type	Referenced SOP's Description	SOP # / Link
Media/Production Control Rooms	Media/Production Control. Provide microphone shields, individual use headsets, and Plexiglas enclosures around commentators. After a microphone is used and before use by others; disinfect the microphone according to manufacturer's instructions. If the microphone cannot be cleaned; completely wrap the microphone in plastic prior to use and change the plastic out prior to use by others. Treat other surfaces by surface type.	05.09.02.01
Locker Rooms	Locker rooms will be defined as rooms where access to shower areas is provided and where lockers are available. If possible, lockers will be assigned for singles use by only one person. If such assignment is not possible; the locker horizontal interiors, vertical high (heavy) touch surfaces, and opening mechanisms will be disinfected with biocide spray and wipe downs between uses by successive users. Bench use will be discouraged; however, if benches are used, the individual user will be required to clean the horizontal surfaces used after each use. Shower rooms and units will be cleaned using normal protocols throughout the day. At the conclusion of each day, biocide disinfectant will be sprayed in the shower areas, including on shower water supply controls.	05.09.03.01
Media Dining	Media and other dining areas: Encourage dispensing of wrapped or otherwise containerized food in disposable containers. Encourage the use of trays. If reusable materials will be provided for eating purposes, collect those immediately after use. Do not have diners remove soiled food containers (glasses, plates, silverware) to receiving bins. Have diners leave those in place, and have staff with appropriate PPE (gloves, masks) pick up the containers in secured, covered receiving bins. Wipe down high touch surfaces (tabletops) after each use using disinfectants approved for food contact. Discourage the use of decorative items on tables (candles, flowers).	05.09.04.01

Cleaning and Disinfection

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Standard Operating Procedure

SOP # **05.09.02.01** **DATE 6/01/2020**

Space Type **Media/Production Control Rooms**

General Requirements

Media/Production Control. Provide microphone shields, individual use headsets, and Plexiglas enclosures around commentators. After a microphone is used and before use by others; disinfect the microphone according to manufacturer's instructions. If the microphone cannot be cleaned; completely wrap the microphone in plastic prior to use and change the plastic out prior to use by others. Treat other surfaces by surface type.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every 4 hours
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 4 hours

Components Materials	Procedures and Considerations	Frequency
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 4 hours
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every 4 hours
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

Cleaning and Disinfection

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Standard Operating Procedure

SOP # **05.09.03.01** **DATE** **5/29/2020**

Space Type **Locker Rooms**

General Requirements	Locker rooms will be defined as rooms where access to shower areas is provided and where lockers are available. If possible, lockers will be assigned for singles use by only one person. If such assignment is not possible; the locker horizontal interiors, vertical high (heavy) touch surfaces, and opening mechanisms will be disinfected with biocide spray and wipe downs between uses by successive users. Bench use will be discouraged; however, if benches are used, the individual user will be required to clean the horizontal surfaces used after each use. Shower rooms and units will be cleaned using normal protocols throughout the day. At the conclusion of each day, biocide disinfectant will be sprayed in the shower areas, including on shower water supply controls.
PPE	Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.
Disinfectant	The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time: 1. Accelerated Hydrogen Peroxide (AHP) based product. 2. Quaternary ammonium (Quat) based product. 3. Alcohol-based product with a minimum concentration of 70%. 4. Chlorine (bleach) - based product. 5. Acid-based cleaning product (i.e., HCl or lactic acid). NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

Components Materials	Procedures and Considerations	Frequency
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once every hour
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Soap Dispensers	Soap dispensers must be replaced with touchless models. Soap dispensers should be filled with antimicrobial soap. Disinfect the interior and mechanical parts of the soap dispenser when refilling the unit.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Lockers	Empty lockers and disinfect all high touch areas hooks, latches, locks, and front of doors. Repair lockers that are rusting or pitted.	Once every hour
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Marble	Marble is a naturally porous mineral and require frequents care to verify it does not become etched or damaged in a manner that will harbor dirt and potentially infectious materials. • Clean debris from surface • Wet wipe with a soft cloth or mop surfaces; avoid corrosive based cleaners • Allow to air dry	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day

Cleaning and Disinfection

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Standard Operating Procedure

SOP #	**05.09.04.01**	**DATE**	**5/29/2020**
Space Type	**Media Dining**		

General Requirements

Media and other dining areas: Encourage dispensing of wrapped or otherwise containerized food in disposable containers. Encourage the use of trays. If reusable materials will be provided for eating purposes, collect those immediately after use. Do not have diners remove soiled food containers (glasses, plates, silverware) to receiving bins. Have diners leave those in place, and have staff with appropriate PPE (gloves, masks) pick up the containers in secured, covered receiving bins. Wipe down high touch surfaces (tabletops) after each use using disinfectants approved for food contact. Discourage the use of decorative items on tables (candles, flowers).

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once every 2 hours
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once every 2 hours
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once every 2 hours

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every 2 hours
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once every 2 hours
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once every 2 hours
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once every 2 hours
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a day
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once a day

Components Materials	Procedures and Considerations	Frequency
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	Once a day
Concrete Painted	Painted concrete surfaces are addressed as painted surfaces, except that painted concrete is a special circumstance because of the porosity and small cavities present on the concrete surfaces. Painted concrete surfaces often have cracks, fissures, and small circular cavities. These defects should be repaired or sealed to verify they are not harboring dirt and potentially infectious materials. These areas can be very difficult to disinfect and should be specifically monitored for dirt and debris build up until they are repaired. Clear the sealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure misting device of detergent solution, then decontamination solution; Allow to air dry completely.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	After use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	After use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	After use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	After use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use

Components Materials	Procedures and Considerations	Frequency
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	After use
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour
Food Trays and Carts	Follow food sanitation protocols. Disinfect high touch surfaces (e.g., handles, latches, other access devices used).	Before and after use
Hard Surfaces	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	Before and after use
Hard Surfaces - Food Contact	Assume that: • Food preparation and serving surfaces are currently cleaned using adequate prepared disinfecting solutions to prevent foodborne illnesses and communicable disease. • Dishes, utensils and equipment are washed with sufficiently hot water to render them sanitary for reuse. Clean heavy hand touch surfaces using EPA and/or FDA approved disinfecting products or biocides	Before and after use
Counters	Remove objects and clean visible debris from the surface before starting the disinfection progress.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	After use

Components Materials	Procedures and Considerations	Frequency
Hard Surfaces - Food Contact	Assume that: • Food preparation and serving surfaces are currently cleaned using adequate prepared disinfecting solutions to prevent foodborne illnesses and communicable disease. • Dishes, utensils and equipment are washed with sufficiently hot water to render them sanitary for reuse. Clean heavy hand touch surfaces using EPA and/or FDA approved disinfecting products or biocides	After use
Storage Containers	Spray contaminated storage/containers with biocide prior to handling. During cleaning of containers, continually use biocide (first by spraying the surfaces, then as relining the storage container with a disposable liner). Note: Contamination is defined as body fluids contamination either in the form of unknown liquids or obvious body fluids contamination/solids present on the storage containers.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every hour
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every hour
Partitions	Partitions will vary in material type. Non-porous partitions, such as those found in restrooms, must be disinfected on regular intervals based on density of usage. Special attention should be given to partitions with handles and grab bars for the disabled. Half partitions, such as ones found in office cubicles, will have some non-porous components that may be considered high touch surfaces. Individuals should be discouraged from touching or leaning on these surfaces. Whether or not the porous portion needs to be disinfected will be determined by activities conducted in the immediate area, health status of individuals who worked in the area, and the visible level of contamination.	Once a day

Cleaning and Disinfection Standard Operating Procedure

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Theaters

SOP # **05.10.01.01** **6/01/2020**

Venue Type **Theaters**

General Description	Theaters: Follow SOP guidance provided for General Buildings - All Types which includes: Public / Front of the House, Operations / Back of the House, Food Service and Merchandising, Administration Areas (Offices), Mechanical Rooms and Components. Priority areas for disinfection include box office and ticket-taking podium, restrooms, concessions, dressing rooms, backstage and prop areas.

SOP Space Type	Referenced SOP's Description	SOP # / Link
Media/Production Control Rooms	Media/Production Control. Provide microphone shields, individual use headsets, and Plexiglas enclosures around commentators. After a microphone is used and before use by others; disinfect the microphone according to manufacturer's instructions. If the microphone cannot be cleaned; completely wrap the microphone in plastic prior to use and change the plastic out prior to use by others. Treat other surfaces by surface type.	05.10.02.01
Follow Spot Booth	Limit the number of personnel in the follow spots booth. Disinfect all hard touch surfaces on fall protection equipment before and after use. Treat surfaces by surface type as described in the General Building All Types SOPs.	**NA**
Fly Floor	Limit the number of personnel on the Fly Floor. Disinfect all touch surfaces and on fall protection equipment (if used) before and after use. Treat surfaces by surface type as described in the general building All Types SOPs.	**NA**
Dressing Rooms	Building fixtures and surfaces such as doors, door handles, frames, railings, hand hygiene stations, water fountains, tables, chairs must be disinfected frequently based on the density of use. Disinfect according to surface type. Linens and costumes should be promptly secured and laundered. Disinfect all props that have contact. Treat surfaces by surface type as described in the general building All Types SOPs	**NA**
Orchestra Pit	Building fixtures and surfaces such as doors, door handles, frames, railings, hand hygiene stations, chairs, music stands, musical instruments must be disinfected frequently based on the density of use. Disinfect according to surface type. Disinfect all touch surfaces before and after use.	**NA**
Stage and Stage Wings	Limit the number of personnel on the stage and stage wings. Disinfect all touch surfaces before and after use. Treat surfaces by surface type as described in the general building All Types SOPs.	**NA**

SOP # **05.10.02.01** **DATE 6/01/2020**

Space Type **Media/Production Control Rooms**

General

Media/Production Control. Provide microphone shields, individual use headsets, and Plexiglas enclosures around commentators. After a microphone is used and before use by others; disinfect the microphone according to manufacturer's instructions. If the microphone cannot be cleaned; completely wrap the microphone in plastic prior to use and change the plastic out prior to use by others. Treat other surfaces by surface type.

PPE

Wear personal protective equipment, including face masks and gloves when performing cleaning and disinfecting tasks as described in SOP 05.00.06.06.

Disinfectant

The following disinfectants are listed in order of preference for most surfaces. Follow label directions for virucidal activity to determine dilution, application, and dwell time:
1. Accelerated Hydrogen Peroxide (AHP) based product.
2. Quaternary ammonium (Quat) based product.
3. Alcohol-based product with a minimum concentration of 70%.
4. Chlorine (bleach) - based product.
5. Acid-based cleaning product (i.e., HCl or lactic acid).

NOTE: For Food Contact Surfaces, Porous Surfaces and Special Precautions Refer to SOP 05.00.07.06. Following cleaning procedures described in SOP 05.00.08.06.

Components Materials	Procedures and Considerations	Frequency
Floors	Identify surface material. Remove and clean visible debris from the surface before starting disinfection progress.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a day

Components Materials	Procedures and Considerations	Frequency
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a day
Carpet	As of this writing, SARS-CoV-2 survivability has not been tested on carpet nor has it been observed to be a significant route of exposure, unless gross contamination has taken place. Carpet that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved disinfecting product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Carpets must be completely dried as quickly as possible after treatment. Do not allow individuals to walk on carpet until completely dried: at least 4-6 hours. The process of steam disinfecting aerosolizes materials previously trapped in carpets, potentially including viruses. While these aerosolized materials remain in the air, individuals may be able to breathe them in. Consequently, workers must use respiratory protection.	Once a day
Concrete Unsealed	Disinfect the unsealed concrete by: • Wet wiping with detergent solution, then decontamination solution, or • Low pressure spraying of detergent solution, then decontamination solution; Apply the solution so as to wet the concrete surface and all concrete gaps, fissures, grooves, and holes. Remove all visible debris and soilage through the washing event. Allow the concrete to dry completely. Conduct a risk assessment for low pressure spraying operations, increased respiratory protection maybe required if the area is assumed to be heavily contaminated.	
Walls	Walls that need cleaning and disinfection are walls that can be easily touched. More frequently touched wall will require more frequent disinfection.	Once a week
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a week

Components Materials	Procedures and Considerations	Frequency
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Once a week
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Once a week
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a week
Tables/Desks	Remove and clean visible debris from the surface before starting the disinfection progress. Inform individuals to reduce clutter on desks to facilitate effective disinfection. Personal items and papers that are located on the surface that cannot be disinfected should be secured in closed containers for a minimum of 72 hours.	Before and after use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Before and after use
Vinyl Laminate	Disinfecting sequence for vinyl laminate: • Clean debris from the surface • Wet wipe; ammonia-based detergents and disinfectants can degrade the surface and create harborage for dirt and potentially infectious materials; Don't oversaturate the surface if the surface is damaged: use enough liquid to make the surface adequately wet, but don't flood the area. • Wipe away remaining water and solution if permitted by the manufacturer's instructions for use. • Allow to air dry completely.	Before and after use
Ceramic Tile, Vinyl, Linoleum	Tiles and floor surfaces are disinfected using hard surface disinfecting solutions. • Clean visible debris • Wet wipe or mop surfaces • Air dry	Before and after use
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Before and after use
Seating	Identify surface material. Replace chairs with porous surfaces or provide plastic coverings that are easily able to be disinfected for those chairs. Seating that is shared or in public spaces should be disinfected more frequently based on density of use. Seating that is used only by a single individual, such as an office chair; must be secured against use by others. If this seating cannot be secured and will be used by others; the seating must be disinfected before and after use by successive individuals	After use

Components Materials	Procedures and Considerations	Frequency
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	After use
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	After use
Upholstery	As of this writing, SARS-CoV-2 survivability has not been tested on upholstery nor has upholstery been observed to be a significant route of exposure, unless gross contamination has taken place. Upholstery that has been isolated for a minimum of 72 hours is not expected to act as a source of infection. In the event cleaning and disinfection is deemed necessary due to a specific event or encounter, the following steps should be taken: • Spot clean areas of gross decontamination with approved cleaning product for the upholstery type. • Steam clean with the concurrent application of disinfectant. Steam disinfecting does not generate enough heat at all application areas to be an effective disinfectant on its own. • Allow materials to dry completely before use. Conduct a risk assessment to determine if additional controls and PPE are required when steam cleaning.	After use
Waste Bins	Use plastic liners in all waste bins. • Empty the waste bin • Disinfect all surfaces of the waste bin • Air dry • Replace plastic liners in waste receptacles and waste baskets	Once every 4 hours
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 4 hours

Components Materials	Procedures and Considerations	Frequency
Metal - Unsealed	Identify the type of metal. Select a compatible disinfectant that will minimize damage to the surface. • Mist the suspect area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every 4 hours
Plastic and Rubber	Remove dirt and debris from surfaces. Select a disinfectant that will not dissolve the plastic or rubber. Replace or repair plastic and rubber that is damaged, gouged, and/or pitted.	Once every 4 hours
Door	Door should be modified to touchless entry when possible. If touchless entry is not provided, prop doors open if permitted to by fire code and security procedures to minimize the number of individuals touching handles and surfaces. Frequency of disinfection should be increased if the door is heavily used, such as the primary entrance to a building or area.	Once a day
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once a day
Painted	Choose a disinfection solution that does not remove the paint. A disinfecting solution that is too like the original paint solution (prior to curing) will remove the paint during disinfection.	Once a day
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once a day
Door Handles	Frequency of cleaning should correlate to the density of users and should occur immediately after high use events; such as when individuals are arriving. departing, or taking breaks.	After use
Metal - Sealed	• Mist the area with the disinfection solution. • Sequentially wash the surface with detergent disinfecting solution. • Wash (swab or wet wipe) any newly exposed surfaces with disinfecting solution. • Air dry	Once every hour
Glass	• Mist the suspect area with the cleaning and disinfection solution. • Swab, wipe, and/or squeegee • Air dry	Once every hour

Components Materials	Procedures and Considerations	Frequency
Wood	Wood includes hardwoods, softwoods, and compressed woods. Compressed woods include woods made from: Chips (e.g. Oriented Strand Board, Oaktag) and sheets (e.g. plywood). Wood products may also be present as laminates or veneers. Laminates have a sealed surface affixed to a compressed wood surface. Veneers are very thin woods glued to other wood surfaces. Sealed wood surfaces may be sealed with stain, varnishes, paints, and other chemicals that make the wood surfaces less porous. Disinfecting of painted wood surfaces is disinfecting of the sealant layer. Disinfecting sequence for sealed wood: • Clean debris from the surface • Wet wipe • Air dry • Apply polish to prevent the finish from being damaged. Disinfecting sequence for un-sealed wood: • Clean debris from the surface • Wet wipe • Allow to dry completely; increase natural ventilation to the area. Do not use fans to facilitate drying.	Once every hour

TOC

Other Venues

SOP # **05.11.01.01** **6/01/2020**

Venue Type **Other Venues**

General Description	Other Venues includes: Equestrian, additional venues and space types will be added as needed.

SOP Space Type	General Description	SOP # / Link
Equestrian	Limit the number of personnel on the event floor. Disinfect all touch surfaces including: latches, gates, fencing, hooks, shared tools (shovels, rakes), buckets, feed stock areas. Focus on dust suppression and increase ventilation. Use disinfection products that are safe to use around animals. Treat surfaces by surface type. Disinfect all touch surfaces before and after use. Treat surfaces by surface type as described in the general building All Types SOPs.	**NA**