Subject/Title: COVID-19 Cleaning Policy	
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Distribution: ✓ Technicians ✓ BCBAs ✓ QBHPs ✓ SLPs ✓ OTs ✓ Administrative ✓ Client Families ✓ Janitorial staff ❏ Other:	

The purpose of this policy is to provide specific direction to all spectrum employees for appropriate cleaning behaviors to decrease the risk of the spread of COVID-19. This policy is specifically for cleaning surfaces, high contact areas, and cleaning of a space within a Spectrum building if it is known or suspected to have had someone with COVID-19 within it. This policy uses CDC recommendations and guidelines.

Section 1. Background
1. The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in many affected geographic

areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

2. **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
3. **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Section 2. PPE and Cleaning Products Resources

1. It is the responsibility of each Spectrum employee to know the location of needed PPE and cleaning supplies.
    a. If the location is not known it is expected the employee will ask a supervisor for the specified location and how to access the materials (if applicable)
2. It is the responsibility of each Spectrum employee to restock their PPE or cleaning supplies as needed when they are running low and before they are out of supplies in order to prevent any undue risk of spread of COVID-19.
3. If when refilling an employee's personal stock of needed PPE and cleaning products it is noticed that the center/location supplies are low, the Spectrum employee should notify a supervisor as soon as possible

Section 3. PPE When Cleaning

1. When cleaning
    a. Regular cleaning staff can clean and disinfect community spaces.
        i. Ensure they are trained on the appropriate use of cleaning and disinfection chemicals.
    b. Wear disposable gloves for all tasks in the cleaning process, including handling trash.
        i. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of a splash.
        ii. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
    c. Wash your hands often with soap and water for 20 seconds.
        i. Always wash immediately after removing gloves and after contact with a person who is sick.
        ii. Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Section 4. How to Clean

1. Clean
    a. Wear disposable gloves to clean and disinfect.
    b. Clean surfaces using soap (or similar cleaning product) and water, then use disinfectant.
        i. If the surface is clean soap and water is not needed and the surface can just be disinfected
    c. Cleaning with soap (or similar cleaning product) and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
    d. Practice routine cleaning of frequently touched surfaces.
        i. More frequent cleaning and disinfection may be required based on the level of use.
    e. High touch surfaces include:
        i. Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
2. Disinfect
    a. Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure the safe and effective use of the product.
        i. Many products recommend:
            1. Keeping surface wet for a period of time (see product label).
            2. Precautions such as wearing gloves and making sure you have good ventilation during the use of the product.
    b. Diluted household bleach solutions may also be used if appropriate for the surface.
        i. Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
        ii. Unexpired household bleach will be effective against coronaviruses when properly diluted.
            1. Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
            2. Leave the solution on the surface for at least 1 minute.
                a. Bleach solutions will be effective for disinfection up to 24 hours.
                b. Alcohol solutions with at least 70% alcohol may also be used.
3. Electronics
    a. For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
        i. Consider putting a wipeable cover on electronics.
    b. Follow the manufacturer's instructions for cleaning and disinfecting.

    c.   If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Section 5. Cleaning and disinfecting spaces when someone tests positive for covid-19

1.   Spectrum will follow the latest CDC/state/local health department guidelines regarding cleaning a work/ home environment for known covid-19 cases

Section 7. Associated Forms and Policies

1.   Mitigation Policy
2.   Confirmed COVID-19 Cases Response Policy