



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### COVID-19 DISINFECTION PLAN

In response to the novel coronavirus disease (COVID-19) pandemic, the South Orange County Community College District (District) has developed a Disinfection Plan to help prevent the spread of the infectious disease. These protocols are in addition to the standard cleaning protocols followed by college Facilities, Maintenance & Operations departments (FMO).

The Plan applies to all areas within the District and relies on a common understanding of a “multiple barrier approach” to reduce exposure and transmission of the COVID-19 virus. This Plan is supplemental to the District’s Injury & Illness Prevention Program (IIPP).

#### I. Common Surfaces for Cleaning and Disinfection

Guidance from the U.S. Centers for Disease Control (CDC) indicates that outdoor areas generally require normal routine cleaning and do not require disinfection. Normal routine cleaning should also be appropriate for most indoor areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools should kill the virus that causes COVID-19.

Frequently used items and common surfaces may need more frequent cleaning, as often as several times each day. These areas include, but are not limited to:

- Door handles, knobs, trash cans;
- Light switches, Elevator buttons;
- Drinking fountains, faucet handles;
- Desks, chairs, benches, countertops, tables (i.e. conference & cafeteria tables);
- Office computer monitors, mice, keyboards, phones;
- Classroom technology devices;
- Kitchen appliances, coffee pots, and vending machines;
- Portable & permanent restrooms surfaces; and
- Fleet automobiles – inside and out, and gas pump handles.

#### II. Frequency of Cleaning

The District shall establish the cleaning frequency, and should prioritize disinfecting higher use areas and frequently touched surfaces. Some surfaces only need general cleaning with soap and water (e.g., surfaces and objects that are not frequently touched). Disinfect frequently touched surfaces daily and shared workspaces and work items before and after use. Outdoor areas generally require normal routine cleaning and do not require disinfection.

Additional guidance for Student Health & Wellness Centers is provided on [CDC’s Environmental Infection Control in Health-Care Facilities](#).

Area Unoccupied for the last 7 Days: If the area has been unoccupied for seven (7) days or more, it will only need normal routine cleaning to reopen. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time. It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses.

### III. Personal Protective Equipment

Correctly using personal protective equipment (PPE) can help prevent hazardous exposures. During an outbreak of an infectious disease, recommendations for PPE specific to occupations or job tasks may change depending on updated risk assessments for workers and information on PPE effectiveness in preventing the spread of COVID-19.

Pay special attention to the product Safety Data Sheet (SDS) for PPE needed to safely apply cleaning products or disinfectants; and the manufacturer's recommendations concerning any additional hazards. Examples of PPE: gloves, face shields, facemasks, and respiratory protection. Always wear gloves appropriate for the chemicals being used.

If the District identifies COVID-19 as a workplace hazard, it will select and provide employees with properly fitting PPE that will effectively protect employees. The District requires hand hygiene before and after handling all PPE.

### IV. Procedures for General Cleaning & Disinfecting

#### A. General Cleaning

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Procedures were based on guidance provided by the CA State Department of Public Health:

- Any commercially available soap or detergent can be used to clean surfaces.
- Follow the manufacturer's instructions for all cleaning products (e.g., safety requirements, PPE, concentration, contact time).

#### B. Disinfecting

Disinfectants kill germs on surfaces after cleaning, and can further lower the risk of spreading infection.

Disinfecting procedures include:

- Use disinfecting products that are registered by the U.S. Environmental Protection Agency (EPA) as [approved for use against the virus that causes COVID-19](#).
- Follow the manufacturer's instructions for all disinfecting products (e.g., safety requirements, PPE, concentration, contact time).
- Store and use disinfectants in a responsible and appropriate manner according to the manufacturer label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional PPE may be needed based on setting and product.

- The colleges may also wish to provide disinfecting wipes to employees and have them available in shared spaces such as conference rooms, group workspaces and in the cafeteria/breakrooms.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

## V. Procedures for Specific Area or Object:

In addition to the above-mentioned general cleaning procedures, the below guidelines should be followed when cleaning and disinfecting the specific areas or objects mentioned:

### A. Irvine Valley College and ATEP

1. Classrooms and Labrooms/Worshops: Disinfecting done between classes and a thorough cleaning performed nightly.
2. Conference Rooms/Shared Spaces: Based on Master Calendar, conference rooms are cleaned as needed and additional cleaning supplies provided for users to wipe down their areas upon completion of meetings. All conference rooms that are scheduled for use will be thoroughly cleaned by custodial crew at nights.
3. Offices: Disinfected weekly and additional cleaning supplies provided to encourage daily cleaning of assigned office space by occupants.
4. Cafeteria: Supplies provided to vendor to clean this area throughout the day. Custodial staff performs a thorough cleaning and fogging nightly.
5. Gymnasium: Daily cleaning of all common use areas.
6. Electronics: As needed based on use. For electronics, such as touch screens, keyboards, remote controls, and ATM machines:
  - Consider putting a wipe able cover on electronics.
  - Follow manufacturer's instructions for cleaning and disinfecting.
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### B. Saddleback College

1. Classrooms: Normal cleaning and trash removal is performed nightly when in use. Disinfecting and fogging is performed nightly and between classes when requested.
2. Labrooms/Workshops: Normal cleaning and trash removal is performed where rooms are in use. Where daily occupancy is verified these work spaces are fogged nightly. These spaces are also fogged between classes per the class schedules obtained from the deans.
3. Conference Rooms/Shared Spaces: Normal cleaning and trash removal is performed. These areas are disinfected and fogged by Saddleback College FMO upon request. Where daily occupancy is verified, these work spaces are fogged nightly.
4. Offices: Normal cleaning and trash removal is performed. Periodic fogging is available to be performed on the night shift upon request.
5. Cafeteria: This area has been cleaned, trash removed, disinfected and fogged. This area is currently closed for future capital outlay renovation.

6. Gymnasium: Currently the gym is not in use. The area is checked nightly and normal cleaning and trash removal is performed as needed.
7. Electronics: FMO fogs electronics and other transmission services nightly, only in classrooms where instruction occurs based on class schedules. FMO also places disinfectant wipes in these classrooms as requested by deans for faculty use. Monitors are not directly sprayed (fogged) however keyboards and mice are targeted /disinfected.

#### **VI. Procedures for Building or Facility if Someone is Sick:**

Enhanced disinfecting protocols become critically important after a COVID-19 positive test. Cleaning staff should follow the enhanced protocol in all areas used by the ill person, focusing especially on frequently touched surfaces.

##### Procedures:

- Wear appropriate PPE;
- Close off areas used by the sick person;
- Open outside doors and windows, and use ventilation fans to increase air circulation in the area;
  - Wait 24 hours before you clean or disinfect.
  - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, and shared electronic equipment;
- Always wash hands immediately after removing gloves and after contact with a sick person;
- If more than seven (7) days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary; and
- Continue routine for general cleaning and disinfection.