

# **GSA Cleaning and Disinfection Procedures**

## **Summary**

These procedures are intended to be used whenever one or more individuals express an illness while in a GSA-controlled facility. This document will be updated whenever new guidance is received from the Centers for Disease Control and Prevention (CDC) or associated health authority..

### Detailed cleaning and disinfection scope

This scope should be used under the following circumstances:

- the ill individual(s) have a confirmed or suspected case of coronavirus (COVID-19),
- the ill individual(s) have recently traveled (within the past 14 days) to a location of known COVID-19 outbreak, or
- the ill individual(s) have been in direct contact with someone infected with COVID-19.

### Routine cleaning and disinfection scope

This scope should be used for all other instances of reported illness.

The detailed cleaning and disinfection scope is based on current CDC guidance: [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#)

## **Detailed Cleaning and Disinfection Scope**

1. Any area(s) used by an ill individual(s) meeting the above criteria shall be emptied of occupants and closed for up to 24 hours.
2. The contractor performing the cleaning and disinfection shall:
  - a. Use only EPA-registered disinfectants for disinfecting solid surfaces ([see list](#)),
  - b. Use disinfectants approved by EPA ([see list](#)) and any associated manufacturers guidance for porous surfaces (e.g., rugs, partitions),
  - c. Use cleaning agents or detergents appropriate for office furnishings and surfaces.
3. The contractor shall submit the proposed list of cleaners and disinfectants to GSA for review prior to use.
4. The contractor shall use the cleaners and disinfectants according to the manufacturer's recommendations.
5. Prior to entering the area, the contractor shall don appropriate personal protective equipment (PPE) required for the specific cleaners and disinfectants used. Contractor may need to wear additional PPE such as safety glasses, depending on how the disinfectant is used. At minimum, the contractor shall wear non-fabric disposable gloves (e.g., latex, nitrile) and disposable suits or gowns (e.g., tyvek).
6. Following the closure period, the contractor shall open any available windows and doors to ensure adequate ventilation throughout the cleaning and disinfection period.

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7. Contractor shall proceed through the area and clean surfaces with detergent or soap and water cleaner.
8. Following cleaning, the contractor shall disinfect by wiping in one direction solid surfaces including, but not necessarily limited to: handrails, door knobs and push plates, desk or work surfaces, keypad, computer mice, light switches, elevator buttons, bathroom sinks, toilet and paper dispensers, kitchenette countertops, water cooler controls.
9. Contractor shall clean/disinfect all high contact porous surfaces such as carpets, and partitions with either appropriate cleaners indicated for use by the manufacturers, or with a disinfectant from the EPA list for emerging viral diseases ([see list](#)).
10. Contractor shall let all disinfectants remain on surfaces until air dry.
11. When cleaning and disinfecting of the area is complete, the contractor shall remove and dispose of gloves, gowns (suits) and other PPE being careful not to contaminate the wearer or office surfaces. All used PPE and cleaning materials shall be disposed of in a sealed, plastic, disposal bag.

**End of Scope**

### **Routine Cleaning and Disinfection Scope**

1. Any area(s) used by an ill individual(s) who does not meet the aforementioned COVID-19 criteria, but requires cleaning and disinfection due to either occupant agency request or out of a general abundance of caution, shall undergo the following steps:
  2. The contractor shall wear disposable non-fabric gloves (e.g., latex, nitrile, etc)
  3. The contractor shall clean the area(s) with a general detergent or soap and water, appropriate for the office surfaces and finishes.
  4. The contractor shall use an EPA-registered disinfectant ([see list](#)) in accordance with the manufacturer's directions, and wear whatever additional protective equipment is suggested by the manufacturer.
  5. Following cleaning, the contractor shall wipe disinfect all high contact solid surfaces in the area(s) including, but not necessarily limited to: handrails, door knobs and push plates, desk or work surfaces, keypad, computer mice, light switches, elevator buttons, bathroom sinks, toilet and paper dispensers, kitchenette countertops, water cooler controls.
  6. The contractor shall allow disinfectant to remain on surfaces until air dry.

**End of Scope**