



# CITY OF JANESVILLE

*Wisconsin's Park Place*

## Cleaning/Disinfecting Guidelines for Workspaces

### Positive Case in COJ Workspace or Employee

This section is intended to provide information regarding cleaning and disinfecting procedures that should be taken in the event that an employee/participant/visitor becomes ill at the worksite or you are informed of a suspected or positive case of COVID.

### **Cleaning and disinfecting your building or facility if someone is sick**

- **Close off areas** used by the person who is sick and **wait 24 hours before you clean or disinfect**, if possible. If 24 hours is not feasible, wait as long as possible.
- **Open outside doors and windows** to increase air circulation in the area, if possible.
- Wear disposable gloves to clean and disinfect.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
  - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms. Temporarily turn off room fans while vacuuming, so that particles that escape from vacuuming will not circulate throughout the space.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
  - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

### Cleaning and disinfecting a vehicle if an employee is exposed or becomes ill

If an employee is working outside the office with a COJ vehicle and believes they've come in-contact with a person who is positive or suspected positive for COVID-19, that employee should contact their supervisor, who will in turn contact the JFD Battalion Chief and request the COVID Ambulance to transport the COJ employee to Station #1 for decontamination. The JFD Battalion Chief can be reached at: 608-373-3440. The vehicle will be decontaminated prior to re-use.

## **Outside Cleaning/Disinfecting Contractors**

In the event of more significant cleaning needs and/or an outbreak at a facility, please contact the JFD Battalion Chief at: 608-373-3440. They have contact information for multiple contractors that can be used in response to a positive case inside a COJ Facility and/or vehicle.

## **Additional Considerations**

- The fire department has multiple UV lights that are used for disinfecting the stations and vehicles, which may be made available to other DDOs.
- Store cleaners and disinfectants in an appropriate manner.
- Never combine bleach or other cleaning products.
- Always wear gloves and PPE appropriate for the product being used.
- Employees should not share headsets or other objects that are near mouth or nose.

## **References**

- CDC, Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), March 21, 2020, [https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html)
- CDC, Cleaning and Disinfecting your Facility, July 28,2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- OSHA, Guidance on Preparing Workplaces for COVID-19, March 2020, <https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA, COVID-19 Page <https://www.osha.gov/SLTC/covid-19/>
- EPA Approved Cleaners: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Welch, D., Buonanno, M., Grilj, V. *et al.* Far-UVC light: A new tool to control the spread of airborne-mediated microbial diseases. *Sci Rep* **8**, 2752 (2018). <https://doi.org/10.1038/s41598-018-21058-w>
- National Institute of Health, New coronavirus stable for hours on surfaces, March 17, 2020, <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

9/3/2020