



A **DKI** Member Company

*Restoring the Lives, Businesses & Communities of Hawai'i*

WATER | MOLD | FIRE | ASBESTOS

## Protocol for Businesses: Re-Opening and On-Going Recommended Cleaning Procedures

Re-opening our communities requires all of us to move forward together by practicing social distancing and other daily habits to reduce our risk of exposure to the virus that causes COVID-19. In addition, as businesses and workplaces continue to open for operation, there is an increased need for employers to implement various practices to reduce the risk of exposure to COVID-19 on their premises. This document is designed to focus specifically on enhanced cleaning and disinfection procedures, that are targeted towards the type of facility you operate – whether that be a retail store, food establishment, daycare center, shared/congregate housing complex, or another type of facility that is generally visited by the public at large. Cleaning and disinfecting public spaces including your workplace and business will require you to:

- Develop your plan
- Implement your plan
- Maintain and revise your plan

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19. ([https://www.epa.gov/pesticide-registration/list-n-](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[disinfectants-use-against-sars-cov-2\)](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

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This document provides a general framework for cleaning and disinfecting practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective up to 24 hours.

### A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- 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.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19, as well as the alternate disinfectants mentioned above.
- Store and use disinfectants in a responsible and appropriate manner according to the label.  
Keep all disinfectants out of the reach of children.

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- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information see [CDC's website on Cleaning and Disinfection for Community Facilities.](#)
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

### Develop A Plan

Evaluate your place of business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and door knobs will need to be cleaned daily and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an EPA-approved disinfectant or equivalent.

Consideration should also be given as to what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them.

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It is critical that your plan includes how to maintain a cleaning and disinfection strategy after re-opening.

Develop a flexible plan with your staff and adjust accordingly as federal, state, or local guidance is updated and if your specific circumstances change.

### Determine What Needs to be Cleaned

Some surfaces may only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and may not require additional disinfection. Additionally, disinfectants should typically not be applied to items used by children, such as in a childcare facility – especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. Please refer to the [CDC's "Guidance for Childcare Programs that Remain Open"](#).

### Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectants on sidewalks and pavement is not an efficient use of disinfection supplies and has not been proven to reduce the risk of COVID-19 to the public. Maintain existing cleaning and hygiene practices for outdoor areas.

The targeted use of disinfectants should be done on outdoor hard surfaces and objects frequently touched by multiple people. Certain outdoor areas and facilities, such as bars and restaurants, may have additional requirements. Please refer to the FDA's website on [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#).

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for

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example with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19.

### Determine What Needs to be Disinfected

Following cleaning, frequently touched surfaces and objects should be disinfected using a product from EPA's list of products for use against COVID-19.

### Are you cleaning and disinfecting hard and non-porous materials?

Determine the most appropriate disinfectant for the targeted surface or object. Pay special attention to the personal protective equipment (PPE) that may be needed to safely apply the disinfectant and the manufacturer's recommendations concerning any additional hazards.

Examples of frequently touched surfaces and objects, commonly referred to as "touchpoints", that will require daily disinfection include:

- Door knobs
- Handrails
- Elevator buttons
- Alarm pads
- Desks and tables
- Desk chairs
- Bathroom counters
- Faucets and knobs

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- Toilets (seat and handle)
- Light switches
- Shared office equipment (copiers, fax machines, etc)
- Breakroom countertops
- Shared breakroom appliances (refrigerator, coffeemaker, microwave, water cooler, etc)

Cleaning of touchpoints should extend past the focused item 3-12 inches. Pre-clean all identified touchpoints, building components and contents via HEPA vacuuming and/or wet wiping with an appropriate detergent solution. Pre-cleaning is critical to ensure pathogens are removed by the disinfectant applied. Apply an EPA registered disinfectant, allowing for adequate dwell time according to the manufacturer label.

Since each business and facility is different, establish a detailed list of items, surfaces, equipment, and locations to be cleaned and disinfected, and a schedule of how often that should occur.

**Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or upholstered pieces?**

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. EPA has a limited number of products approved for disinfection for use on soft and porous materials. For carpeted and upholstered surfaces apply the following guidelines: **ONLY** use HEPA filtered vacuum cleaners, during daily or weekly cleaning. Periodic deep cleaning should be done via hot water extraction (above 140 degrees F), using EPA registered disinfectants approved for porous or upholstered fabrics.

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Those soft and porous items that are not frequently touched, and that can be laundered, should be done so according to the item's label, and using the warmest appropriate water setting.

## What about areas and surfaces that don't have many touchpoints, or are less frequently used?

Less frequently visited areas, or objects and surfaces that aren't frequently touched by multiple people, may require less cleaning and disinfection. Examples could include:

- Storage rooms
- Warehousing areas
- Loft storage areas
- Parking garages
- Equipment rooms

It is hoped that through the approach of routine enhanced cleaning and disinfection of workplace surfaces and equipment, in combination with other risk mitigation measures, business owners can continue to contribute to slowing the spread of the SARS-CoV-2 virus.

Premier Restoration Hawaii is glad to be your partner in this endeavor. The following appendixes will serve to assist you in showing the community your commitment to their health and safety.

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Facility Specific Surfaces and Areas Requiring Weekly Cleaning and Disinfection:


- **Have we thoroughly inspected all areas to identify key touchpoints?**
- **Have we identified all areas requiring less frequent cleaning?**
- **Have we established a schedule of areas/surfaces to be cleaned, and identified who is responsible?**
- **Have we reviewed the manufacturer's label for the cleaning and disinfectant products to be used?**
- **Have we reviewed the proper effective dwell time for the disinfectant to be used?**
- **Have we established procedures to store, mix, apply, and dispose of any leftover cleaning and disinfection products safely?**
- **Have we reviewed the manufacturer's instructions regarding any required PPE specified, and is cleaning the staff properly trained on its use?**

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- **Have we discussed proper cleaning procedures such as HEPA vacuuming, wet wiping, etc., to include for cleaning 3-12 inches past the focused area?**
- **Have we reviewed proper cleaning techniques for carpets, rugs, and upholstered pieces?**
- **Does the business' cleaning staff feel confident in the plan moving forward?**

I verify as a representative of Premier Restoration Hawaii, that the above checklist is complete, and has been reviewed with the business' appropriate personnel -

**Printed Name:**

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**Signature:**

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**Date:**

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