

NH DOT FACILITIES CLEANING AND DISINFECTING GUIDANCE

ENGINEERING CONTROLS

The following adjustments to daily practices and procedures can help reduce exposure to and the risk of spreading COVID-19 in DOT facilities.

- Consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people.
- Consider removing or rearranging furniture/layout to accommodate social distancing. Use tape to mark available or unavailable seats.
- Consider leaving some doors open to reduce touching by multiple people. Note fire doors MUST remain closed unless interconnected to a fire alarm system with automatic closer.
- When practical, consider opening windows or bays to improve ventilation and circulation.
- Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them.
- Bring your own blanket/sheet to cover couch or chair being used at shed, take home and launder regularly.

BEHAVIORAL CONTROLS

Continue these practices for your safety and the safety of others:

- Social distance (stay 6 feet away from others when you must go into a shared space)
- Frequently wash hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- Wear cloth face coverings
- Avoid touching eyes, nose, and mouth
- Try to avoid touching common surfaces like doorknobs or the microwave by having a barrier like a tissue between you and the surface.
- Stay home when sick

SAFETY NOTICE

There are many different ways to apply a cleaning product, including, but not limited to: hydrostatic sprayer, spray bottle, and wipe. Ensure you don't apply an incompatible chemical over residue of a previously applied chemical, such as bleach over an ammonia or acid based product. Review each product's SDS or label carefully to avoid dangerous, potentially fatal reactions.

To help prevent accidental mixing or application of incompatible products, only regularly used, compatible cleaners should be stored together. Product compatibility information can be found in the SDS and on the original product container label.

WHAT TO CLEAN WHEN AND HOW OFTEN

Consider individual facility and what surfaces and objects are frequently touched/used. These surfaces and objects should be routinely cleaned and disinfected. Surfaces and objects that are not frequently touched should be cleaned but do not require additional disinfection.

Use best judgement for volume and use to determine needs for additional cleaning and disinfecting. Consider a cleaning schedule or assigning / rotating cleaning duties. Recommendations below:

Before Using

- any shared vehicle or equipment
- meeting room furniture and equipment
- radio

After Using

- any shared vehicle or equipment
- countertops (when used by many)
- meeting room furniture and equipment
- tables and non-porous chairs
- thermometer
- phone (shared)

Multiple Times a Day when Frequently Touched

- countertops
- doorknobs
- faucets and sinks
- handles (cabinets, drawers, fridge, etc.)
- kitchen appliances (coffee maker, microwave, fridge, etc.)
- shared tools or office equipment/supplies
- tables

Daily

- countertops
- doorknobs
- faucets and sinks
- handles (cabinets, drawers, fridge, etc.)
- light switches
- kitchen appliances (coffee maker, microwave, fridge, etc.)
- printer, projector, copier, fax machine
- shared tools or office supplies
- shared or centrally located desks
- tables
- toilets
- water cooler

WHAT PRODUCTS TO USE

EPA approved disinfectants (EPA List N), when applied according to the manufacturer's label, are effective for use against COVID-19.

DO NOT mix chemical products. This includes spraying an incompatible chemical over residue of a previously applied chemical, such as bleach over an ammonia or acid based product. Be sure to review the product's SDS sheet to avoid dangerous reactions.

Alternative Disinfectants

If products on EPA List N are not available, diluted household bleach solutions can be used **if appropriate for the surface**. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Check to ensure the bleach is not past its expiration date.
- Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
- Follow the manufacturer's application instructions for the surface, ensuring a contact time of 10 minutes.
- Ensure proper ventilation during and after application.
- Never mix household bleach with ammonia or any other cleanser. This can cause fumes that may be very dangerous to breathe in.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) of 5.25%–8.25% bleach per gallon of room temperature water
OR
 - 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water
- Once diluted, bleach solutions are only effective for up to 24 hours.
- Ensure the container is labeled; label should also include date/time mixed. Dispose of contents after 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used as an alternative disinfectant.

PROCEDURE

1. Clean visibly dirty surfaces or objects with soap and water prior to disinfection.
2. Select an EPA-approved disinfectant based on surface/object and setting.
3. Read the product's label and follow the directions.
 - ❖ Note the contact time required for the product to be effective.
4. When finished immediately wash hands thoroughly with soap and water for at least 20 seconds.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear required personal protective equipment
- Ensure adequate ventilation
- Use no more than the recommended amount
- Use water at room temperature for dilution (unless stated otherwise on the label)
 - Label any diluted cleaning solutions
- Avoid mixing chemical products

Special considerations should be made for people who are sensitive to cleaning products or those with asthma.

Special Surface Considerations

For electronics, such as tablets, touch screens, keyboards, and remote controls

- Consider putting a wipe able cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

For clothing, towels, linens and other items

- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people’s items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

STORAGE/LABELING

Store in a responsible and appropriate manner according to the label.

All products should have a clear and legible label naming the product. If label is missing or unreadable, do not use product.

DISINFECTION METHODS FOR A FACILITY WITH A SICK PERSON

- Close off areas used by the person who is sick.
 - It may not be necessary to close operations if affected areas can be closed off.
- Open outside doors and windows 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 person who is sick, such as offices, bathrooms, common areas, shared vehicles, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and tools.
- 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.
- Wear disposable gloves and a face mask to clean and disinfect.
 - For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile’s label. After cleaning, disinfect with an appropriate disinfectant on EPA List N approved for disinfection for use on soft and porous materials on List N. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. Follow the disinfectant manufacturer’s safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time.
 - Allow sufficient drying time if vacuum is not intended for wet surfaces.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

- Once the area has been appropriately disinfected, it can be opened for use.
- 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. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

ALTERNATIVE DISINFECTION METHODS

The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.

- EPA does not routinely review the safety or efficacy of pesticide devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.

CDC only recommends use of the surface disinfectants identified on List N against the virus that causes COVID-19.

REMINDERS

You should never eat, drink, breathe or inject cleaning or disinfecting products into your body or apply directly to your skin as they can cause serious harm.

Purpose

The NHDOT is committed to the health and safety of our employees. This guidance is designed to help mitigate the risk of transmission of COVID-19 and other seasonal diseases through establishing a process for routine cleaning and disinfecting.

Background

Routine cleaning and disinfecting removes dirt and germs from surfaces to help lower the risk of spreading COVID-19 infection.

DEFINITIONS

Cleaning

Using soap and water to remove visible dust, debris and dirt from a surface.

Contact Time

The amount of time that a disinfectant must be in direct contact with the surface or item to be disinfected. For surface disinfection, this period is framed by the application to the surface until complete drying has occurred.

Disinfectants

Usually a chemical agent that destroys disease-causing pathogens or other harmful microorganisms. It refers to substances applied to inanimate objects. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19.

Disinfecting

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

EPA List N / EPA-Approved Disinfectant

List of products approved by the Environmental Protection Agency to kill the coronavirus.

Frequently Touched Surfaces

Objects and surfaces that are in regular and repeated contact with people's hands.

Non-Porous

Hard surfaces like tables, countertops, fridge, handles, etc.

Porous

Soft surfaces like fabric like vehicle upholstery, couches, and recliners. These are very difficult to clean.

Routine Cleaning

Everyday cleaning practices to maintain a healthy environment. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.