



Coronavirus (COVID-19) Cleaning and Disinfecting Training for Volunteers

DNR Safety Team

Terminology

- **Cleaning:**

- Mechanical process of removal of dirt and impurities, including germs (microbes), from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore the risk of spreading infection. Also removes invisible debris that can interfere with disinfecting.

- **Disinfecting:**

- Chemical process to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove all germs. But killing germs remaining on a surface after cleaning further reduces the remaining risk of spreading infection.

- **Sanitizing:**

- Chemicals and/or heat process to reduce pathogens (disease causing microbes) to a minimal level. This term is usually used in reference to food contact surfaces. DNR staff do not perform sanitizing in normal office operations, only in labs and other specialty functions. This training does not cover sanitizing.

General Cleaning and Disinfecting Procedure

Frequency: Daily or as needed

PPE

- Wear disposable gloves to clean and disinfect.

Clean

- Clean surfaces using soap and water.
- Practice routine cleaning of frequently touched surfaces.
- Clean and disinfect high-touch surfaces daily in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, phones, tablets, touch screens, remote controls, keyboards, handles, desks, toilets, sinks)



Many products recommend:

- Keeping surface wet for a period of time. The surface must stay wet for the entire time on the label to kill the microbe. Look for "contact time" or "dwell time“.
- Surface wipes can dry out during use. They must remain wet to be effective.
- One minute minimum recommended for any cleaner.

Disinfectants

Disinfect

- Recommend use of [EPA-registered household disinfectant](#). Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend: - Keeping surface wet for a period of time (see product label) - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Diluted household bleach solutions may also be used if appropriate for the surface.

- Check to ensure the product is not past its expiration date. Follow manufacturer's instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser.
- Leave solution on the surface for at least 1 minute
- To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of waterOR
 - 4 teaspoons bleach per quart of water



Alcohol solutions with at least 70% alcohol.

Note precautions such as wearing gloves and making sure you have good ventilation during use of bleach solutions.

Other Disinfectants

- Quaternary ammonia compounds (Quats)
- Hydrogen peroxide
- Ethyl alcohol
 - (95% ethanol hand disinfectants have greater activity than isopropyl alcohol hand disinfectants);
- Phenolic disinfectants; or
- Other germicides with an influenza, MRSA, or tuberculocidal claim on the label are normally effective,
- Check for [EPA-registered household disinfectant](#)

Soft Surfaces & Electronics Cleaning

Soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.

Electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable 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.



Personal Protective Equipment

- Follow the label
 - You don't need to use a glove every time you use a disinfecting wipe.
- Wear disposable impermeable gloves for extended general cleaning
 - Nitrile, latex, and vinyl gloves offer limited protection for nearly all household cleaners.
 - Gloves protect your skin from the chemical and also add a layer of protection from microbes to prevent cross-contamination.
- Safety glasses, goggles, or faceshield recommended if spraying products
- If risk of splash or handling open containers of chemical, use goggles/faceshield



Removing Gloves

- Gloves are always the last piece of PPE to remove. Turn them inside out as you remove them.



Cleaning and Disinfecting After Persons Experience Symptoms have been in the building – Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) and hand hygiene:

- The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reuseable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

Hand Hygiene

Wash your hands often with soap and water for 20 seconds.

- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Additional key times to wash hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).



Other Policies and Training that must be followed

- Supervisor will ensure staff are informed of the proper use of the cleaner and appropriate PPE, in accordance with the OSHA Hazard Communication standard and our MNOSHA ERTK training.
- Printed copies of the following policies will be provided to staff assigned to cleaning and disinfecting:
 - [Employee Right-To-Know Policy](#)
 - [Respiratory Protection Policy](#)
 - [Bloodborne Pathogens Policy](#)

Closing

- Further questions regarding this training guideline should be directed to your Supervisor.



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