

COVID-19 Guidance

Cleaning and Disinfecting Guidelines for Correctional Facility Sanitation

DEFINITIONS.

Cleaning- The use of a detergent, water and mechanical action physically removes impurities from a surface. It removes organic material (dirt, soil, blood, secretions, some microorganisms) and grease or oils from a surface.

Disinfecting- Inactivates (kills) microorganisms (bacteria, viruses, and fungi) on a surface by thermal or chemical methods. The user must follow the product label instructions of **contact time** when using a chemical disinfectant.

Contact time- The amount of time a disinfectant must be left on a surface to effectively kill microorganisms.

PROCEDURES.

SECTION A: CLEANING PROGRAM

- Identify cleaning needs
 - Ask inmate for their input
 - Effective cleaning requires time and skill
 - Cleaning & disinfecting supplies and cleaning tools must be available.
- Create a **master cleaning schedule** and **Standard Operating Procedures (S.O.P)**
 - **What should be cleaned**- Observe the area and list all the cleaning jobs to be conducted. These are hand contact and non-hand contact surfaces.
 - **When it should be cleaned**- Clean and disinfect based on the scheduled requirement. In highly populated/high risk areas hand contact surfaces should be cleaned.
 - *Hand contact surfaces*- at least 3 times per day.
 - *Non-hand contact surfaces*- at least once per day.
 - **How it should be cleaned**- Create clear written procedures.
 - **Who should clean it**- Promotes accountability by designating a task to inmates.

What to be cleaned	When to be cleaned	How it should be cleaned	Who is to clean	Comments	Signature
Restroom	Daily or immediately after surface exposure to bodily fluids	Clean and disinfect toilet seats and handles, door handles, sinks, countertops; clean floors	John Doe	Disinfecting product supply is low- 4 th April, 2020.	

- Train inmates
 - Introduce the program to the cleaning inmates.
 - Schedule training.
 - Motivate the inmates.

- Monitor the cleaning program.
 - Oversee daily cleaning requirements
 - Oversee all cleaning tasks against the Master Cleaning Schedule.
 - Ask inmates for their input on how well the cleaning program is working.

SECTION B: GUIDELINE ON HOW TO CLEAN AND DISINFECT SURFACES

1. **Clean** surfaces with a cleaning product to remove visible dirt and grime.
 - a. Disposable paper wipes for cleaning.
2. **Disinfect**- using an Environmental Protection Agency (EPA) registered disinfectant to eliminate germs.
 - a. Following the labels instruction on types of surface the product cleans, correct measurement and contact time.
3. **Wash your hands**
 - a. Post hand washing signs to promote hand-washing.

SECTION C: RECOMMENDED AREAS FOR CLEANING AND DISINFECTING

Frequently contact spaces

- a. Personal cell.
 - a. Bunks
- b. Common areas.
- c. Dayroom space.

- d. Sinks
- e. Showers
- f. Toilets
- g. Floors
- h. Walls
- i. Tables
- j. Chairs/stools.
- k. Entertainment space/T.V. shelves.
- l. Windows (if applicable).
- m. Attorney/Inmate visiting area/Visiting area.
- n. Kitchen area (for kitchen staff inmates).

Less frequented contact spaces

- a. Medical examination room.
- b. Administration area.
- c. Conference rooms.
- d. Pre-booking area/Booking area.
- e. Programs room.
- f. Staff bathrooms.
- g. Hallways
- h. Indoor exercise rooms.
- i. Inmate law library.
- j. Sanitation closet.
- k. Laundry room.

SECTION D: CLEANING AND DISINFECTING BODILY FLUIDS

- a. Direct inmates away from the site.
- b. Put on **personal protective equipment (PPE)**.
- c. Prepare detergent solution and disinfecting solution (follow the product's specification).
- d. Open "**biohazard**" bag near the spill site. Use **absorbent cloth** to clean up soiled waste and place into "biohazard" bag.
- e. **Clean** the area with **detergent solution**.
- f. **Disinfect** the area with **disinfecting solution (1:10 dilution for 5-6% hypochlorite)**. Follow the label instructions regarding **contact time**.
- g. Air-dry.
- h. Dispose of biohazard bag in a safe and appropriate manner.
- i. **Safely remove PPE(s)**.
- j. **Wash hands**.

SECTION E: CLEANING AND DISINFECTING PRODUCTS

Cleaning products

- a. Abrasive (powder/liquid and tools) require mechanical action:
 - i. Ajax, baking soda, sponges/scouring pads.
- b. Non-abrasive (power/liquid): contain **surfactants** (ingredients that loosen and soften dirt), noticeable by foam:
 - i. Detergent.
 - ii. Pinesol

Disinfecting products: follow the label instructions on surface type to be cleaned, correct measurements and contact time for agent.

- a. Chlorine agents:
 - i. Household bleach (5.25%)
- b. Phenols:
 - i. Lysol

For a list of recommended Environmental Protection Agency (EPA) registered cleaning and disinfecting products please visit, <https://www.epa.gov/coronavirus> .

SECTION F: BODILY FLUID SURFACE EXPOSURE EVENTS

“Spill clean-up” kit

- Disposable gloves.
- Face protection (eye-wear, face shield, mask).
- Biohazard bags (garbage bags).
- Absorbent cleaning material (e.g. paper towel).
- Detergent solution.
- Disinfecting solution (5% liquid bleach/preferred EPA registered disinfectant).
- Mop.
- Running water.
- Optional: signs or barriers, tape.

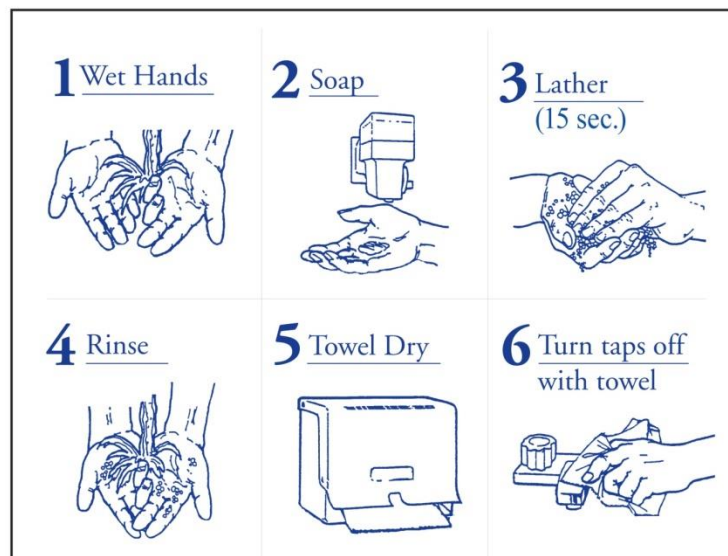
SECTION G: SAFE REMOVAL OF SOILED GLOVES

1. Grasp the palm of one glove near the wrist. Carefully pull off the glove.
2. Hold the glove in the palm of the still-gloved hand. Slip two fingers under the wrist of the remaining glove.
3. Pull the glove until it comes off inside out. The first glove should end up inside the glove you just took off. Safely dispose of the gloves.
4. Wash your hands.



SECTION H: HAND-WASHING PROCEDURE

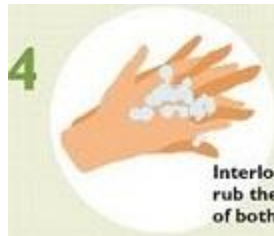
1. Wet your hands with clean running water.
2. Apply soap.
3. Lather all parts of your hands by vigorously rubbing them together with soap for 10-15 seconds.
 - a. Hum/sing that Happy Birthday song from beginning to end twice.
4. Rinse your hands well under clean running water
5. Towel dry hands using single-use paper towels.
6. Use the paper towel to turn off the tap and open the restroom door.



SECTION I: HAND-WASHING TECHNIQUE

When the soap has been applied to the hands it is recommended to:

1. Rub palms together.
2. Rub the back of both hands.
3. Interlace fingers and rub hands together.
4. Interlock fingers and rub the back of the fingers of both hands.
5. Rub thumbs in a rotating motion. Rub the area between the index finger and thumb of both hands.
6. Rub fingertips on palm for both hands.
7. Rub both wrists



Adapted from Public Health England Guidance sheets