

Cleaning Protocols to Prevent Illness During COVID-19

City of Bloomington

May 15, 2020

Employee Responsibilities:

- Employees shall wash their hands frequently and thoroughly while in the workplace. Where soap and running water are not immediately available, the City will provide hand sanitizer or alcohol-based hand rubs containing at least 60% alcohol.
- Employees shall wear masks when interacting with others. The masks should be clean before each use and should be laundered between uses.
- Employees shall practice respiratory safety and etiquette by coughing and sneezing into a sleeve, elbow or tissue.
- Employees will be asked to clean and sanitize the surfaces interior to a department throughout the workday. Interior shared work spaces and individual work areas must maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and all shared elements of the work environment.
- Employees will be requested to have their workspaces “clean and clear” at the end of the workday and to disinfect them prior to leaving for the day. Personal workspaces, work surfaces, and equipment are to be cleaned and sanitized by the employee.
- Employees who have a City vehicle assigned to them or share the vehicle with other employees shall clean and disinfect regularly and after each use. Cleaning supplies will be available in each vehicle.
 - The City will provide products for use with EPA-approved effectiveness against COVID-19 and ask that employees follow the manufacturer’s instructions for use of all cleaning and disinfection products. Any necessary supplies should be requested from the Facilities Division staff through the [City’s Worktrack Program](#)
- Employees should refrain from using other employees’ phones, desks, offices, or their other work tools and equipment, whenever possible. Where equipment must be shared, employees shall routinely disinfect them. This includes copiers, cabinet and drawers handles and common counters. Instructions on how to clean equipment without damaging it appear in this document under “Shared Electronic Devices”. There will be signage near the equipment reminding employees of

City of Bloomington Responsibilities:

- City facilities and worksites will be thoroughly cleaned during non-operating hours in accordance with CDC guidelines and recommendations.
- The City will provide PPE to employees in accordance with OSHA and CDC recommendations, and appropriate to each employee’s work circumstances and the possible hazards to the employee.
- Employees will be provided with tissues and trash receptacles.
- The City will provide products for use with EPA-approved effectiveness against COVID-19 and ask that employees follow the manufacturer’s instructions for use of all

cleaning and disinfection products. Any necessary supplies should be requested from the Facilities Division staff through the [City's Worktrack Program](#)

- The surfaces exterior to departments will be the responsibility of Public Works to disinfect. The following will be disinfected regularly during the day by Public Works staff and upon indication of additional need.
 - Breakrooms
 - Restrooms
 - Common Areas
 - Stairwells
 - Elevator
- Signs will be posted in appropriate places throughout City facilities to remind employees of personal hygiene and sanitation protocols.

Protocols for the use of Personal Protective Equipment

- Personal protective equipment (PPE) should be utilized by all staff members as appropriate throughout the workday to protect themselves, their coworkers and members of the public. Cloth or other appropriate masks, as well as other PPE will be supplied to the employee by the City of Bloomington.
 - PPE should never be shared with anyone, and should be stored properly when not in use.
- Employees shall wear masks when interacting with others, in common areas, and when social distancing is not possible. This may include your time spent at your personal workstation if it is not at least 6 feet from coworkers. The masks should be clean before each use and should be laundered between uses. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing
 - Fabric face masks should be laundered with detergent and hot water either by hand or in a washing machine.
- Single-use disposable gloves will also be made available to employees on an “as needed” basis to complete their daily tasks. It is recommended that gloves be worn when handling any currency, mail, delivery packages, and any documents that others have touched.
 - All single-use gloves should be removed promptly and disposed of properly per the graphic below.



Information and Technology Services Cleaning Protocols

- The cleaning of electronic equipment, keyboards, computer monitors, copiers, printers, and scanners needs to be done according to standards that will disinfect those surfaces periodically, while not harming the functionality of the devices.

Individual-use Devices (mouse, keyboard, wrist/hand rests, mobile phones, tablets, etc.)

- Any time you leave/return to your workspace it is recommended that you use a personal hand sanitizer. This will reduce the chance of you contaminating your devices or from your devices contaminating you and others.
- To clean your devices use a towel/spray combination to wipe down your keyboard, mouse, phone, etc. following the device cleaning instructions listed below. At a minimum do this when you start in the morning, break for lunch, and leave for the day.

Shared Electronic Devices (printers, copiers, shared workstations, etc.)

- Any time you work on a shared machine it is recommended that you use a personal hand sanitizer before and after. This will reduce the chance of you contaminating these devices or from these devices contaminating you and others.

- A point-person or persons should be designated to clean shared devices on a regular basis. At a minimum this should be done at the start of business, during the lunch hour, and at the end of business. For shared devices in heavy usage, consider establishing a schedule for an hourly cleaning. Please follow device cleaning instructions listed below.

Device Cleaning Instructions

Please follow these instructions to clean electronic devices. Some devices require extra care when cleaning, make sure you are using the correct cleaner and cloth on your device.

- According to the CDC, antibacterial wipes and cleaners need to sit on the surface, damp, for 3-5 minutes to kill germs. If the surface dries faster than the 3-5 minute timeframe, you may need to wipe the surface multiple times to ensure maximum cleaning. While the surface should be damp, it's important not to have it wet. If you can see liquid droplets, it's probably a little too much. Wipe it clean to collect the excess. Give it a minute or two and then wipe it again.
- You can use most types of alcohol-based wipes containing 70% alcohol like Lysol, or Windex on a lint-free cloth or paper towel; see categories below for which to use on your device. Always avoid any cleaners that use bleach, ammonia, or other harsh cleaning solvents. Harsh cleaners can harm the touchscreens or other components.
- Do not spray a liquid directly on the device as this could cause damage to the internal components.

Cleaning Monitors and Touchscreens:

Spray cleaning solution on a lint-free microfiber cloth. Lightly moisten and then gently wipe down the surface.

Cleaning Keyboards, Desk phones, and other accessories:

Spray cleaning solution on a paper towel. Lightly moisten and then gently wipe down the surface.

Cleaning Copiers and Printers:

When cleaning the display screen on a copier or printer, always use a lint-free cloth. Spray cleaning solution on the cloth. Lightly moisten and then gently wipe down the surface.

References

- [CDC: Cleaning and Disinfecting your Facilities](#)
- [CDC: Cleaning & Disinfecting Schools](#)
- [Apple: How to Clean your Apple Products](#)
- [Microsoft: Clean and Care for your Surface](#)

