

# COVID-19 ADMINISTRATIVE PROCEDURES AND PROTOCOLS FOR CLEANING AND DISINFECTING THE WORKPLACE INCLUDING OHLONE’S MAINTENANCE AND CAMPUS POLICE VEHICLES COVID PANDEMIC POLICY 6

Ohlone Community College (“College”) has developed a schedule for the routine cleaning and disinfection of its worksites. The schedule is flexible and areas will be cleaned or disinfected as needed; as the cleaning of objects or areas may vary depending on the specific circumstances of their use.

The College will follow all laws and regulations about the disinfectant products used. The EPA has compiled a list of disinfectant products that can be used against the virus that causes COVID-19, including ready-to-use sprays, concentrates, and wipes. This includes a limited list of products approved for use on soft and porous materials. The current list of EPA-approved disinfectants, which was last updated on May 7, 2020 and could be modified at any time, can be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

## I. **Preamble**

The purpose of the California Occupational Safety and Health Act of 1973 is to assure safe and healthy working conditions for all workers. (Labor Code § 6300, et seq.)

The Centers for Disease Control and Prevention (“CDC”) recommends cleaning and disinfecting public spaces, such as the workplace, in order to reduce the risk of exposure to SARS-CoV-2, the virus that causes COVID-19 (hereinafter “the virus that causes COVID-19”). Normal routine cleaning with soap and water removes germs and dirt from surfaces, and lowers the risk of spreading the virus that causes COVID-19. Disinfecting kills germs on surfaces. Killing germs on surfaces after cleaning can further lower the risk of spreading infection.

Ohlone Community College therefore implements this COVID -19 Administrative Procedures and Protocols for Cleaning and Disinfecting the Workplace for the protection of all employees, students and the community we serve.

## II. **Statement of Policy**

The purpose of this administrative procedure is to ensure healthy and safe working conditions for all **Ohlone College** employees through adherence to federal, state, and local cleaning and disinfecting requirements, recommendations, and best practices intended to limit exposure to the virus that causes COVID-19. Ensuring healthy and safe working conditions and the health and safety of employees is a business necessity for the **Ohlone Community College**.

## III. **Compliance**

The College intends to fully and faithfully comply with any and all applicable federal, state, and local regulations and guidance regarding cleaning and disinfecting worksites in the administration of this procedure and associated protocols.

#### IV. **Policy**

The California Department of Public Health and Cal/OSHA published COVID-19 Industry Guidance for Office Workspaces, which can be found here: <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>.

While this procedure can likely apply to the entire college, we reserve the right to determine whether specific cleaning and disinfecting protocols should be in place at individual facilities or worksites.

##### **Scope of Coverage:**

This procedure will apply with equal force to all facilities over which Ohlone Community College has custody and control, including both indoor and outdoor areas.

##### **Effective Date:**

This Policy shall be effective immediately upon adoption and shall remain in effect until advised that the Policy is no longer operative due to the end of the present public health emergency.

##### **Cleaning Practices for Outdoor Areas:**

The virus that causes COVID-19 naturally dies within hours to days in typical indoor and outdoor environments. Warmer temperatures and exposure to sunlight reduces the time the virus survives on surfaces and objects. Outdoor areas generally require normal routine cleaning and do not require disinfection.

##### **(a) *Ohlone Community College's Responsibilities:***

The College will maintain existing cleaning and hygiene practices of outdoor areas.

##### **(b) *Employee Responsibilities:***

In addition to the efforts undertaken by Ohlone College, employees are expected to comply with directives issued in the **Ohlone Community College's** Administrative Guidelines and Protocols for Social Distancing and Individual Responsibility in the Workplace, to the extent applicable to outdoor spaces, as well as the provisions in this Policy regarding collective efforts to routinely disinfect frequently used surfaces and objects.

##### **Cleaning Practices for Indoor Areas that have been Unoccupied for at least Seven Days:**

The virus that causes COVID-19 has not been shown to survive on surfaces longer than seven (7) days. Therefore, if an indoor area has been unoccupied for seven (7) days or more, Ohlone will

conduct normal routine cleaning of that area consistent with its existing cleaning and hygiene practices.

**Cleaning and Disinfecting Practices for Indoor Areas that have been occupied within the last Seven Days:**

**(a) *Ohlone Community College’s Responsibilities:***

Ohlone Community College will evaluate each building or facility to determine what kinds of surfaces make up each area. Most surfaces and objects will require only routine cleaning consistent with Ohlone Community College’s current practices. Such routine cleaning involves cleaning the surface or object with soap and water. Additionally, each workday, Ohlone College will clean and disinfect frequently touched surfaces and objects, including but not limited to light switches and doorknobs, to further reduce the risk of germs on those surfaces and objects.

Disinfecting will be conducted using an EPA-approved disinfectant, when available. If an EPA-approved disinfectant is unavailable, alternative disinfectants will be used, such as one-third (1/3) cup of bleach added to one (1) gallon of water or alternatively, seventy percent (70%) alcohol solutions, to disinfect, consistent with CDC guidelines. Ohlone College prohibits the mixing of bleach and other cleaning and disinfection products together, as this can cause fumes that may be dangerous when inhaled. Ohlone Community College requires that the use of any cleaning and disinfectant products adhere to the instructions from each product’s manufacturer related to concentration, application method, contact time, etc. Ohlone Community College requires that all disinfectants be kept out of the reach of children.

**(b) *Employee Responsibilities:***

In addition to the efforts undertaken by Ohlone Community College, employees are expected to comply with directives issued in the college’s Administrative Guidelines and Protocols for Social Distancing and Individual Responsibility in the Workplace, as well as the provisions in these guidelines regarding collective efforts to routinely disinfect frequently used surfaces and objects.

**Provision of Sanitizing Supplies:**

When supplies are available, hand sanitizer, soap and water, or effective disinfectant will be made available near the entrance of any **Ohlone Community College** facility and in other appropriate areas for use by members the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers, admissions and records, financial aid, counseling offices, shipping and receiving, receptionists etc.)

Tissues and no-touch disposal receptacles will be placed at locations where they can be easily accessed by employees and members of the public.

**Collective Effort to Routinely Disinfect Frequently Used Surfaces and Objects:**

The CDC has called upon every American to implement behavior to slow the spread of the virus that causes COVID-19. Everyone has a role in making sure our communities are as safe as

possible to reopen and remain open. The **Ohlone Community College** takes this responsibility extremely seriously.

(a) ***Ohlone Community College’s Responsibilities:***

The **Ohlone Community College** will ensure that surfaces and objects within its buildings and facilities are cleaned and disinfected each workday to maintain safe and healthy working conditions for all workers and members of the public.

(b) ***Employee Responsibilities:***

In addition to the efforts undertaken by **Ohlone Community College**, every **Ohlone Community College** employee across all departments has an individual responsibility to contribute to this effort by routinely disinfecting surfaces and objects with which that employee interacts. This includes mandatory compliance with the **Ohlone Community College** Administrative guidelines and Protocols for Social Distancing and Individual Responsibility in the Workplace. The college will provide effective disinfectants, such as disposable wipes, throughout its buildings and facilities to be used to disinfect these items to assist employees in meeting their individual responsibilities. Employees are expected to utilize these disinfectants to regularly wipe down commonly used surfaces and objects. A list of examples of such commonly used surfaces and objects is provided below.

**Cleaning and Disinfecting Frequently Used Hard and Non-Porous Items:**

(a) ***Ohlone Community College’s Responsibilities:***

Each workday, the **Ohlone Community College** will have all frequently used hard and non-porous surfaces or objects, such as glass, metal, or plastic, cleaned and then disinfected with an appropriate disinfectant. Examples of frequently used surfaces or objects that shall receive routine disinfection include, but are not limited to:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Tables         | <input checked="" type="checkbox"/> Books/binders |
| <input checked="" type="checkbox"/> Doorknobs      | <input checked="" type="checkbox"/> Refrigerators |
| <input checked="" type="checkbox"/> Light switches | <input checked="" type="checkbox"/> Microwaves    |
| <input checked="" type="checkbox"/> Countertops    | <input checked="" type="checkbox"/> Coffee makers |
| <input checked="" type="checkbox"/> Handles        | <input checked="" type="checkbox"/> File cabinets |
| <input checked="" type="checkbox"/> Desks          | <input checked="" type="checkbox"/> and shelves   |
| <input checked="" type="checkbox"/> Phones         | <input checked="" type="checkbox"/> Shared        |
| <input checked="" type="checkbox"/> Keyboards      | <input checked="" type="checkbox"/> computers     |
| <input checked="" type="checkbox"/> Toilets        | <input checked="" type="checkbox"/> Shared tools/ |
| <input checked="" type="checkbox"/> Faucets and    | <input checked="" type="checkbox"/> equipment     |
| <input checked="" type="checkbox"/> sinks          | <input checked="" type="checkbox"/> Stairways and |
| <input checked="" type="checkbox"/> Gas pump       | <input checked="" type="checkbox"/> stairwells    |
| <input checked="" type="checkbox"/> handles        | <input checked="" type="checkbox"/> Handrails     |
| <input checked="" type="checkbox"/> Touch screens  | <input checked="" type="checkbox"/> Escalators    |
| <input checked="" type="checkbox"/> ATMs           | <input checked="" type="checkbox"/> Elevator      |
| <input checked="" type="checkbox"/> Copiers        | <input checked="" type="checkbox"/> buttons       |
| <input checked="" type="checkbox"/> Printers       |   |

(b) **Employee Responsibilities:**

In addition to the efforts undertaken by the college, employees are expected to routinely disinfect surfaces and objects that they interact with. Employees should utilize effective disinfectants, such as disposable wipes, provided by the college to disinfect the surfaces and objects they come in contact with that may be touched by other employees or members of the public. These surfaces and objects include, but are not limited to, the list of examples provided above.

**Cleaning and Disinfecting Soft and Porous Items:**

The college will ensure that soft and porous items that are not frequently touched are cleaned or laundered, following the directions on the items' labels, using the warmest appropriate water setting.

Soft and porous materials that are frequently touched, such as area rugs, carpets, and upholstered seating, must be disinfecting using an appropriate disinfectant.

The college will evaluate the soft and porous materials in each building or facility to consider whether items can be removed or stored to reduce frequent handling or contact with multiple people. Soft and porous materials, such as upholstered seating in communal areas, may be removed or stored to reduce the challenges with cleaning and disinfecting these surfaces and objects.

**Cleaning and Disinfecting Practices Related to Ohlone Community College Vehicles. (See additional information under: [Guidance to Mitigate the Transmission of COVID-19 and Other Seasonal Diseases through Vehicle Cleaning & Disinfecting](#))**

(a) **Ohlone Community College's Responsibilities:**

The college will provide hand sanitizer and effective disinfectant, such as disposable wipes, in each **Ohlone Community College** vehicle. The college will maintain its practice of routinely cleaning Ohlone Community College vehicles.

(b) **Employee Responsibilities:**

In addition to the efforts undertaken by the college, employees must disinfect frequently touched surfaces and objects within a **Ohlone Community College** vehicle before and after use of the vehicle, if that vehicle is shared, or at the beginning and end of each shift, if no one else uses the vehicle during the employee's shift. These surfaces and objects include, but are not limited to,

door handles, seatbelts, seats, steering wheels, and window buttons.

### **Air Filter and HVAC Cleaning:**

The **Ohlone Community College** will ensure that air filters and HVAC systems are properly maintained. The college will also ensure that fresh air is increased by opening windows and doors to the extent possible and safe.

The Environmental Protection Agency (“EPA”) has recommended that employers consult American Society of Heating and Air-Conditioning Engineers (“ASHAE”) guidance for information on ventilation and filtration to help reduce risks from the virus that causes COVID-19. This guidance can be found here: <https://www.ashrae.org/technical-resources/filtration-disinfection#replacement>

### **Providing of Personal Protective Equipment (“PPE”) for Workers Assigned to Clean or Disinfect the Workplace:**

- (a) *Requirements Applicable to **Ohlone Community College** Employees who are assigned and whose Job Duties Require Them to Clean or Disinfect Ohlone **Community College** Buildings or Facilities:*

**Ohlone’s employees** must wear appropriate PPE throughout the cleaning/disinfecting process, including the handling of trash.

The College will provide the necessary and appropriate PPE at no cost to any employee whose job duties require them to clean or disinfect its buildings or facilities, as set forth in Occupational Safety and Health Administration (“OSHA”) regulations. (See 29 C.F.R. § 1910.132 (h).) This provision does not apply to employees that contribute to cleaning and disinfecting efforts in an isolated fashion, such as wiping down a doorknob or desk after its use.

Appropriate PPE includes disposable gloves and gowns that are compatible with the disinfectant products being used. The College may require that employees whose job duties require them to clean and disinfect its buildings or facilities wear additional PPE, such as goggles or face shields, based on the cleaning/disinfectant products being used and whether a risk of splashing reasonably exists. If disposable gowns are unavailable, employees whose job duties require them to clean and disinfect its buildings or facilities must wear a similar type of covering, such as coveralls, aprons, or

work uniforms. Any reusable (washable) clothing worn during the cleaning/disinfecting process must be laundered afterwards. Employees whose job duties require them to handle dirty laundry, must clean their hands after handling dirty laundry.

#### Proper Use of PPE and Training Related to PPE

**Ohlone Community College** employees utilizing PPE must carefully remove gloves and gowns at the end of the cleaning/disinfecting process to avoid contamination of the wearer and surrounding area. After the removal of gloves, employees must wash their hands thoroughly with soap and water.

The **Ohlone Community College** will ensure that any employees utilizing PPE as described in this section are trained on when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, how to maintain and dispose of PPE, and the limitations of PPE. The **Ohlone Community College** will also ensure that any employees utilizing PPE as described in this section are trained on proper eye and face protection, hand protection, and respiratory protection.

#### (b) ***Ohlone Community College Requirements Applicable to Employees of Third Party Companies Assigned to Clean or Disinfect Ohlone Community College Buildings or Facilities:***

The foregoing provisions in subsection (a) regarding PPE apply with equal force to employees of third party companies who are responsible for cleaning **Ohlone Community College** facilities and worksites, except that the **Ohlone Community College** will not provide PPE to employees or third party companies or provide training to such employees. The **Ohlone Community College** will communicate to the third-party company its expectations regarding the use of PPE by their employees when cleaning **Ohlone Community College** facilities and worksites.

### **Guidance to Mitigate the Transmission of COVID-19 and Other Seasonal Diseases through Vehicle Cleaning & Disinfecting**

The safety and wellbeing of our employees is a core value of Ohlone Community College. This guidance is to mitigate the transmission for COVID-19 and other seasonal diseases through exposure from the daily operation of our fleet vehicles and equipment. By employing regular cleaning and disinfecting practices to our maintenance and

campus police vehicles we can effectively minimize the transmission of these diseases while utilizing these vehicles and equipment.

Recent studies indicate bacteria and viruses, including COVID-19 (coronavirus), can live on surfaces in excess of 72 hours. This resiliency provides a source of contamination for the next operator or occupants in our vehicles. Surfaces including metal, plastic, glass and other hard surfaces harbor bacteria and viruses, and by touching these surfaces, employees can transfer pathogens to their eyes and mouth; or, spread germs to other commonly-touched surfaces outside the vehicle that can lead to an illness.

Cleaning and disinfecting these surfaces with approved cleaners and disinfectants removes the vast majority of bacteria and viruses that cause flu, colds and other seasonal illnesses reducing the probability of transmission.

### **Definitions**

**Cleaning:** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Cleaning is typically performed using soap, detergents, cleansers and clean water before using a disinfecting method.

**Disinfecting:** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfecting solutions.

For a list of CDC-approved disinfectants against viruses (including COVID-19 virus), check out the link below:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

### **Guidance for Maintenance Vehicles and Equipment**

All maintenance employees operating maintenance vehicles and equipment must:

1. Clean commonly touched surfaces that are heavily soiled or dirty before and after operation and before disinfecting; wearing the appropriate gloves (i.e. nitrile gloves) is highly recommended.

**Note: Wearing gloves will not stop transmission if you touch a potentially contaminated surface and then touch your face or other surface with the gloves on.**

2. Follow cleaning activities with an approved disinfectant; wearing nitrile gloves is highly recommended.
3. All commonly touched surfaces used to access and control the vehicle should be cleaned and disinfected; common surfaces include but are not limited to:



Door handles and grab bars



Interior door handle and surrounding surface



Instrument panel, gear shift and control knobs and devices



All other devices used during your shift



Steering wheel and radio microphone



Wash hands after cleaning for a minimum of 20 seconds

4. Repeat cleaning and disinfecting practices at end of shift or vehicle exchange.

**Note: Never use alcohol near ignition sources including pilot lights, running motors and welding/cutting torches; and, never smoke while using alcohol.**

**Note: Never mix bleach with ammonia or any other cleanser. Use one or the other. Use either an alcohol solution or use a bleach solution but never mix the two together.**

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