

UNIVERSITY OF SOUTH FLORIDA

COVID-19 ENHANCED CLEANING AND DISINFECTION GUIDANCE

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Per Centers for Disease Control and Prevention (CDC) guidelines, routine cleaning and disinfection of surfaces (subsequent to a positive COVID-19 test result) are best practice measures for prevention of COVID-19 and other viral respiratory illnesses in community settings. In alignment with CDC and public health recommendations as well as to support the health of the University community, the University of South Florida (USF) has developed the following guidance to assist in the prevention of the spread of COVID-19 by following enhanced cleaning and disinfection protocols. Maintaining a healthy environment is the shared responsibility of all faculty, staff, students, and guests.

I. DEFINITIONS

- A. **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs; however, by removing germs, it decreases their numbers, providing a reduction in the risk of infection.
- B. **Contact time** is the period a disinfectant is in direct contact with the surface or item to be disinfected. For surface disinfection, the complete contact time for a disinfectant is the period of time from the initial application of the disinfectant to the surface until complete drying has occurred.

(Note: In many cases, the minimum required contact time for a disinfection material to be effective against the virus that causes COVID-19 will be less than the period required for complete drying. See section D.iii below for the minimum required contact times associated with disinfectants commonly utilized at the University).

- C. **Disinfection** works by using chemicals, such as EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily remove dirt or germs from surfaces; however, killing germs remaining on a surface after cleaning further reduces the risk of infection.

II. ENHANCED CLEANING/DISINFECTION FOR PREVENTION

A. General Guidance

- i. Increase the frequency of cleaning and/or disinfecting, focusing on **frequently touched surfaces, including, but not limited to, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, touch screens, etc.** utilizing EPA registered products and/or CDC approved disinfection materials effective for COVID-19. Increased frequency of cleaning and/or disinfecting with attention to these frequently touched surfaces helps remove bacteria and viruses, including COVID-19.
- ii. Always practice good hand hygiene, especially after performing cleaning/disinfection activities:
 - a. Frequently wash your hands with soap and water for 20 seconds.

- b. In the event soap and warm water are not readily available, use an alcohol-based hand sanitizer **containing at least 60% alcohol**.

B. Responsibilities

- i. **Building Custodial Services** (internal or contract) will, at a minimum, conduct daily enhanced cleaning/disinfection in areas traditionally serviced including, but not limited to, conference/teaching areas and public/common areas (e.g., building entries, lobbies, atria, restrooms, elevators, elevator lobbies, break rooms, etc.).
- ii. **End Users/Occupants** (i.e., **faculty and staff**) are expected to clean and disinfect their immediate work areas (e.g., private/shared offices, research labs, and core/common labs) at least daily as well as any common areas or shared equipment in their work areas utilizing the cleaning and disinfecting products provided by Administrative Services (e.g., “Sani-Kits”) or other approved product(s).
- iii. **Educational and Learning Spaces** (e.g., classrooms, teaching labs, computer labs, etc.) will be centrally supplied with cleaning/disinfection supplies in order for end users/occupants (i.e., **faculty and students**) to supplement cleaning by custodial services during class change overs. **Students** will be supplied with up to two (2) bottles of hand sanitizer (~70% ethyl alcohol) per month which should also be utilized to clean/disinfect personal classroom and study areas before and after each use.
- iv. **Auxiliary and Direct Service Organizations (DSOs)** will be responsible for developing/implementing area specific cleaning and disinfection protocols that meet or exceed the specifications of the CDC and University’s general guidelines. Based on the nature of activities and associated risks, **Auxiliary** functions and **DSOs** may implement additional requirements (e.g., more frequent disinfection of frequently touched surfaces, alternative disinfectant application procedures, etc.) in order to efficiently/effectively mitigate the risks associated with those activities.
- v. The **Division of Administrative Services/Facilities Management** is responsible for coordinating the purchase, distribution, and maintenance of standardized disinfecting/sanitizing supplies and will provide disposable sanitizing wipes, disinfectant spray bottles, or equivalent, dependent on supply. Multiple resource, sourcing, and distribution plans have been developed in order to address potential supply shortages and variable business needs.

Administrative Services/Facilities Management will maintain the supply of all USF standardized disinfecting/sanitizing materials in all E&G buildings and staff will be dedicated to monitoring and refilling the standardized sanitizer stations/bottles/kits, disposable sanitizing wipes, and restroom hand washing supplies. University **Auxiliary and Direct Service Organizations (DSOs)** will be responsible for maintaining/distributing their disinfecting/sanitizing supplies for their respective areas; however, a synonymous approach with respect to general materials, protocols, and responsibilities will be utilized at all University locations. In addition, Administrative Services/Facilities Management will also serve as a resource to the University community to assist in the procurement and distribution

of additional cleaning supplies and sanitizers based on individual departmental needs.

- a. USF COVID-19 related supplies (i.e., Sani-Kits, hand sanitizer, etc.) should be obtained through Administrative Services/Facilities Management by submitting a request through the [FAMIS Work Order System](#). Please visit [here](#) for additional information and limited exceptions regarding supply requests (**CAMLS, STC, and MDD**).
- b. The University will maintain an adequate supply of soap, hand sanitizer, and cleaning/disinfecting supplies to the best of its ability. Purchasing these supplies centrally provides significant cost savings to the University and allows for better monitoring of use and reorder points as necessary. Individual Departments are not authorized to purchase additional products beyond routine business protocols unless otherwise directed. This does not preclude individuals from purchasing items using their personal funds, but please note that those costs cannot be reimbursed.

C. General Safety Guidelines during Cleaning and Disinfection

As previously stated, multiple resource, sourcing, and distribution plans have been developed in order to address potential supply shortages and variable business needs; therefore, the University will utilize numerous cleaning/disinfection products, equipment, and application methods to support enhanced cleaning/disinfection across its campuses. It is important that the user understands the specific details regarding the safe and effective use of the product(s) prior to use. Please contact **Environmental Health & Safety (EH&S) at (813) 974-4036** or ehs@usf.edu for any questions or information regarding the proper and safe use of cleaning/disinfection products.

Please note, the two (2) 4-ounce bottles of hand sanitizer (~70% ethyl alcohol) per month the University is supplying to all faculty, staff, and students can also be utilized as a disinfectant for personal classroom and work/study areas before and after each use. This product can be sprayed on surfaces and allowed to air dry; therefore, gloves are not required when utilizing this product. However, individuals should always practice good hand hygiene. In addition, always avoid spraying to the face/eyes and do not use in the vicinity of a flame or heat source as the product is flammable.

- i. Prior to use, review the manufacturer's instructions and associated Safety Data Sheet (SDS) for the specific disinfection/cleaning product(s) in order to understand the safe and effective use. Users should understand the recommended application methods, contact time, potential hazards, recommended personal protective equipment (PPE) and exposure control, first aid/spill response measures, etc.
- ii. Wear disposable gloves when cleaning and disinfecting (Note: In the event disinfection can be completed without touching a surface, such as the utilization of ethyl alcohol spray to disinfect a classroom desk before/after class, gloves would not be required; however, individuals should always practice good hand hygiene). Gloves should be discarded after each area/use. Wash hands or use hand sanitizer immediately after gloves are removed.
- iii. Wear eye protection when there is a potential for splash or splatter to the face.
- iv. Avoid mixing chemical products.

- v. Ensure adequate ventilation.
- vi. Ensure all cleaning products are labeled including diluted cleaning solutions.

D. General Cleaning and Disinfection of Surfaces

- i. Cleaning with products containing soap or detergent reduces germs on surfaces and objects by removing contaminants and may also weaken or damage some of the virus particles, which decreases risk of infection from surfaces. **Cleaning frequently touched surfaces and shared objects once a day** is usually enough to sufficiently remove virus that may be on surfaces **unless someone with confirmed or suspected COVID-19 has been in the area.**

Cleaning more frequently or choosing to disinfect (in addition to cleaning) may be warranted in shared spaces **if the space is a high traffic area or if certain conditions apply** that can increase the risk of infection from touching surfaces:

- **High transmission of COVID-19 in your community/area;**
- **Low vaccination rates in your community/area;**
- **Infrequent use of other prevention measures, such as mask wearing (among unvaccinated people) and hand hygiene; or**
- **The space is occupied by people at increased risk for severe illness from COVID-19.**

If there has been a sick person or someone who tested positive for COVID-19 in an area/facility within the last 24 hours, cleaning AND disinfection of the space should be conducted. Disinfecting (using U.S. Environmental Protection Agency (EPA)'s List N disinfectants) kills any remaining germs on surfaces, which further reduces any risk of spreading infection.

If it has been 24 hours or more since a sick or COVID-19 positive individual has been in the space, generally, only normal routine cleaning is necessary. This is because data demonstrate that the risk of COVID-19 infection from surface transmission is considered to be low.

- ii. When disinfection is warranted, use an [EPA-registered disinfectant](#) for use against COVID-19. The EPA "List N" includes products pre-approved for use against SARS-CoV-2, the novel coronavirus that causes the COVID-19 disease. If you would like to use a product that is not on the EPA's N list, look for an EPA-registered product with "human coronavirus" listed as a target pathogen on the product label, then look for the EPA registration number on the label to confirm the product is EPA registered and follow the label directions when using it.

When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause very dangerous fumes. Freshly made bleach solutions will be effective for disinfection up to 24 hours.

Please contact **Environmental Health & Safety (EH&S)** at **(813) 974-4036** or ehs@usf.edu for any questions or information regarding the proper selection and use of disinfectants.

- iii. Follow the manufacturer’s instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). The [EPA “List N”](#) provides information regarding the required [contact time](#) for a disinfectant to be effective against the virus that causes COVID-19.

The required contact time for disinfectants commonly utilized at the University are listed as follows (Note: this list is not comprehensive):

Product Name	EPA Registration Number	Contact Time (in minutes)
Buckeye Eco Neutral Disinfectant E23	47371-129	10
Clorox® Total 360® Disinfectant Cleaner1	67619-38	2
ERC Performance Wipes	1839-190	10
Fresh Hands Hand Sanitizer (75% Ethyl Alcohol)	N/A	1
HaloMist	84526-6	10
In-Cide v.5	1839-190	10
Nutra Max v.3	10324-157	10
Progressive Products WipesPlus Disinfecting Wipes	6836-340	10
Q-128	47371-130	10
Spartan GS Neutral Disinfectant Cleaner 103	1839-169	10
Vital Oxide	82972-1	10

- iv. For soft (porous) surfaces such as carpeted floor, rugs, drapes, seating in areas, etc.:
 - a. Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
 - b. Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item’s label, using the warmest appropriate water setting and dry items completely.
 - c. If laundering is not possible, use an [EPA-registered disinfectant](#) for use against COVID-19, or, dependent on the level of risk, consider temporarily removing and/or replacing soft and porous materials in high traffic areas with a non-porous substitute, if feasible.
- v. For electronics, such as tablets, touch screens, keyboards, remote controls, etc.
 - a. Consider putting a wipeable cover on electronics, if feasible.

- b. Follow manufacturer’s instruction for cleaning/disinfecting. If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol** (spray onto a microfiber cloth as opposed to spraying directly on the device/screen).
- vi. Outdoor areas generally require normal routine cleaning and do not require disinfection. Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Generally, viruses are killed more quickly by warmer temperatures and sunlight.

The targeted use of disinfectants can be completed effectively, efficiently, and safely on outdoor hard surfaces and objects frequently touched by multiple people utilizing the procedures referenced above. High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

Please contact **Environmental Health & Safety (EH&S)** at **(813) 974-4036** or ehs@usf.edu for any questions or information regarding the proper disinfectants, application methods, and any applicable regulatory compliance considerations associated with the use of disinfectants in an outdoor environment.

III. ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A COVID-19 TEST/CONFIRMED CASE OF COVID-19

A. General Guidance:

Subsequent to the notification of a COVID-19 test and/or potential high-risk contact associated with a USF student, faculty, or staff, the University will work with the Florida Department of Health (FDOH), applicable University faculty/staff, and the tested individual, if possible, to identify all individuals and University facilities/areas deemed to be high-risk contact.

Based on the identification of facilities/areas with potential high-risk contact (potentially necessitating disinfection to minimize the health risks for continued use), the University will assess the potential for immediately closing the identified facilities/areas for continued occupancy/use. The assessment, conducted by the COVID-19 Task Force in coordination with applicable parties, will evaluate the facility/area to determine if it’s considered “non-critical” or “critical” to support academic/business continuity, mass care, critical research, public safety, etc.

- i. **Non-critical Areas** – If the closed high-risk facility/area is considered non-critical (i.e., not required for academic/business continuity, mass care, critical research, public safety, etc.), the area will remain closed for use/occupancy until:
 1. COVID-19 test results are received;
 2. The area is disinfected according to CDC guidelines; or,
 3. A period of 24 hours have passed since a positive and/or high-risk individual has been in the space, after which enhanced disinfection would generally not be required (per CDC guidelines).

In the event of a positive COVID-19 test, designated internal resources and/or a third-party vendor will be coordinated to disinfect the space or the space will be isolated/restricted from use for a minimum period of 24 hours. In the event of a negative COVID-19 test, the facility/area will be cleaned via established/routine University resources/protocols.

- ii. **Critical Areas** – In the event the high-risk facility/area is considered critical (i.e., required for academic/business continuity, mass care, critical research, public safety, etc.), the area will be temporarily closed for occupancy/use (or access, operations/activities significantly curtailed and/or modified to appropriately minimize the determined risk) and designated internal resources and/or a third-party vendor will be immediately coordinated to disinfect the space according to CDC guidelines (**unless a period of 24 hours have passed**).

B. Cleaning and Disinfecting Protocol

After notification of a confirmed/presumptive positive COVID-19 test on a USF campus, the following cleaning and disinfecting protocol will be followed:

- i. Buildings and/or specific rooms and areas determined to be high-risk due to exposure to a confirmed/presumptive COVID-19 positive individual will be assessed per the guidance described above.

The specific scope for cleaning/disinfection will be developed and implemented based on the risk of potential contamination as determined by the COVID-19 Task Force, Facilities Management (EH&S, Building Services), in coordination with the impacted College/Department, Housing Residential Education (HRE), Auxiliary Services, and/or DSO.

Note, in some cases, cleaning/disinfection protocols specific to known/suspect positive COVID-19 cases have been developed (e.g., USF Tampa Housing Isolation Space Cleaning and Maintenance Protocol) and those protocols will be initiated based on established criteria (i.e. vacating of an isolation/quarantine space) and an assessment will not be required.

- ii. Appropriate Facilities Management, HRE, Auxiliary Services, and/or DSO staff will conduct the following (as applicable):
 - a. Communicate the scope of cleaning/disinfection to the individuals responsible for conducting the cleaning/disinfection.
 - b. Identify areas that may require restricted access during and immediately following enhanced cleaning/disinfection.
 - c. Communicate with impacted Department(s)/areas.
 - d. Coordinate with the Building Supervisor(s), as applicable.
 - e. When cleaning/disinfecting large spaces and/or where there is increased surface area due to a large numbers of desks, tables, and other furniture, potentially necessitating

a sprayer/fogger/mister application of disinfectant, Building Supervisors will be notified in advance if the spraying/fogging/misting will occur during normal business hours or in close proximity to occupied/utilized spaces. Advance notice allows the building occupants to be apprised of the schedule for cleaning/disinfection of the space and any areas that may require restricted access.

- iii. The cleaning/disinfection crew will:
 - a. Follow the Enhanced Cleaning/Disinfection for Prevention guidance outlined in this document.
 - b. Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area, if possible.
 - c. If possible, wait as long as feasible (at least several hours) after the COVID-19 positive/suspect individual was present in a space prior to initiating cleaning and disinfection.
 - d. If an outside contractor is utilized for cleaning and disinfection, the proposed scope of work, including cleaning/disinfection products and their respective SDSs, and application methods must be reviewed by EH&S prior to initiation.
 - e. Wear the required personal protective equipment (PPE) during cleaning/disinfection:
 - i. Minimum: Face coverings, face shields (or safety glasses/goggles), and disposable gloves. Depending on the potential risk associated with the space and/or disinfectant and application method, additional PPE may be required, including but not limited to, disposal gowns/coveralls and/or N95 respirator.
 - ii. All staff must be fully trained on donning and doffing required PPE to minimize the potential for cross contamination.

RESOURCE DOCUMENTS

<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>