|  |  |
| --- | --- |
| **Initial Effective Date** | mm/dd/yyyy |
| **Most Recent Revision Date** | mm/dd/yyyy |
| **Authorized/Reviewed by** | Individual or Committee Name |
| **Standard** | 22VAC40-61-290 |

**Definition and Overview (define the infection control practice**)

**Cleaning** refers to the removal of visible soil from surfaces through the physical action of scrubbing with a surfactant or detergent and water. This step is important to reduce the volume of organisms on the surface and remove any material that could interfere with disinfection.

**Disinfection** refers to the use of chemicals (disinfectants) to kill germs on surfaces and objects. Some common disinfectants are bleach and alcohol solutions. Disinfectants need to be left on surfaces and objects for a certain length of time (“contact time”) to kill the germs based on the product’s instructions. This policy will refer to contact time; different organisms require different wet contact times to kill the targeted organism. Disinfecting does not necessarily clean dirty surfaces.

**Purpose (why this policy/procedure is important)**

Environmental surfaces can be a source of pathogens in centers. If environmental surfaces are not properly cleaned and disinfected, pathogens from the surface can be transferred to participants and staff. Proper cleaning and disinfection of environmental surfaces is necessary to break the chain of infection.

**Responsibility (who is responsible for following this policy/procedure)**

For the purpose of this policy, “designated staff” refers to those roles within the center responsible for overseeing environmental cleaning and disinfection. All staff and volunteers are responsible for following environmental cleaning policies and procedures.

**Policy**

To reduce the risk of the spread of infection from environmental surfaces, it is the policy of this center to adhere to the Centers for Disease Control and Prevention (CDC) recommendations for Environmental Infection Control Guidelines.

Staff Responsibilities:

* All staff with responsibilities under this policy will receive training on and be familiar with CDC guidelines for cleaning and disinfection and will follow those guidelines.
* Staff must be knowledgeable regarding EPA-registered cleaning and disinfecting agents used in the center:
	+ What products are available and where and how they are to be used in the center
	+ What they are and how to access the Safety Data Sheets (SDS) for products used
	+ How to locate and identify labels/manufacturer instructions for each product, including following precautionary statements (i.e., use of Personal Protective Equipment (PPE))
	+ Identify the selection and proper use of appropriate PPE required to protect the skin, eyes, and mouth during routine handling of cleaners and disinfectants
	+ Proper use according to manufacturer instructions and product labels (appropriate applications, germs killed, dilution, application and use, and contact time)
		- [How to Read a Disinfectant Label | CDC](https://www.cdc.gov/hai/pdfs/HowToReadALabel-Infographic-508.pdf)

Cleaning and Disinfecting Schedule:

* A cleaning schedule has been developed by this center to provide ease of use and understanding by all staff responsible for components of center cleaning and disinfection. The established schedule is made available in a format that allows it to be cleaned (i.e., laminated) and the location of the schedule is made known to all staff. The center provides education for staff related to any changes in cleaning and disinfection, including changes in the established schedule.
* The center’s schedule establishes the frequency of cleaning and disinfection of environmental surfaces in different areas within the center. The schedule also specifies scenarios that may occur (e.g., immediately if surfaces are visibly soiled; daily for high-touch surfaces; immediately upon departure of a known sick individual under isolation). The schedule establishes and defines routine cleaning, high-touch surfaces (handrails or switches) and low-touch surfaces (walls), and reinforces that high-touch surfaces require more frequent cleaning than low-touch surfaces.
* When an emergency cleaning outside of scheduled cleanings is needed (i.e., someone has an incontinence accident or becomes sick while at the center), designated staff are notified of the needed cleaning. Any type of spills, including body fluid spills or other contaminations, shall be cleaned immediately. Cleaning spills or potential contaminants is important to prevent participants from experiencing any negative outcome.
* When establishing a cleaning schedule, any areas being utilized for isolation of ill participants or staff members should be cleaned *after* all cleaning for non-isolation areas has been completed.
* All caddies, carts, trolleys, buckets, and containers used for cleaning must be thoroughly cleaned after each use prior to storing in the designated storage area.

General Practices Regarding Cleaning and Disinfection:

* All cleaning supplies and solutions must never be left unattended and must be secured (locked) when not in use.
* Personal items, including food and drink, must never be stored with cleaning supplies.
* Staff must select and use proper PPE for preparation and use of cleaning and disinfecting agents according to Standard Precautions for the task and according to manufacturer’s instructions for each agent used.
* All PPE needed for cleaning and disinfecting agent preparation and use shall be readily accessible to staff, stored appropriately, and well-stocked.
	+ List location(s) where PPE is available
* All other cleaning and disinfection supplies shall be in-date, well-stocked, appropriately stored, and accessible to staff.
	+ List location(s) where supplies are stored
* The EPA-registered disinfectants in use in this center are:
	+ List disinfectants used (e.g., bleach, alcohol, improved hydrogen peroxide) including specific concentrations
		- *Consult EPA list(s) to ensure that your center has disinfectants that are registered to be effective against the germs that are likely to be encountered in the center (e.g., List K for C. difficile, List G for Norovirus:* [*Selected EPA-Registered Disinfectants | EPA*](https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants)*)*

**Procedure**

Include these points in this section:

* Specify proper storage of cleaning supplies including any needed signage on storage areas.
* Specify proper labeling of cleaning supplies.
* Inventory of all environmental cleaning and disinfection products and the process for maintaining adequate supplies.
* Consider label claims of selected products and compatibility with different surfaces in the center.
* Proper storage and maintenance of cleaning and disinfection equipment.

*For any section within this procedure that has numbers instead of bullets, the steps should be followed in the sequential order provided.*

Checking for Safety Issues

Before beginning any cleaning or disinfection tasks:

* Determine if participant status (active illness, behaviors, etc.) could pose a challenge to safe cleaning.
* Determine if there is any need for additional PPE or supplies (e.g., if there are any spills of blood/body fluids).
* Determine if there are any obstacles (e.g., clutter) or issues that could pose a challenge to safe cleaning.
* Determine if there is any damaged or broken furniture or surfaces to be reported to supervisor/management.

Use of PPE for Cleaning and Disinfecting

1. Always perform hand hygiene immediately before wearing gloves (donning) and immediately after removal (doffing).
2. Always follow the appropriate precautions when selecting PPE.
3. Use SDS or manufacturer labels to determine if there is additional PPE required for preparing or using environmental cleaning and disinfecting products and solutions (e.g., manual dilutions).
4. Put on all required PPE before entering the area to be cleaned and remove it and dispose of it in an appropriate waste container when leaving area.
5. Use chemical-resistant gloves (nitrile, latex) for preparation of cleaning chemicals.

General Cleaning Order

* Proceed from cleaner to dirtier areas to avoid spreading dirt and microorganisms (cross contamination).
* Within each area, proceed from high to low to prevent dirt and germs from dripping or falling onto already cleaned areas (e.g., clean tables before floors)
* Proceed through areas in a systematic manner to avoid missing areas (e.g., left to right or clockwise)
* During cleaning, clean low-touch surfaces before high-touch surfaces and clean common/activity areas before bathroom spaces

General Surface Cleaning

1. Perform hand hygiene, then don gloves and/or appropriate PPE.
2. Thoroughly wet (soak) a fresh cleaning cloth in the environmental cleaning solution.
3. Fold the cleaning cloth in half until it is about the size of your hand. This will ensure that you can use all the surface area efficiently.
	1. Fold in half, then in half again. This will create 8 sides.
4. Wipe surfaces using the general strategies above (e.g., clean to dirty, high to low), making sure to use sufficient pressure for the cleaning steps and making sure that the surface is thoroughly wetted to allow required contact time for the disinfection steps.
5. Regularly rotate and unfold the cleaning cloth to use all sides.
6. When all sides of the cloth have been used, or when it is no longer saturated with solution*, do not re-dip the used cloth in cleaning solution*. Dispose of the cleaning cloth or store it for reprocessing (laundering).
7. When cleaning in one area has been completed, doff gloves (and appropriate PPE) and perform hand hygiene.

Managing Cleaning Supplies

* When preparing cleaning supplies, ensure that clean and soiled items remain separate.
* Do not store clean supplies below dirty ones, nor should the items be side-by-side and/or touching each other (e.g., toilet brush should be on lowest part of housekeeping cart).
* Plan ahead to ensure that there are enough fresh cleaning cloths to complete the required cleaning session.
* Use fresh cleaning cloths at the start of each cleaning session (e.g., routine daily cleaning).
* Change cleaning cloths when they are no longer saturated with solution. If using reusable cloths, gather soiled cloths in a laundry container or bag until they are to be laundered. If using disposable, dispose of the cloth.
* Change cleaning cloths between each area or space (i.e., use a new cleaning cloth for each common area and bathroom).
* Never double-dip cleaning cloths into portable containers (e.g., bottles, small buckets) used for storing environmental cleaning products or solutions.
* Never shake mop heads and cleaning cloths—it disperses dust or droplets that could contain microorganisms.
* Never leave soiled mop heads and cleaning cloths soaking in buckets.

Body Fluid Spills or Contaminations

1. Utilize body spill kits as directed.
	1. List location(s) where a body spill kit is available
2. Identify and select the appropriate PPE required to prevent exposures to blood and body fluids and address staff safety considerations by following Standard Precautions and CDC recommendations.
3. Confine the spill and wipe it up immediately with absorbent paper towels, cloths, or absorbent granules (if available; spread over the spill to solidify the blood or body fluid). All should then be disposed of as biohazard/regulated waste.
4. Clean the spill area thoroughly using neutral detergent and warm water solution.
5. Disinfect by using a center-approved disinfectant.
6. Typically, chlorine (bleach) based disinfectants (1:100 or 1:10 dilution of 5% chlorine-bleach, depending on the size of the spill) are adequate for disinfecting. However, do not use chlorine-based disinfectants on urine spills. Any other EPA registered disinfectant could be used to clean urine spills.
7. Allow the disinfectant to remain wet on the surface for the required contact time (which may be as long as 10 minutes), and then rinse the area with clean water to remove the disinfectant residue (if required).
8. Immediately send all reusable supplies and equipment (cleaning cloths, mops) for reprocessing (cleaning and disinfection) after the spill is cleaned up.

Areas Used for Separation/Isolation of Sick Individuals

* Clean all well areas first and then any sick areas (where a sick participant was isolated/separated) using new supplies. Do not reuse the supplies that were used to clean the sick areas.
* Change all supplies and equipment, including PPE, directly after cleaning an area used for isolation.
* When possible, dedicate supplies and equipment to the isolation area.
* Post visual alerts outside of isolation areas, and in other strategic places within the center, instructing participants, visitors, volunteers, and staff to the required isolation procedure and other special instructions.
* Do not bring cleaning carts into areas under isolation. Keep carts/trolleys at the door and bring in only the necessary supplies to complete cleaning tasks.
* After an ill participant or staff member is discharged from the isolation room and center, a thorough environmental cleaning of the isolation room is needed. If cleaning cannot immediately be performed, the center should follow their process for closing off the impacted area until the appropriate cleaning can be completed.

Accidental Exposure to Cleaning and Disinfectant Agents

* Perform first aid steps listed on the product label/manufacturer’s instructions, or from the product’s SDS.
* Notify [this person or role in the center] of the exposure within [this timeframe] to file a report and determine what additional follow-up is required, per workplace injury and exposure policies.

**Guidelines, Standards, and Resources for Policy/Procedure Development**

Policies and procedures addressing environmental cleaning and disinfection should be developed using evidence-based guidelines or national standards, such as resources from the CDC, EPA and OSHA. In addition, it is important to use the manufacturer’s instructions for the cleaning and disinfecting products used in your center. These resources include, but are not limited to:

* [Environmental Infection Control Guidelines | CDC](https://www.cdc.gov/infectioncontrol/guidelines/environmental/index.html)
* [Isolation Precautions | CDC](https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html)
* [Selected EPA-Registered Disinfectants | EPA](https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants)
* [Bloodborne Pathogens and Needlestick Prevention | OSHA](https://www.osha.gov/SLTC/bloodbornepathogens/index.html)
* [Cleaning Industry | OSHA](https://www.osha.gov/SLTC/cleaningindustry/index.html)
* [Environmental Cleaning Procedures | CDC](https://www.cdc.gov/hai/prevent/resource-limited/cleaning-procedures.html)

**Notes and Recommendations**

* Other participant care and center operation policies and procedures should reinforce environmental cleaning and disinfection as a critical step in a center’s infection prevention program.
* For all staff and volunteer training, consider the use of quizzes/tests at the conclusion of training, return demonstration, or teach back of content to ensure comprehension.
* Staff will be trained at hire, evaluated for competence with feedback, and training will be reinforced at least annually.
* Consider utilizing an audit tool for compliance with environmental cleaning and disinfection and implement an auditing schedule for ongoing sustainment of this policy.
* All sources, standards, guidelines, and resources should be verified annually, or more frequently as your center policy dictates, to ensure the most up to date information is provided.
* Consider addressing Occupational and Safety Health Administration (OSHA) standards for prevention and management of exposure to bloodborne pathogens.
* Consider using technology to assist with reminders regarding the established cleaning schedule. The center should include in their policy how they notify their staff that cleaning is needed.
* If a center does not already have a cleaning schedule in place, a sample schedule is included here:

**Sample Cleaning Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Daily** | **2x Daily** | **Weekly** | **As Needed** |
| Toilets |  | ü |  |  |
| Bathroom Sinks | ü |  |  | ü |
| Toilet Stall Handrails | ü |  |  | ü |
| Soap/Sanitizer Dispensers | ü |  |  |  |
| Participant Tables |  | ü |  | ü |
| Participant Chairs |  |  |  | ü |
| Sweep and Mop Floors | ü |  |  |  |
| Vacuum Carpets |  |  | ü |  |
| Breakroom Tables/Counters | ü |  |  |  |
| Breakroom Floors |  |  | ü |  |
| Glass Doors |  |  | ü |  |
| Baseboards |  |  |  | ü |
| Disinfect doorknobs, railings, sanitizer/soap dispensers | ü |  |  |  |
| Disinfect Recliners |  |  |  | ü |
| Clean Countertops in Cafés | ü |  |  |  |
| Nurse’s Office Sink |  | ü |  |  |
| Empty Trash | ü |  |  |  |

* A center should define what routine cleaning is, as well as the frequency of routine cleaning in a schedule. A center should also define high-touch and low-touch surfaces and the frequency of cleaning for those surfaces as well.
* If a center completes manual dilutions of bleach solutions, they should include instructions for how the disinfectant is prepared (e.g., if any mixing or dilution is required and the appropriate contact time). The center should also outline how to follow all precautions necessary for the dilution and use of the product.
	+ The center should implement the use of a measuring device including the calculations and amounts of each dilutant to add to the mixture and in what receptacle (e.g., bucket or spray bottle) that is being used to store the mixture.
	+ Each container containing bleach solutions should be properly labeled with the name of the chemical, the bleach solution ratio (i.e., 1:100 Bleach Solution), as well as the date made.
	+ Bleach solution is only good for 24 hours. The bleach solution must be prepared fresh daily, and the old bleach solution should be discarded.
* When posting visual alerts regarding instructions about the specific procedures for isolation areas, the center should post signs that are easy to understand, in all frequently used languages, and provide education to staff on visual alerts and what they mean.
* In the policy, consider specifying where Safety Data Sheets are stored within the center for ease of access.