



PO-HS-190: Decontamination

Purpose:

1. This policy is written to provide guidance for cleaning and disinfecting work (procedure PR-HS-190.1 directly applies to epidemic or pandemic cleaning and disinfecting).
2. The priority is the health and safety of the employees conducting the work, as well as the health and safety of affected employees and those that may enter the area following the work.
3. In line with MPW Values, this relates directly to the Spirit of Family, limiting the exposure of employees and affected workers, combating the hazard, and prioritizing health and safety for customers and communities.

Applies To:

1. This applies to all employees engaged in environmental cleaning and disinfecting work of this nature, including supervisors, managers, and any visitor to the work site.
2. The scope of the policy is all environmental cleaning and disinfecting work, requiring application of the policy to be reviewed based on the type of hazard(s) (procedure PR-HS-185.1 directly applies to epidemic or pandemic cleaning and disinfecting).

Definitions: see procedure for additional definitions.

1. **Cleaning:** refers to removal of dirt and impurities, including germs, from surfaces; cleaning alone does not kill germs, but removing germs decreases their number and therefore risk of spreading infection.
2. **Degree of Cleaning:** see table in the policy.
3. **Disinfecting:** using chemicals to kill germs on surfaces; process does not necessarily clean surfaces or remove germs but killing germs on a surface after cleaning further reduces risk of spreading infection.
4. **Levels of Response:** see table in the policy (routine, preventative, reactive, and responsive).
5. **Level of Service(s):** see table in the policy.

Roles/Responsibility:

1. President, MPW is responsible for resourcing and organizing businesses and departments to support cleaning and disinfecting decontamination services as well as approving epidemic or pandemic response and decontamination services (see PR-HS-190.1: Environmental Cleaning and Disinfecting – Epidemic or Pandemic).
2. General Manager is responsible for evaluating environmental cleaning and disinfecting decontamination services, working with medical professionals, safety and training personnel, and operations leaders to ensure procedures are adjusted, as needed, as well as properly guide and resource this work to ensure health and safety are prioritized.
3. Safety and Training is responsible for consultation, coordination with external agencies and professionals, updates to policy and procedures, direct operations support to inform and train, and inspection/audit as requested or needed.
4. Managers and supervisors are responsible for gathering information from and coordinating with customers, communicating standards and plans, ensuring all applicable standards are followed, ensuring required cleaning and disinfecting items are on hand in the proper quality and quantity, making sure work is properly scheduled and planned, verifying employees are trained and ready for the work, and ensuring work sites are inspected and checked.
5. Employees are responsible for following the letter and intent of the policy and procedures, stopping work as needed or when doubt exists, and communicating routinely and frequently before, during, and after operations.

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Policy:

1. This policy addresses cleaning and disinfecting beyond routine janitorial services, up to and including epidemic and pandemic response or similar decontamination services; components of this policy would apply to janitorial work given possible exposure to bloodborne pathogens or other potentially infectious materials.
2. The policy generally assumes a facility or area is potentially exposed or exposed to an emerging or known hazard and a customer is requesting some level of response.
3. The levels of response are:

I.	Routine cleaning and/or disinfection service (e.g. normal operations, low threat, routine)
II.	Preventative cleaning and/or disinfection service (e.g. no local exposure, low threat, routine)
III.	Reactive cleaning and/or disinfection service (e.g. local exposure suspected, mid-level threat)
IV.	Responsive cleaning and disinfection service (e.g. site directly exposed, higher threat)

4. Levels of response are not to be confused with the level of service or the degree of cleaning and/or disinfection services requested or provided:

Level of service(s) requested		Degree of cleaning	
A.	Cleaning only	a)	Common and high contact areas (doors, break or restrooms...)
B.	Disinfection only	b)	Individual work or office spaces/areas (desks, chairs, copiers...)
C.	Cleaning and disinfection	c)	All surfaces with potential for contact
D.	Higher/other service(s)	d)	Entire facility or area, floor to ceiling

5. The expected task is for trained MPW personnel following appropriate personal precautions to safely assemble and initiate cleaning and/or disinfection operations to execute decontamination services.
6. This work requires managers and/or supervisors to gather specific information from customers. Proposed questions below generally assume requested decontamination services are beyond routine or preventative cleaning and disinfecting. Answers will inform planning and job safety analysis preparation. Gather as much information as possible before visiting the site – limit exposure.
 - a. Who is our customer point of contact for the work and for health and safety?
 - b. What level of response is requested?
 - c. What level of service is requested?
 - d. What degree of cleaning is requested?
 - e. Are there cleaning and/or disinfecting limits or restrictions?
 - f. Are you directing use of specific chemicals/products for cleaning and disinfecting?
 - g. If Yes, do you have the Safety Data Sheet(s)? If No, will you provide the Safety Data Sheet(s)?
 - h. Is there a known threat or hazard due to a known hazard or emerging epidemic or pandemic? What is it?
 - i. What are the other hazards (type of industry, type of facilities, confined spaces, electrical, etc.)?
 - j. How many affected buildings/areas? Size of those areas?
 - k. Can you define work parameters (timelines, off limits areas, other employees affected, etc.)?
 - l. How clean is the facility (has it been measured or assessed)?
 - m. How stable and safe is the facility or areas (storm damage or other factors)?
 - n. Will we need to prepare for work from a scaffold, aerial work platform, catwalk, etc.?
 - o. Are there useable and sufficient water sources, restrooms, washrooms, showers, electricity, lighting, etc.?
 - p. How long can we wait before cleaning and disinfecting (how long can the material stay viable on a surface)?
 - q. Can we increase outside air circulation in the facility for 24 hours or more?
 - r. Are disinfecting foggers/misters feasible?

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- s. If yes, is a specific location at the facility affected or more likely to be affected? Where?
 - t. Will the entire area be closed during cleaning and disinfecting operations or just sections?
 - u. Are your health, safety, and/or medical personnel available to consult and support?
 - v. What do we remove during cleaning – old PPE, trash, personal (possibly contaminated) items, etc.?
 - w. How do we dispose of contaminated items, used cleaning material, used disinfecting material, etc.?
 - x. What are your arrangements for removing waste, will you coordinate that for the job?
 - y. If we need to coordinate waste removal, do you have a preferred vendor for the facility? Note: we prefer customer coordination for disposal and will not move waste in our vehicles.
 - z. Will routine cleaning and disinfecting be done after we leave or will you need continued service?
7. Once questions are answered and information gathering is advanced to the point where supervisors and managers can be informed with some detail, develop an initial plan that considers or follows the following phases:
 - a. Phase One: Plan the work.
 - b. Phase Two: Prepare for the work.
 - c. Phase Three: Pre-clean and pre-disinfect.
 - d. Phase Four: Clean.
 - e. Phase Five: Disinfect.
 - f. Phase Six: Recover.
 8. Generally, crews must:
 - a. Mobilize and assemble during or following supervisor or manager job walk/coordination.
 - b. Inspect and pack equipment and supplies.
 - c. Inspect and pack PPE.
 - d. Move with equipment and supplies to worksite or guarantee delivery of equipment and supplies.
 - e. Coordinate with customer representatives once onsite.
 - f. Set up operations in approved, safe, and operationally sufficient space.
 - g. Conduct assessment, with customer contact and informed by supervisor/manager job walk report.
 - h. Conduct operations at requested level of response, level of service, and degree of cleaning.
 - i. Report work progress.
 - j. Conclude work and report work completion.
 - k. Confirm work was completed to standard.
 - l. Recover personnel, equipment, and remaining supplies.
 - m. Return worksite to acceptable and safe conditions, including appropriate waste disposal.
 - n. Demobilize and/or move to the next job.
 9. For Levels I and II, follow normal cleaning procedures based on customer requirements ensuring job safety analysis and procedures account for known hazards, including SDS for cleaning and disinfecting supplies used. This work is similar to work performed during normal operations.
 10. For Level III work, assume exposure in line with Level IV.
 11. Consult with customer to confirm level of response, level of service, and degree of cleaning at all stages of decontamination operations, verifying plans and tasks have not changed based on changing conditions.
 12. For personal protective equipment, consult the information available on the contaminant from official sources, the Safety Data Sheets for the items used in cleaning and disinfecting and any other materials in the work environment, and known hazards in the workplace. See the procedure for details.
 13. Trained personnel. Decontamination services require training for personnel on cleaning and disinfecting. See training on the MPW Learning Management System, applicable Safety Data Sheets, CDC and other medical information, equipment operating or use manuals, and applicable standards, rules, regulations, and laws.
 14. It is recommended all personnel responding for decontamination work are current on HAZWOPER 40-hour training. If this is not possible, assign employees with experience in industrial cleaning during non-standard operations or related experience (e.g. janitorial work, fire department background, medical background, etc.).

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15. In addition to being current on all required and relevant training, decontamination training must consist of:
 - a. Overview of regulatory standards and occupational hazards.
 - b. Overview of hazard types, including BBP/OPIM.
 - c. Cleaning and disinfecting principles and methods.
 - d. Equipment and tools, including PPE.
 - e. Waste management.
 - f. Monitoring.
16. When specifically preparing for reactive or responsive services, ensure additional training on:
 - a. Contract and job objectives.
 - b. Known hazards at the customer site (e.g. type of contamination).
 - c. Specific principles.
 - d. Specific cleaning and disinfecting methods.
 - e. Specific equipment and PPE.
 - f. Local waste management procedures.
 - g. Local monitoring and site-specific hazards/training.
17. This policy is intended for industrial and work settings only. We will not perform decontamination services in residential or other settings.
18. Guidelines must be referenced from official government and public health agency sources. For U.S. operations, the WHO, CDC, OSHA, and EPA are starting points.
19. The EPA may list approved cleaning and disinfecting materials and supplies, while also governing disposal of waste following operations.
20. State and local rules and regulations apply, as do customer requirements based on standing work guidelines and potential Consent Decrees or other guiding enforcement activity.

Related Documents:

1. PR-HS-190.1: Decontamination During An Epidemic or Pandemic (see Appendix One of this policy).
2. All applicable policies and procedures for hazards associated with the work or environment.
3. World Health Organization: www.who.int (based on hazard, the WHO publishes guidelines).
4. Center for Disease Control: www.cdc.gov (based on hazard, the CDC publishes guidelines).
5. Occupational Safety and Health Administration: www.osha.gov (based on the hazard, the OSHA publishes guidelines).
6. Environmental Protection Agency: www.epa.gov (based on the hazard, the EPA publishes guidelines).
7. Public Health Agency of Canada: www.canada.ca/en/public-health (based on hazard, the PHAOC publishes guidelines).

Revision History:

1. 03/12/2020 – Original issuance.
2. 03/21/2020 – Updates for format and clarity, including adding customer questions and other details.

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Appendix One – PR-HS-190.1: Decontamination During An Epidemic or Pandemic

PR-HS-190.1: Decontamination During An Epidemic or Pandemic

Related Policy:

1. The related policy for this procedure is PO-HS-190: Decontamination.
2. Related policies include all applicable documents that apply to the work environment and requirements of the work (e.g. confined space entry or energy control may be required for the cleaning and disinfecting work).

Purpose:

1. This procedure is written to provide guidance for cleaning and disinfecting work in environments that may be impacted by an epidemic, pandemic, or similar hazard.
2. The priority is the health and safety of the employees conducting the work, as well as the health and safety of affected employees and those that may enter the area following the work.
3. In line with MPW Values, this work is directly related to the Spirit of Family, limiting the exposure of employees and affected workers, combating the hazard, and prioritizing health and safety for customers and communities.

Applies To:

1. This applies to all employees engaged in environmental cleaning and disinfecting work of this nature, including supervisors, managers, and any visitor to the work site.
2. The scope of the procedure is epidemic and pandemic response, requiring application of the procedure to be reviewed based on the type of hazard(s).

Definitions: see policy for additional definitions.

1. **Cleaning:** refers to removal of dirt and impurities, including germs, from surfaces; cleaning alone does not kill germs, but removing germs decreases their number and therefore risk of spreading infection.
2. **Clean Line:** clearly marked point connected to another point dividing a decontamination point where, on one side there are potentially contaminated people and equipment and on the other side is a clean area supplied with wash and sanitizing stations.
3. **Contaminated Area:** clearly demarcated zone where hazard exists or has the potential to exist in the work environment, off-limits to anyone not performing decontamination services (e.g. one building on a plant site, maintenance bays and associated office areas, etc.).
4. **Contamination:** making or being made impure by polluting.
5. **Decontamination:** neutralization or removal of dangerous substances from a surface or area.
6. **Decontamination Point:** clearly demarcated site where employees performing decontamination services or workers potentially exposed to a hazard can safely enter, remove contaminated items, cross a clean line, and wash/disinfect before moving to break or to the staging area for departure.
7. **Disinfecting:** using chemicals to kill germs on surfaces; process does not necessarily clean surfaces or remove germs but killing germs on a surface after cleaning further reduces risk of spreading infection.
8. **Entry Point:** preferably one opening through which workers pass on the route to the work area.
9. **Exit Point:** preferably one opening through which workers pass on the route to the decontamination area.

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10. **Grid:** area identified and diagramed with clear, identifiable boundaries connected to other similarly sized and marked areas (e.g. a small office might be one grid with an adjacent waiting area as a connected second grid).
11. **Route:** clear, identifiable path to follow from staging area to entry point to work area to break area to exit point to decontamination point, followed to limit hazard spread and control movement.
12. **Staging Area:** identifiable and accessible location outside the area being decontaminated that can be maintained, entered, exited, and occupied by employees without potential for exposure.
13. **Waste Collection Site:** clearly marked area adjacent to the entry point of the decontamination point where waste, including potentially contaminated PPE and cleaning/disinfecting items, are bagged and controlled awaiting disposal.

Roles/Responsibilities:

1. See PO-HS-190 for roles and responsibilities.
2. If questions arise specific to epidemic or pandemic response, General Managers must coordinate assessments and responses to guide work, adjust policy, and/or adjust procedure.

Procedure:

1. See PO-HS-190: Decontamination for guidelines on approach, for planning guidance, and for details on levels of response, service, and cleaning; this document focuses on specific procedures related to epidemic and pandemic work.
2. This procedure may be adapted for decontamination services short of epidemic and pandemic work; if additional procedures or adjustments are needed for this procedure contact the Safety and Training Department.
3. This procedure assumes a hazard like the flu or similar infectious disease is expected, running its course, or has directly affected a customer or potential customer location.
4. This procedure assumes the customer has requested and we are planning for a specific level of response, level of services, and degree of cleaning.
5. These levels are available in the policy but restated here for ease of reference. Levels of response are followed by level of service(s) and degree of cleaning:

I.	Routine cleaning and/or disinfection service (e.g. normal operations, low threat, routine)
II.	Preventative cleaning and/or disinfection service (e.g. no local exposure, low threat, routine)
III.	Reactive cleaning and/or disinfection service (e.g. local exposure suspected, mid-level threat)
IV.	Responsive cleaning and disinfection service (e.g. site directly exposed, higher threat)

Level of service(s) requested		Degree of cleaning	
A.	Cleaning only	a)	Common and high contact areas (doors, break or restrooms...)
B.	Disinfection only	b)	Individual work or office spaces/areas (desks, chairs, copiers...)
C.	Cleaning and disinfection	c)	All surfaces with potential for contact
D.	Higher/other service(s)	d)	Entire facility or area, floor to ceiling

6. This procedure assumes trained MPW personnel following CDC-recommended and personal precautions are safely assembled (fit for duty check, including potential symptoms) and are assigned to initiate cleaning and/or disinfection operations in support of decontamination services provided to a customer or for the company.
7. Refer to the PO-HS-190 for customer questions, planning phases, and crew tasks.
8. The following procedures are designed to apply to Levels of Response III and IV; due to emerging hazards and situations, it may be advisable to take Level III and IV precautions for Level I and II cleaning and disinfecting work.

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Specific Procedures:

1. Conduct job and risk assessment, prepare job safety analysis, and communicate to employees.
2. Wait as long as practical, preferably as long as the hazard is known to stay viable on a surface.
3. Circulate outside air for at least 24 hours, if practical; caution when spraying or forcibly circulating air, as it may make contamination airborne. Understand the hazard before work.
4. Replace filters in air circulating systems, if equipped, and stop HVAC systems to limit the potential spread of contamination.
5. Verify PPE required: direct exposure to an area where hazard is known to be or have been present.
 - a. N-95 respirator or appropriate full-face respirator with P-100 (HEPA)-equivalent cartridge (refer to CDC or other appropriate official guidance).
 - b. Disposable gown or covering equivalent to hooded chemical resistant Tyvek coveralls.
 - c. Glove type equivalent to Nitrile disposable and Chemical outer gloves, with identified change frequency.
 - d. Shoe covers or dedicated shoes intended for work use and decontamination.
 - e. Chemical tape to create a seal: gloves to suit, boots to suit, and zipper/seams.
 - f. Confirm head, hearing, body, and foot protection per worksite hazard assessment.
6. Verify PPE required: area where a hazard may have been present, but work is more likely preventive or reactive.
 - a. Surgical mask or similar covering to prevent accidental contact with wearer's hands, nose, and mouth (note: if the job safety analysis shows risk of generating aerosols or there is question of exposure, see previous PPE).
 - b. Eye protection or face shield: recommend goggles and face shield or equivalent protection.
 - c. Disposable gown or covering equivalent to hooded chemical resistant Tyvek coveralls.
 - d. Glove type equivalent to Nitrile disposable and Chemical outer gloves, with identified change frequency.
 - e. Shoe covers or dedicated shoes intended for work use and decontamination.
 - f. Chemical tape to create a seal: gloves to suit, boots to suit, and zipper/seams.
 - g. Confirm head, hearing, body, and foot protection per worksite hazard assessment.
7. Order and prepare to ship the right items.
8. Complete the job truck load(s), trailer load(s), or shipping orders in preparation for mobilization.
9. Mobilize advanced team for job walk down and/or pre-clean/disinfection work, entry team(s), and support team(s).
10. Provide appropriate PPE to protect from work and cleaning/disinfecting supplies.
11. Ensure employees are trained on specific techniques, supplies (chemicals), and equipment used.
12. Verify equipment/supplies, including cleaning and disinfecting items, are present in right quantities.
13. Verify cleaning and disinfecting concentrations required.
14. Verify minimal contact, wet exposure time for disinfectant to eradicate contaminant.
15. Plan the cleaning and disinfecting operations, consulting medical personnel and/or health agency.
16. Plan for possible removal of items as part of the cleaning (e.g. there may be customer PPE or trash left in the area(s) that need to be removed rather than cleaned/disinfected and left in place).
17. Select minimal personnel/equipment for the job(s); limit what goes in the facility (facilities).
18. Establish a grid system for the facility/contaminated areas.
19. Choose routes from entry point to grid(s), between grids, to exits, to staging area(s), to decontamination point(s), and to waste collection site(s).
20. Select the entry and exit point(s), by area and/or building; if entry and exit points are the same or in close proximity, control the movement of people and assume contamination upon entry.
21. Select the staging area(s), including visitor area (limit visitation).
22. Select the decontamination point(s).
 - a. Select area protected from the wind or downwind from areas where others may gather/pass.
 - b. Separate decontamination point from other areas based on potential of airborne contaminant.
 - c. Select and place decontamination waste collection site and container, respectively.

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- d. Coordinate waste pick up and/or removal.
 - e. Ensure proper disposal of waste, working with customer and local provider.
 - f. If conditions change, the decontamination point(s) may need to be moved.
23. Set up the staging area.
 - a. Crew parking.
 - b. Equipment parking/staging.
 - c. Visitor parking.
 - d. Office, as needed (may be operating out of a vehicle or temporary site).
 - e. Restrooms and/or shower facilities, as needed.
 24. Set up the decontamination point with direct, short line to facility entry/exit.
 - a. Recommend minimum of tent for decontamination control and cover.
 - b. Select decontamination point entry.
 - c. Identify soiled cleaning items drop site.
 - d. Identify PPE removal and waste bagging site.
 - e. Identify side exit for contaminated material removal.
 - f. Set clean line.
 - g. Set handwash and sanitizing station.
 - h. Set supervisor station to view personnel and watch for contamination across clean line.
 - i. Select exit.
 - j. Conduct post-shift change deep clean of decontamination point.
 25. Inventory, inspect, and do a systems/equipment check, including PPE.
 26. Prepare cleaning solution(s) and delivery systems: EPA-registered and approved chemical(s).
 27. Prepare disinfecting solution(s) and delivery systems: EPA-registered and approved chemical(s).
 28. Ensure spill plan and containment equipment, up to date and equipment is on hand.
 29. Ensure barricades warn and restrict movement of anyone on site.
 30. Ensure rescue or medical emergency plan is in place; alert local health care facility/personnel.
 31. Execute the Job Safety Analysis with crew(s).
 32. PPE check. Ensure Safety Data Sheets are on hand and reviewed by crew(s).
 - a. Ensure appropriate basic PPE: head, hearing, hands, body, and feet.
 - b. Employees in previously directed PPE level for all tasks, including handling waste.
 - c. Gloves and coveralls/gowns must be compatible with products being used.
 - d. Additional PPE might be required based on hazards.
 - e. Additional PPE might be required based on splash or aerosol risks.
 - f. PPE must be worn and checked before entry in work or decontamination point(s).
 33. Ensure reporting system is established: be prepared to report possible exposure within minutes.
 34. Advanced team entry to pre-clean and/or pre-disinfect using misters, foggers, electrostatic sprayers, and/or sprayers, as appropriate (minimal entry personnel for equipment set up and monitoring).
 35. Advanced team may also use ATP meter check for cleanliness (consider before and after cleaning).
 36. Remotely monitor pre-clean/pre-disinfect equipment using cameras, where possible.
 37. Prepare cleaning/disinfecting solutions in clean, dry containers at the proper concentration levels.
 38. Containers may be used for multiple cleaning and/or disinfecting steps, but the containers themselves must remain in the contaminated area or be fully cleaned and disinfected prior to removal for refilling.
 39. If using equipment to disperse the cleaning or disinfecting solutions, these pieces of equipment are to be considered containers.
 40. It is recommended that all items used for cleaning and disinfecting work remain in the contaminated area after use has started. If water must be brought into the contaminated area (source of water is unavailable in the contaminated area), decontaminate buckets used for water transport after each exit.
 41. Enter the facility for full cleaning and disinfection.

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42. If pre-cleaned or pre-disinfected, note and protect against possible respiratory impact (PPE).
43. Immediately report breaches in PPE (e.g., tear in gloves) or any potential exposure.
44. Document both cleaning and disinfecting on a written log or chart that confirms progress.
45. Load reduction: if biological, contaminated material is present and/or visible, remove and dispose of the material (example: contaminated item at a desk or in a trash can used by an infected person).
46. Clean:
 - a. Clean identified area by grid plan, and confirm standards are met during operations.
 - b. Follow control procedure: top to bottom, left to right, floor to grid line.
 - c. Where feasible, dry wipe first: micro-fiber towel preferred, but paper and cotton are acceptable.
 - d. Repeat pattern with cleaning solution on cleaning wipe, noting contact and wet exposure times.
 - e. Focus on most likely contact surfaces while meeting customer requirements.
 - f. Spray or pour cleaning material on cleaning wipe.
 - g. Wet mopping or similar floor cleaning is final step per grid; replace mopheads after each shift.
 - h. Double bag used cleaning items, including mopheads, while keeping the bags outside the working grid in an uncleaned grid, and only handle bags while in PPE.
 - i. Mark grid clean with sign that has large word “Clean” clearly printed and confirm surfaces are dry.
47. Disinfect:
 - a. Disinfect same area by grid plan, and confirm standards are met during operations.
 - b. Spray or wipe areas as predetermined: touch points, common areas, ceilings, walls, floors, etc...
 - c. Verify surfaces stay visibly wet for the required contact time.
 - d. Conduct a second disinfectant wipe of high contact surfaces.
 - e. If using reusable cloths, soak in bleach-water concentration 20 minutes before washing for reuse.
 - f. If more than touch points and common areas, recommend sprayers, foggers, and/or misters.
 - g. Monitor solutions used for evidence of effectiveness:
 - i. Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants may be effective.
 - ii. Diluted household bleach solutions can be used if appropriate for the surface.
 - iii. Follow manufacturer’s instructions for application and proper ventilation.
 - iv. Follow manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.); ensure product is not past expiration.
 - v. Never mix household bleach with ammonia or any other cleanser.
 - vi. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - vii. Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.
 - viii. EPA-approved products for emerging viral pathogens are best practice in early responses.
 - ix. For soft (porous) surfaces – like carpeted floor, rugs, and drapes – remove visible contamination if present and clean with appropriate equipment and approved cleaners.
 - h. Follow control procedure: top to bottom, left to right, floor to grid line.
 - i. If disinfecting soft (porous) surfaces, like furniture, use a disinfecting wipe.
 - j. For carpeting, sub-contract the work to an approved vendor. Ensure they are approved by the customer and that they follow procedures.
 - k. If company employees are approved to use carpet cleaning equipment, consult corporate facilities/cleaning teams, ensure proper filters in the equipment (certified for work in a potentially contaminated environment), demand decontamination procedures for the carpet cleaning equipment from the manufacturer or provider, and follow the manufacturer’s operations manual for training employees.
 - l. Test concentration on low visibility area and observe for damage prior to full disinfection.
 - m. Mark grid disinfected with sign that has large word “Disinfected” clearly printed.

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48. Cleaning and disinfecting materials may need to be dry wiped following application; ensure proper amount or wet/contact time before dry wipe.
49. Repeat steps until grids are cleared, furthest from exit and back to exit.
50. If contamination occurs after a grid is cleared, repeat cleaning and disinfection steps.
51. Cleaning and disinfecting mop heads and appropriate towels is appropriate. While the hazard will dictate steps, it is generally approved to immerse these items in a 10% bleach solution for 20 minutes minimum. Rinse items with cool water and allow to dry before reuse. Single-use disposable items are permitted.
52. Remove and dispose of items, like used PPE or trash that are not to be cleaned but must be removed.
53. Waste bags for contaminated or potentially contaminated items must be uniquely identifiable as regulated waste and should not be comingled with waste collected in the staging area or other "clear" areas of the facility.
54. Recommend using purpose made bags for waste or affixing a waste label to the bags in the facility and decontamination point. Once bag exterior is disinfected, a clean bag is used to double-bagged the waste.
55. If a worker must break during a shift, they can use facility restrooms that have not been cleaned and disinfected.
56. If workers must exit the facility to break, they must decontaminate and replace all PPE that was used and exposed before using restrooms, eating, smoking, handling personal items, or other break activities. This includes respirator cartridges.
 - a. Entry staff and others involved must clean hands often, including immediately after removing gloves and after contact with any person or surface with potential for exposure.
 - b. Wash hands with soap and warm water for a minimum of 20 seconds.
 - c. If soap and warm water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used.
 - d. If hands are visibly dirty, they must be washed with soap and warm water.
 - e. Follow normal preventive actions while at work (and on breaks/personal time), including cleaning hands; avoiding touching eyes, nose, or mouth with unwashed hands; maintaining distance from co-workers; covering coughs/sneezes; cleaning shared equipment; cleaning vehicle common areas prior to use; and so on.
 - f. Additional key times to clean hands include: after blowing nose, coughing, sneezing, using restroom, before eating or preparing food, and before and after contact with another person.
57. Limit worker breaks and lunches to designated areas; keep designated areas clean and disinfected.
58. If possibility exists for exposure, report within minutes to company doctor and up to and including the GM.
 - a. Primary concern is health and safety of the person and others.
 - b. Contact medical professional, starting with MPW doctor on staff.
 - c. Isolate and map anyone the person came in contact with after possible exposure.
 - d. Inform responding health care professionals, being clear about contaminants and hazards involved.
 - e. Ensure team follows precautions and guidance of medical professionals.
59. After shifts/operations employees must follow these guidelines.
 - a. Gloves and gowns must be removed in the decontamination point(s), following cleaning and disinfecting of all site equipment that is being returned into service for another job.
 - b. Remove PPE carefully to avoid contamination of wearer, workers, and surrounding area.
 - c. Gloves must be removed after a shift (more often if any defect is noted).
 - d. PPE must be disposed of as contaminated waste.
 - e. Clean hands and any potentially exposed skin in warm, soapy water for at least 20 seconds after removing gloves and crossing clean line to wash station; sanitize following wash.
 - f. Employees are encouraged to shower after decontamination and before leaving work.
 - g. Employees must bag clothing items for laundering.
 - h. If items can be laundered, launder in accordance with manufacturer's instructions using warmest appropriate water setting for items and dry items completely. Otherwise, use products with EPA-approved emerging viral pathogens claim considered suitable for porous surfaces.
 - i. Do not shake dirty laundry; this minimizes the possibility of dispersing contaminants in the air.

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- j. Dirty materials/laundry that may have contacted a hazard can be washed with other items, but it is recommended these are laundered separately.
 - k. Clean and disinfect hampers or other carts for transporting materials/laundry according to guidance above for hard or soft surfaces.
60. Following operations, tear down barricades and other signs/markings (may consider leaving clean and disinfected signage for returning workers to see that their area is safe, ensuring that signs were cleaned and disinfected).
 61. Clean and disinfect MPW equipment and vehicles after operations and prior to departure. Ensure equipment that is cleaned and disinfected is crossed from contaminated to decontaminated area, similar to clean line if the items are too large for the decontamination point.
 62. Recommend bagging and/or tagging equipment as cleaned and disinfected prior to storage and/or loading on trucks or trailers; this control measure would limit cross-contamination.
 63. Ensure all waste is removed and properly disposed.
 64. Treat items removed, cleaning/disinfecting items used, and used PPE as regulated medical waste. Customer, local, and state rules, procedures, regulations, and laws apply. This link offers information and resource to help with coordination: <http://www.hercenter.org/oshha.php>
 65. Check odor or inspect for other potential issues resulting from cleaning/disinfecting.
 66. Final employees on crew decontaminate.
 67. Clean and disinfect decontamination point, following cleaning protocols used in facility.
 68. Ensure site is returned to pre-operation status or better.
 69. Verify customer satisfaction and follow up with JPE/survey.
 70. Review lessons learned and continuous improvement.
 71. Monitor team for signs/symptoms, maintaining roster of personnel who conducted decontamination services; ensure they are aware of risks (responsible personal mitigation).

Exceptions and Variances:

1. Any exception or variance to this procedure must be approved by the GM, in writing.
2. Follow established variance approval process and policy, in addition to direct discussions.

Metrics:

1. No employee exposure.
2. ATP testing in line with established industry standards.
3. Wet time meets stated standards.
4. Contact time meets stated standards.
5. Waste disposal meets regulatory and local standards.
6. Material planning figures plus or minus 10% of actual usage or need.

Related Documents:

1. PO-HS-190: Decontamination
2. OSHA Standard 29 CFR 1910 (known hazards, bloodborne pathogens, disposal of waste/PPE).

Revision History:

1. 03/12/2020 – Original issuance.
2. 03/21/2020 – Updates for format and clarity, including adding details requested from field.

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