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Environment, Safety, Health, Quality, Safeguards & Security Directorate
Occupational Safety and Health Division
Industrial Safety and Hygiene Group

Quick Take Guide

Cleaning and Disinfection of Work Areas, PPE, Face Masks/Coverings, and Respirators

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Revision History

Document Number and Revision	Effective Date	Description of Changes
OSH-ISH-QTG-028 Rev 0	04/22/2020	Initial creation of document.

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Definitions:

Cleaning: Cleaning refers to the removal of biological agents, dirt, and impurities from surfaces. It does not kill biological agents, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfection: Disinfecting refers to using chemicals to kill biological agents on surfaces. This process does not necessarily clean dirty surfaces or remove biological agents, but by killing biological agents on a surface after cleaning, it can further lower the risk of spreading infection.

Scope and Limitations:

The COVID-19 pandemic is an evolving situation. This guidance is subject to change based on information received. These steps guide you towards actions you may need to help prevent the spread of illness at work, and at home to ensure your safety and the safety of others.

This guidance is only to be used in workplaces where COVID-19 cases have not been confirmed. For areas other than office spaces or common use areas, ensure that all other hazards are addressed prior to cleaning those areas.

For any areas where a COVID-19 case has been confirmed, and the individual has been in the area within 7 days, LANL-specific procedures for cleaning and disinfecting COVID-19 positive workplaces will be used.

How SARS-CoV-2 Spreads:

SARS-CoV-2, the virus that causes COVID-19, is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6-ft), and
- Through respiratory droplets produced when an infected person coughs, sneezes or talks; these droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his/her own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

Routine Cleaning and Disinfection of Work Areas

Note: Work areas are defined as personal office space and common use areas (e.g., kitchens, conference rooms, and break areas). Custodial staff perform routine cleaning and disinfection of restrooms.

Cleaning:

1. Routine cleaning is defined as use of a consumer cleaning product (including soap and water) in the workplace for the purpose intended by the chemical manufacturer or importer of the product, where the use results in a duration and frequency of exposure not greater than the range of exposures that could reasonably be experienced by consumers, when used for the purpose intended.
2. Follow all instructions for use on the label of the cleaning product. Wear disposable gloves (check with your deployed ESH staff for recommendations).
3. Perform routine cleaning (at least daily) of frequently touched surfaces: doorknobs, light switches, handles, desks, conference tables, hard backed chairs, and windows (if opened).
4. For office electronics (telephones, keyboards, tablets, touch screens, or phones): follow manufacturer's guidance. If this guidance is not available, use at least 70% alcohol (e.g., isopropyl alcohol or ethanol) on a disposable towel or other cleaning cloth. Do not spray any cleaners directly on electronics. A soap and water solution applied with a clean disposable towel can also be used. Use covers for keyboards if available.
5. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present, clean with appropriate cleaners indicated for use on these surfaces.

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Disinfecting:

1. Disinfection of personal office space and common use areas: Ensure that the area is cleaned with soap and water or a consumer cleaning product first. For disinfection, an [EPA-registered disinfectant](#) should be effective. If available, [EPA List N: Disinfectants for Use Against SARS-CoV-2](#) be used.
2. Diluted household bleach solutions of at least 1000 ppm (0.1 percent [%] sodium hypochlorite) may be used if appropriate for the surface. Check to ensure the bleach solution is not past its expiration date. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Never mix household bleach with ammonia or any other cleanser. Any use of a bleach solution will be followed with a water rinse/wipe of the surface or equipment.
 - a. To make a bleach solution, mix:
 - i. 5 tablespoons (1/3 cup) bleach per gallon of water
OR
 - ii. 4 teaspoons bleach per quart of water
3. Alcohol solutions with at least 70% alcohol may also be used.

Note: PPE should not be shared unless there is no other option. Always wash hands with soap and water for at least 20 seconds prior to donning PPE, and after doffing PPE.

PPE Cleaning and Disinfecting

1. Gloves:

- a. Single use gloves (i.e., nitrile and latex) are not cleaned or disinfected, or reused. They must be removed using good glove doffing technique and disposed in municipal waste, unless there are other hazards that require disposal of the gloves as hazardous waste.
- b. Reusable gloves must be donned with freshly-washed hands (soap and water for at least 20 seconds), or freshly used hand sanitizer. Reusable gloves should then be placed in their appropriate storage area.

2. Protective Eyewear (i.e., safety glasses with side shields, chemical splash goggles, or face shields):

- a. If protective eyewear is not shared, it can be carefully wiped with a neutral cleaning solution or cleaner wipe. Carefully wipe the inside, followed by the outside of the eyewear using a clean cloth saturated with neutral detergent solution or cleaner wipe.
- b. If the protective eyewear is shared, don some disposable gloves and carefully wipe the outside of the protective eyewear using a wipe or clean cloth saturated with an [EPA-registered disinfectant](#), or [EPA List N: Disinfectants for Use Against SARS-CoV-2](#) (COVID-19) if available. Wipe the outside of eyewear with clean water or alcohol to remove residue. Fully dry (air dry or use clean absorbent towels). If compatible with bleach, eyewear can be placed in a bleach solution for one minute.

Note: any protective eyewear with metal should not be subject to a bleach solution. Any use of a bleach solution should be followed with a water rinse of the surface.

3. LANL-issued work clothing:

- a. Single-use LANL-issued work clothing is not cleaned or disinfected, or reused. It must be removed using good doffing technique and disposed in municipal waste, unless there are other hazards that require disposal of the clothing as hazardous waste.
- b. Reusable LANL-issued work clothing must be laundered by identified subcontractors. Freshly laundered reusable LANL-issued work clothing will be placed in the appropriate storage area.

Note: Launder personal clothing items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

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Cleaning, Disinfecting, and Storage of Face Masks/Coverings or Respirators

1. Face Masks/Coverings:

- a. Disposable face masks are not cleaned or disinfected. Discard face mask following use if work produces aerosols/splashes that contaminate the outside of the mask. Discard face mask/covering if crushed, damaged, wet, or difficult to breathe through.
- b. Use a face shield during tasks that include splashing or aerosol generation to prevent contamination of the face mask/covering.
- c. Wash hands with soap and water, or use an alcohol-based hand sanitizer prior to donning or doffing face mask/covering. Avoid touching the inside of the mask/covering during donning/doffing.
- d. Keep face mask/covering in a designated storage area in a clean, breathable container such as a paper bag between uses. Ensure the name of the person using the mask is clearly identified on the storage container. Storage containers should be disposed of or cleaned regularly.
- e. Cloth face coverings should be laundered daily in warm water (either machine or hand washed) or per instructions received with the cloth face covering.

2. Respirators:

- f. Immediately and thoroughly clean the inside of the respirator and then the outside of the respirator with cleaning wipes and place respirator in the zip-lock bag.
- g. Wipe the outside of the zip-lock bag with an additional cleaning wipe or other approved cleaner.
- h. Place zip-lock bag containing respirator in approved storage, e.g., locker.

Note: Tools and equipment should not be shared unless there is no other option. Always wash hands with soap and water for at least 20 seconds prior to using shared tools and equipment, and after finishing use of shared tools and equipment.

Tools, Equipment, and Other Cleaning and Disinfecting

1. If tools and equipment are not shared, they can be carefully wiped with a neutral cleaning solution or cleaner wipe. Carefully wipe the surface of the tool or equipment using a clean cloth saturated with neutral detergent solution or cleaner wipe.
2. If tools and equipment are shared, don some disposable gloves and carefully wipe the surfaces using a wipe or clean cloth saturated with an [EPA-registered disinfectant](#), or an [EPA List N: Disinfectant for Use Against SARS-CoV-2 \(COVID-19\)](#). Wipe the tools or equipment with clean water or alcohol to remove residue. Fully dry (air dry or use clean absorbent towels). If compatible with bleach, tools or equipment can be wiped down with a bleach solution, and allowed to sit for one minute.

Note: any metal tools or equipment should not be subject to a bleach solution. Any use of a bleach solution should be followed with a water rinse of the surface or equipment.