Cleaning and disinfecting guidance for Admin managed facilities

Subject: Keeping our workplace clean, and disinfected

How COVID-19 spreads

The virus that causes COVID-19 is mainly spread when an infected host coughs, sneezes or even talks, releasing respiratory droplets into the air that can be inhaled by someone nearby or can land on surfaces. The virus can also spread by touching a surface contaminated with virus and then touching your eyes, nose or mouth, although this is not the primary way the virus spreads.

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus. Practice social distancing and stay at least six (6) feet away from others. Wash your hands often with soap and water and avoid touching your face. All staff should stay home when they are feeling ill and should consider wearing a cloth mask while working or in public.

Although many of our agency partners across state government moved to telework arrangements due to the COVID-19 pandemic, the nature of our work prevents many of our team members from doing so. To help minimize the spread of the virus, the Facilities Management Division (FMD) is following guidance from the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) for cleaning and disinfecting our workplace.

Guidance includes:

- **Increasing air ventilation.** Ventilation systems have been adjusted so more fresh air is being brought into our facilities.
- **Regularly disinfecting frequently touched surfaces.** Two to three times a day, frequently touched surfaces are disinfected in shared workspaces with EPA registered disinfectant only. This includes door handles, push plates, faucet handles, countertops, light switches, stair rails, elevator buttons, water fountains and more.
- **Additional cleaning after reported illnesses.** When an employee has gone home sick, Facilities Management will provide additional cleaning and disinfection to public areas where the employee works. Contact the FMD Service Line at fmd.inquiry@state.mn.us or 651-201-2300 to request this service.

What is the difference between cleaning and disinfecting?

*Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Disinfecting workspaces

Personal workspaces should be disinfected weekly whereas shared workspaces should be disinfected before and after each shift. Our Facilities Management team has placed disinfecting wipes or, when not available, bottled disinfectant with paper towels and nitrile (latex free) gloves throughout the building for use. Please follow the tips below when disinfecting:

- **Disinfect thoroughly.** Areas to clean include telephone, table, desk, mouse, keyboard, arms of chairs and other frequently touched and shared items. Ensure electronic devices are turned off and/or disconnected before using disinfecting wipes. Do not use on your monitor or touch screens.
- **Clean surfaces before disinfecting.** For visibly soiled surfaces, saturate a paper towel with soap and water but not so much that it is dripping. Clean off excess dirt before using the disinfecting wipes.
- **Don’t use the nitrile gloves unless recommended by the wipe manufacturer.** Nitrile gloves are in short supply nationwide. To help conserve them, please refrain from using them unless the disinfecting container instructions state to do so.
- **Don’t use the wipes on your skin.** Disinfecting wipes should not be used to clean or sanitize your skin.
- **Wash your hands after disinfecting activity.** Wash your hands thoroughly with soap and water for at least 20 seconds following cleaning or disinfecting activity.

Please use disinfecting supplies sparingly. There are limited quantities available due to high demand. Facilities Management will provide more disinfecting wipes and supplies as they become available. Contact the FMD Service Line at fmd.inquiry@state.mn.us or 651-201-2300 when you begin to run low.

When disinfecting wipes are not available, you should use bottled disinfectant and paper towels provided. **Do not use on computer or touch screens!** It could damage them. Follow the MNIT disinfection guidelines for electronics at the following Link: [https://mn.gov/mnit/media/blog/#/detail/appId/1/id/424345](https://mn.gov/mnit/media/blog/#/detail/appId/1/id/424345) for computer monitors and touch screens. It is ok to use the disinfectant that has been sprayed in a cloth or paper towel on mice, keyboards and computer on/off buttons.

Please use the following procedure to disinfect your workspace:

1. Put on a pair of disposable Nitrile Gloves (latex free) that are provided.
2. Put on your state-issued safety glasses (they are yours to keep).
3. Spray the disinfectant onto the paper towel. Spray enough disinfectant to saturate the paper towel but not so much that it is dripping. It should be about as wet as a Clorox or Lysol wipe. **Do not spray the disinfectant directly on electronic devices! Ensure electronic devices are turned off and/or disconnected before disinfecting. Do not use on computers or touch screens.**
4. Wipe the surfaces with the saturated paper towel and then let them air dry.
5. Discard the used paper towel(s) into the nearest organics container (paper towels are compostable).
6. Remove the gloves and throw them in the trash.
7. Thoroughly wash your hands with soap and water for at least 20 seconds following disinfecting activity.
8. Please contact the Facilities Management Division (FMD) Service Line at fmd.inquiry@state.mn.us or 651-201-2300 to report when the bottle(s) are nearly out of disinfectant and need to be refilled.

**Cleaning and disinfecting the workspace of an individual with a suspected or confirmed case of COVID-19**

Agencies are responsible for the disinfection of cubicle and offices of infected individuals. The disinfection can be accomplished by agency team members or by contract. The latest guidance from the CDC suggests waiting 24 hours or as long as practical before cleaning. In addition, the CDC also suggests that if it is feasible and the affected area can be adequately isolated for seven (7) days, there is no disinfection action necessary as the virus cannot survive beyond that period. Regardless of your plan, when there has been a suspected or confirmed case of COVID-19, tenant agencies should take the following actions:

1. Close off the area(s) used and visited by the sick person.
2. Contact the Facilities Management Division (FMD) Service Line at fmd.inquiry@state.mn.us or 651-201-2300 to report the occurrence.
3. Provide FMD with the location of the office or cubicle.
4. Provide FMD with the locations the person with the confirmed case visited within the past 48 hours, for example rest rooms, building entrances, cafeterias, etc.
5. Provide guidance as to whether or not the agency plans to disinfect the affected area on its own, by contract, or plans to isolate the area for seven (7) days.

If an agency chooses to forego disinfection, FMD will provide state contract contact information for disinfection of the cubicle/offices. FMD will follow up with the individual who provided the workspace information and the Agency tenant contact to verify the affected locations. FMD will verify that agencies who wish to use contract cleaners have a copy of the contract, contractor contacts, and costs. FMD will also coordinate the cleaning and disinfecting of common areas that the infected person visited. Agencies will be contacted when disinfection of those areas are complete.

Agencies who proceed with cleaning and disinfecting the affected cubicle/office area in-house should follow CDC guidelines (see weblik below). If this is not possible, please contact one of the contractors provided to schedule the disinfection.

**Thank you**

By practicing social distancing, good hand hygiene, proper cough etiquette, and regularly cleaning and disinfecting our workspaces, we can help keep each other healthy. Thank you for your vigilance and commitment to supporting Minnesotans during this difficult time.

You can find the most reliable and recent information about COVID-19 on the following sites:

- [Minnesota Department of Health (MDH)](https://www.health.state.mn.us)
- [Center for Disease Control and Prevention (CDC)](https://www.cdc.gov)
- [Minnesota’s COVID-19 Dashboard and Resources](https://data.covid19.mn.gov)
• **Environmental Protection Agency (EPA) List of Approved Disinfectants**

• **MMB’s Be Ready website**

State of Minnesota’s biohazardous and emergency waste cleanup contracts

• State Contract [Release A-189](#)

• State Contract [Release H-63](#)

• State Contract [Release W-200(5)](#)