



## Cleaning and Disinfection in Office Areas

### Returning to Work

Specialized cleaning procedures using approved disinfectants are required to minimize the risk of spreading the novel coronavirus (SARS-CoV-2) that causes coronavirus disease 2019 (COVID-19). Cleaning and disinfection of areas that are occupied by a set group of people (e.g., offices, supply rooms, and break areas) is the responsibility of the occupants. This guide focuses on the cleaning and disinfection of high touch surfaces in these areas.

### Cleaning and Disinfecting at UMD

#### Offices, Supply Rooms, and Break Areas

Personnel are responsible for cleaning and disinfecting high touch surfaces in the spaces they work in.

Common high touch surfaces include:

- Keyboards, printers, mice, phones, and power switches
- Handles, grips, and latches
- Desks, tables, chair backs, and armrests
- Baskets, bins, and storage items
- Shared equipment and supplies including pens, staplers, whiteboard markers, etc.

Personnel should clean and disinfect as they go about their work, as they are most aware of the locations they touch. These areas should be disinfected before and after touching, if possible. A final cleaning and disinfection of high touch surfaces should occur daily before leaving for the day.

**NOTE:** Even frequent surface cleaning and disinfection is not a guarantee of a sterile workplace. It is vital to wash hands thoroughly and frequently, and refrain from touching the face.

#### Facilities Management (FM)

Housekeeping staff in Facilities Management are working to keep common areas, restrooms, and high touch surfaces in public areas clean and disinfected. FM uses cleaning products approved by the EPA for use on SARS-CoV-2.

More information on the services that Facilities Management provides, including frequency of cleaning office suites can be found in their [Frequently Asked Questions](#) webpage.

### Disinfectant Information

#### Selecting the Right Disinfectant

Use a commercial disinfectant that has an EPA registration number to be effective against the COVID-19 coronavirus. The registration number is located on the product label. Do not use products that do not have an EPA registration number for use against SARS-CoV-2.

All disinfectants available through the Department of Business Services [Digital Storefront](#) meet this requirement.

Check with the ESSR Fire Marshal's Office ([firemarshal@umd.edu](mailto:firemarshal@umd.edu)) before purchasing large volumes of alcohol-based or otherwise flammable cleaning and disinfectant liquids.

#### Alternative Disinfectants

The CDC only recommends use of the EPA List N Disinfectants against the coronavirus. The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known. The EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.

ESSR discourages the use of fogging, fumigation, or vaporization techniques as a method of disinfecting indoor environments against COVID-19 based on the potential negative health impacts caused by disinfectant concentrations and lack of data on the effectiveness of using these devices. This position is based upon guidance from the [Centers for Disease Control \(CDC\)](#), [World Health Organization \(WHO\)](#), [American Industrial Hygiene Association \(AIHA\)](#), and [Environmental Protection Agency \(EPA\)](#).

## Using Disinfectants

Use manufacturer guidance for PPE when using a specific product. Some disinfectants can irritate or damage skin/eyes and stain/discolor clothing. Spot check surfaces before widespread use to ensure the product will not cause damage.

Do not mix disinfectants with other cleaning products or disinfectants. Dangerous chemical reactions could produce toxic fumes.

As some disinfectants are respiratory irritants, allow proper ventilation during and after application. Check to ensure the disinfectant product is not past its expiration date.

Dispose of cleaning materials in the trash. Wash hands thoroughly after cleaning.

### Contact Time

Disinfectants need time to work. Most require 5 to 10 minutes, but some can be as high as 30 minutes. Simply spraying and immediately wiping is not sufficient to completely disinfect surfaces. For most disinfectants, spray until the surface is thoroughly wet, then wait the designated contact time before wiping. It is important to read and follow the manufacturer's instructions, or the listed EPA contact times, on how long to leave the disinfectant on a surface before wiping.

### Hand Sanitizer

Hand sanitizer is used to clean hands when soap and water is not available. It is not meant to be used on surfaces. Hands should be washed thoroughly or hand sanitizer applied frequently and after cleaning surfaces. Cleaning and disinfection is a best practice in reducing the risk of COVID-19 transmission however, it cannot substitute for frequent hand hygiene.

In addition, public areas will be provided with standalone wall mounted or pedestal hand sanitizing stations, as supplies allow, at high traffic areas such as elevators, entrances, exits, and time clocks.

## Material Specific Guides

### General Electronics Cleaning Guidance

Certain equipment may be damaged by spraying (computer keyboards and mice, key-style equipment

touchpads, on/off switches, etc.) and by harsher disinfectants such as bleach.

Follow the equipment manufacturer's instructions for all cleaning and disinfection products. If manufacturer guidance is not available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol (ethanol) to disinfect electronics.

Unplug all external power sources and cables before starting. Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber. Spray cleaner onto a wipe/cloth, not directly onto the item. Wipe so that it is visibly wet and wait the appropriate contact time. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time. Dry thoroughly after the listed contact time.

Do not use aerosol sprays, bleach or abrasive cleaners. Ensure moisture does not get into any openings to avoid damage.

### Computers

Cleaning of computers should be limited to external surfaces such as handles and other common touchable surfaces. Do not open cabinet and chassis doors or attempt to clean any internal components.

When cleaning a monitor, carefully wipe in one direction, moving from the top of the display to the bottom. After cleaning or disinfecting a glass monitor, it should be cleaned again using a glass cleaner according to manufacturer's instructions.

Consider use of wipeable or disposable covers for shared components (e.g., keyboard cover, mouse cover). Discuss any remote access program installation required to facilitate contact-free remote IT troubleshooting with DivIT ([itsupport@umd.edu](mailto:itsupport@umd.edu); 301-405-1500).

### Printers, Scanners, and Copiers

These devices should have the same general cleaning methods as the electronic devices described above. Start with the display or printer control panel (if applicable), move to jam access areas, paper trays, and end with any flexible cables, like power, keyboard and USB cables. When cleaning a display screen or printer control panel, carefully wipe in one direction, moving from the top to the bottom.

After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner sprayed

onto a clean rag to remove streaking. Streaking on the copier/scanner glass from the EPA-approved cleaning solutions could cause copy quality defects.

### **Sensitive Electronics**

Highly sensitive equipment (e.g., servers, UPS, and other networking/telecommunications equipment) or items that cannot be powered down should only be cleaned via manufacturer instructions. Minimization of the number of staff accessing this equipment, use of protective barriers such as gloves or covers, or allowing for 7 days between access events can reduce the need for frequent disinfection.

### **Soft/Porous Surfaces**

For soft surfaces like chairs or carpets, use disinfectants designed for use on porous surfaces. Follow manufacturer's instructions on use.

Paper and some other materials cannot easily be disinfected. Avoid sharing paper, if possible. If sharing cannot be avoided, wash hands thoroughly before and after handling. If possible, leave 7 days between sharing.

If chairs are expected to be shared, consider using those with hard surfaces that are more easily disinfected.

### **Kitchens and Breakrooms**

When cleaning and disinfecting in locations with food (e.g., kitchens, break rooms) be sure to check the product label and only use products that are safe to use on food contact surfaces.

Remove visible debris from all surfaces using soap and water, or applying a cleaning detergent, prior to applying any disinfection products. Clean touch screens, buttons, handles, and other touchable surfaces. Maintain regular cleaning schedule practices for food safety and hygiene.

Consider removing or replacing communal shared items like coffee makers and water dispensers with alternatives such as pre-packaged, single-serving items. Encourage staff to bring their own water to minimize use and touching of water fountains, dispensers, or faucets. Recommend that kitchens and break rooms only be used for food storage and preparation and not eating or congregating.

## **Positive COVID-19 Case**

In the event of a confirmed or suspected positive case of COVID-19, internal or contract professional cleaning organizations will be responsible for the disinfection of the spaces previously occupied by the individual as identified and directed by the University Health Center.

In accordance with CDC guidelines, following a confirmed or suspected COVID case cleaning and/or disinfection will be completed according to the following guidelines:

1. When possible, the space is to be left unoccupied for 7 days. After 7 days the space will only need normal routine cleaning to reopen the area, no additional disinfection is required.
2. If the space must be occupied immediately, the CDC recommends waiting at least 24 hours prior to cleaning and disinfection.
3. Cleaning and disinfection personnel or professional cleaners will wear appropriate PPE.
4. Only hard surfaces will be cleaned and disinfected. Papers, books, and personal belongings will not be disinfected by personnel or professional cleaners. These items should be stored for 7 days at which time the SARS-CoV-2 virus will no longer be viable.
5. Soft surfaces such as seating should be cleaned with the appropriate cleaning products specific to that use.
6. Vacuum carpet. If needed, extract carpet with the appropriate carpet cleaning chemicals.
7. If hard floor, dust mop and wet mop. Wet mop with a disinfectant cleaner.

## **Resources and References**

For additional questions, contact ESSR at [safety@umd.edu](mailto:safety@umd.edu).

[CDC Cleaning and Disinfection for Community Facilities](#)

[EPA Approved List of Disinfectants for Use Against SARS-CoV-2](#)

[UMD ESSR Working Safely During COVID-19](#)

[UMD Cleaning and Disinfection Guidelines](#)

[UMD COVID-19 Updates and Resources](#)

[HP Business PC & Print Devices Cleaning Guidance](#)