

DISCLAIMER: *This procedure was developed by the Department of Buildings and General Services (BGS) and may contain information specific to State of Vermont facilities, cleaning chemicals, and tools used by BGS. These procedures may not be applicable in all facilities or scenarios. The user is advised to follow specific instructions for their own facilities, chemicals, and cleaning tools. Follow all label instructions provided by chemical manufacturers.*

Custodial Cart/Caddy Checklist

- Chemicals:
 - Cleaner/sanitizer liquid in spray bottle
 - Disinfectant wipes
 - Optional – Disinfectant liquid in pour bottle
- Microfiber cloths / wipers
- Small bucket for immersing microfiber cloths
- High-dusting tool and replacement pads
- Broom and dustpan
- Mops / bucket / handle
- Trash can liners
- Wet floor signs

Personal Protective Equipment (PPE) Checklist

- Nitrile gloves
- Cloth face covering (bandana, scarf, or non-medical mask)

Notes

- This procedure was developed by the BGS Health & Safety team for routine cleaning and disinfection of restrooms in State of Vermont-occupied facilities during the COVID-19 Pandemic.
- For Deep Cleaning of buildings or rooms where a confirmed/suspected case of COVID-19 has been identified, refer to the Deep Cleaning section of the *BGS Cleaning Procedure for COVID-19 Isolation and Recovery Sites*.
- We have altered our cleaning and disinfection procedures in accordance with Governor Scott's Executive Order 01-20 as amended on May 1, 2020 (Addendum 12). Future amendments to this Executive Order or other relevant guidance/orders may result in changes to this procedure.

General Procedures

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
- All employees must observe strict social distancing of 6 feet while on the job.
- Employees must wear non-medical cloth face coverings (bandanna, scarf, or non-medical mask, etc.) over their nose and mouth when in the presence of others.
- Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization should be required before entering, and leaving, job sites.
- In accordance with Executive Order 01-20, all common spaces, bathrooms, and frequently touched (high-touch) surfaces and doors, tools, and equipment will be cleaned and disinfected regularly and prior to transfer from one person to another. **For custodial staff this means cleaning and disinfecting common areas and restrooms at least once daily, and frequently-touched (high-touch) surfaces as frequently as practical and no less than twice daily.** The frequency and intensity of disinfection will vary based on facility use. For facilities with multiple work shifts (such as 24-

hour facilities) the frequency of disinfection will be coordinated with existing work shifts.

Routine Cleaning Procedure

1. Put on your disposable safety gloves and, if using, optional PPE. Discuss optional PPE with supervisor. Wear eye goggles when working over your head such as wall-washing, cleaning light fixtures or air vents.
2. Display wet floor signs if you will be cleaning a hard floor.
3. Empty all trash bins. Clean trash bins as needed with sanitizer and allow to air dry. Place new trash bin liners.
4. Empty compost bins daily. Take compost to outside collection bin, collection area, or Green Cone Digester.
5. Wipe all horizontal surfaces above the floor using a damp microfiber cloth, rag, or paper towel. Use a general purpose sanitizer like Alpha HP, ES72, H2Orange, or Tribase. Clean from high to low if possible and from dirtiest to cleanest areas. Clean according to the following schedule:
 - **Horizontal surfaces and furniture in common areas – daily**
 - Lights, air vents, radiators, window sills, blinds – clean quarterly
 - Walls – spot clean as needed, perform wall-washing yearly
 - Windows – wash windows as needed
6. Disinfect high-touch surfaces using disinfectant wipes (preferred). If using a liquid disinfectant, apply first to a clean paper towel, rag, or microfiber cloth and then apply to the surface. **Surfaces must stay visibly wet for at least one minute if using Oxivir TB wipes or Oxivir TB liquid.** Examples of high-touch surfaces:
 - Countertops, tabletops, and chairs in common areas like breakrooms and kitchenettes
 - Hand railings
 - Light switches
 - Handicap door buttons
 - Door handles and push bars
 - Drinking fountain handles
 - Pay phone handsets, buttons, coin return covers
 - Fixtures and faucets on sinks (in kitchenettes)

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- Wall-mounted soap dispensers (in kitchenettes)
- Hand towel dispensers (in kitchenettes)

Floor Care Procedure

1. Remove debris from carpets.
2. Spot-clean any wet stains before vacuuming. See spot-cleaning procedure.
3. Carpet care:
 - General office carpets are vacuumed at least weekly. Vacuum carpets including corners and edging. Use only a HEPA-certified vacuum with filters installed properly.
 - Entrance areas and runners are always kept free of debris and vacuumed daily if needed.
 - Spot-clean carpet stains daily upon discovery.
 - Sweep or vacuum chair mats weekly.
 - Spot, shampoo, and rinse carpets yearly or according to the facility's floor-care plan.
4. Hard floor care:
 - **Remove debris daily.**
 - **Dust mop followed by auto scrub or wet mop daily in main entrance corridors, kitchens, lobby areas, and waiting areas.** Use a neutral cleaner such as Stride, H2Orange, ES72, or Tribase, as appropriate for the floor surface. Do not use straight/concentrated cleaning products on hard floor surfaces. Dilute cleaner according to manufacturer's label or facility's floor care plan.
 - When wet mopping work from the farthest point in the room to the exit door. Allow cleaner to air dry. Mop bucket water must be changed frequently. Do not mop with a dirty bucket.
 - Buff floors according to the facility's floor care plan.
 - Strip/wax or scrub/recoat in accordance with the facility's floor care plan.
5. Dust or clean baseboards as needed during floor care. Damp wipe vinyl baseboards.

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Summary of changes.

REVISION NUMBER	SECTION	DESCRIPTION OF CHANGES
1.0	Custodial Caddy Checklist	Changed this section to a checklist for custodial cart/caddy and PPE. Removed “Important Terms” section.
1.0	Note/General Procedures	Added notes and general procedures referencing Executive Order 01-20 as amended April 17, 2020 and May 1, 2020.
1.0	Cleaning Procedures	Revised to increase common area cleaning/disinfection “daily” with exact frequency undefined. Use of damp wiping horizontal surfaces and wet mopping floors. Separated out the Floor Care Procedure. Added detail to wet-mopping instructions.
1.1	Routine Cleaning	Removed typo referencing “three” times daily disinfection. Removed option to double-glove to be consistent with routine cleaning and disinfection guidance from CDC and other sources.