



# **The SARS-CoV-2 (Coronavirus) and COVID-19 Disease**

**Office Buildings and Public Areas  
Higher Level Cleaning**

**March 2020**



# Office Environments Higher Level Cleaning

## Areas for Cleaning:

- **Level 1 - Standard daily cleaning** with usual and maybe enhanced in high touch areas (cleaning > 1X per day and more)
- **Level 2 - Suspect case on premise** - step up clean and frequency relative to traffic and shared areas (hourly pending population present)
- **Level 3 - Confirmed case** and they should follow contact precautions, clean with proper covering and PPE, Extra thorough. Some companies are waiting 24 hours to allow air to circulate, pending type of business / facility and airflow. As most facilities have a strong air exchange, we recommend at least 10 minutes.

Level 2 / 3 Cleaning

PPE Needed  
(Personal Protective Equipment)



Nitrile disposable gloves



Goggles



Gown with sleeves

Chemicals Needed\*  
(one of the following)



Virex® II 256 | Virex® Plus | Alpha HP® MSDC  
Oxivir® Five 16 | Oxivir® Tb | Oxivir® 1 RTU or wipes equivalent

Equipment Needed



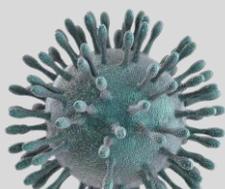
Janitorial cart



Reusable cleaning cloth(s)



Microfiber flat mop or equivalent



\*Enhanced cleaners/disinfectants must be on the EPA List N <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. On the site, enter the EPA registration number of the product to use, or consult your local Diversey representative as needed.

## Employee Reminders:

- Hand hygiene, before donning and after doffing gloves

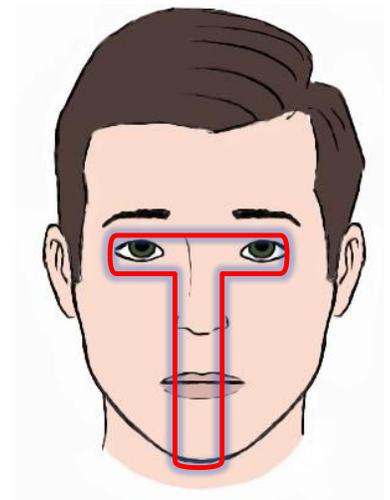


### Soft Care™ Hand hygiene

How to wash your hands

 <p>1 Wet hands with water</p>	 <p>2 Apply enough soap to cover all hand surfaces</p>	 <p>3 Rub hands palm to palm</p>	 <p>4 Right palm over left dorsum with interlaced fingers and vice versa</p>
 <p>5 Rub palm to palm with fingers interlaced</p>	 <p>6 Backs of fingers to opposing palms with fingers interlocked</p>	 <p>7 Rotational rubbing of left thumb clasped in right palm and vice versa</p>	 <p>8 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa</p>
 <p>9 Rinse hands with water</p>	 <p>10 Dry hands thoroughly with a single use towel</p>	 <p>11 Use towel to turn off faucet</p>	 <p>12 Your hands are now safe</p>

[diversey.com](http://diversey.com)  
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 \* The hummingbird and wing shape logo is a trademark of Diversey, Inc.



Keep hands away from the "T ZONE" -  
Eyes, nose and mouth

- Here is how it spreads. The virus can live on surfaces up to 5 days (Kampf 2020, NIH Study).



Person to person transmission



By droplets  
Made when infected people cough, sneeze or talk



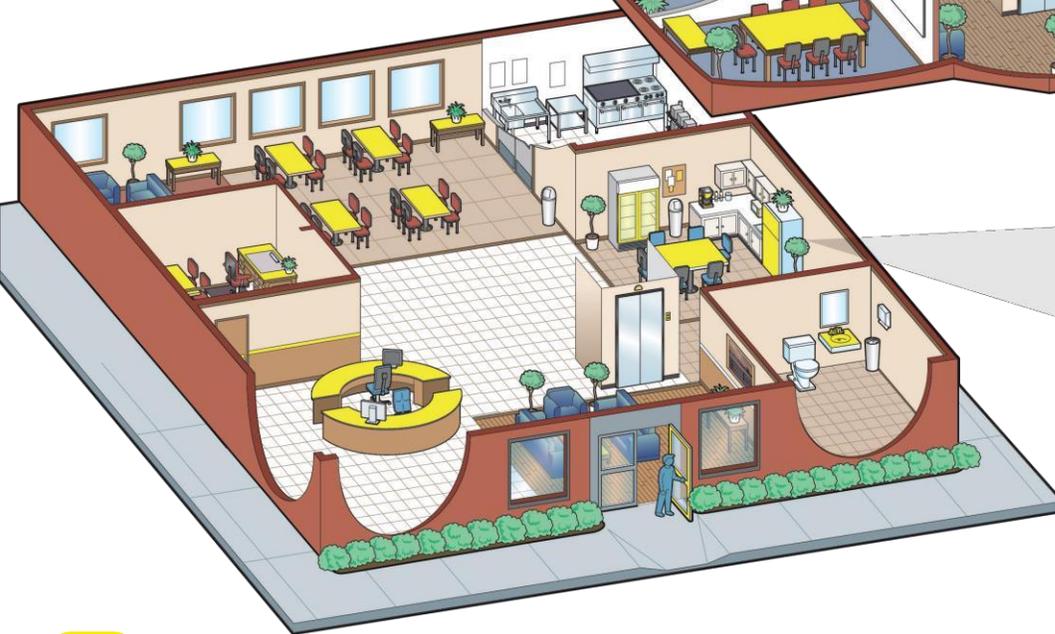
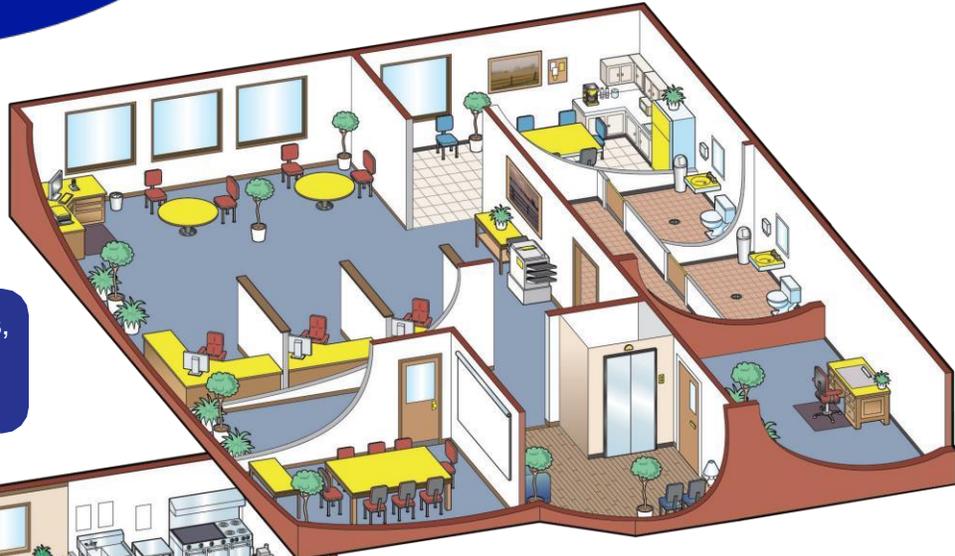
Touching  
Contaminated objects or surfaces

### **Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility**

In an office, or other facility that does not house people overnight:

- It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets.
- **Open outside doors and windows to increase air circulation in the area or increase air exchanges.**
- **Ensure PPE is in place and confirm supplies are in stock** for disinfectants, disposable cleaning cloth(s), and equipment.
- If possible, **wait up to 24 hours** before beginning cleaning and disinfection.
- **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces and all areas. Consider floor disinfection as appropriate for the facility.**

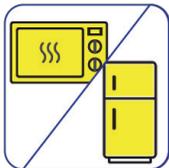
For kitchens and restrooms,  
follow standard operating  
procedures



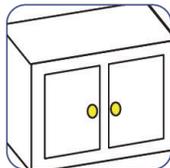
**\*Break Room Appliance Exteriors:**

- Refrigerator
- Microwave
- Coffee machine
- Water cooler

**High Touch Surfaces**



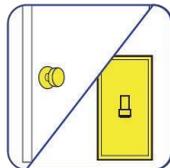
Appliance Exteriors\*



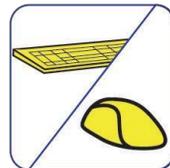
Cabinet Pulls/  
Handrails



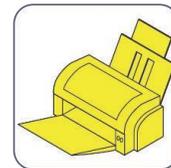
Elevator Buttons  
Drawer Handles



Door Handle/  
Light Switch



Keyboard/  
Mouse



Copier/Printer



Railings



Desk and Table  
Tops



Telephone



Sink/Faucet/  
Toilet Flush -  
Handle

**Questions: 1-800-558-2332**

Always wear personal protective equipment.

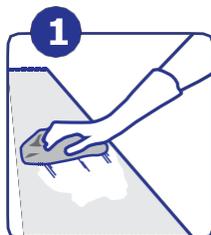
### Supplies Needed



Shelf life: 3 years in closed container



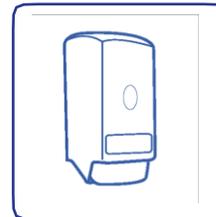
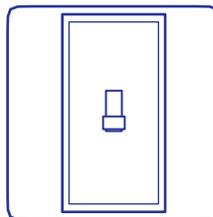
### Use Instructions:



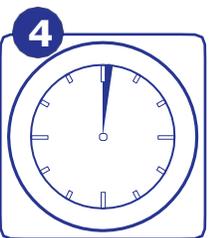
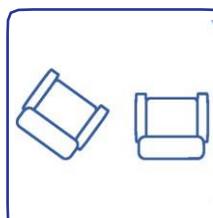
1 Pre-clean heavily soiled areas.



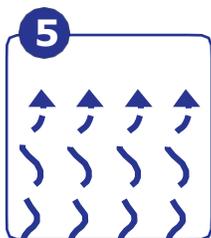
2 Pull towelette from canister. Close lid.



Wipe hard, non porous environmental surfaces. Apply friction when wiping.



4 In order to disinfect all surfaces must remain visibly wet for 1 minute.



5 Allow to air dry. Rinse with potable water if needed for specific applications.



6 Dispose of properly. For bloodborne pathogens, follow facility procedures.



Wear appropriate PPE per facility protocol.

If you have any questions, comments or need to reorder this set of cards, please call 1-800-558-2332

Always wear personal protective equipment.