



OK COVID-19 WORK POLICY

CLEANING & DISINFECTING PLAN

PURPOSE: Our purpose is to ensure the health and safety of our staff, participants, and community. Opportunity Knocks's programs will adhere to strict guidelines in protocols related to cleaning and disinfecting the places and spaces that we use to host programs and administrative activities.

REVIEW: These policies will be reviewed and updated frequently as things continue to unfold. We will continue to receive guidance from the [CDC](#), Illinois Department of Public Health, the Cook County Department of Public Health, and any other local municipal agencies where we may operate.

GUIDE to **CLEANING**

CLEANING by DEFINITION | Cleaning removes germs, dirt, and impurities from surfaces or objects by using soap (or detergent) and water to physically remove germs from surfaces

CLEANING PROCEDURE

- Wear disposable gloves to clean and disinfect.
 - Clean surfaces using soap and water or cleaning detergent, then use disinfectant.
 - Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning/disinfection may be required based on the level of use.
 - See **SITE-SPECIFIC C & D** Plans for the procedures at each program site.
 - High touch surfaces include, but not limited to tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
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GUIDE to **DISINFECTING**

DISINFECTING by DEFINITION | Disinfecting works by using chemicals to kill germs on surfaces/ objects.

DISINFECTING PROCEDURE

- Always read and follow the directions on the label to ensure safe and effective use.
 - Follow all guidelines listed on the packaging with regard to the use of PPE, including, but not limited to the use of disposable gloves, consider eye protection for potential splash hazards, etc.
 - Ensure adequate ventilation
 - Use no more than the amount recommended on the label
 - Avoid mixing chemical products
 - You should never eat, drink, breathe, or inject these products into your body or apply directly to your skin as they can cause serious harm.
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PERSONAL PROTECTION WHEN CLEANING & DISINFECTING

- All staff may be considered able to clean and disinfect community spaces once trained
 - Ensure they are trained on the appropriate use of cleaning and disinfection chemicals
 - Ensure they are trained on the use of PPE when cleaning & disinfecting
- Wear disposable gloves for all tasks in the cleaning process, including handling trash
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used, the source and nature of the contaminant, and whether there is a risk of a splash. Including gloves, gown and eye protection
 - Gloves, gown, and eye protection should be removed carefully upon completion to avoid contamination of the wearer and the surrounding area
- Wash your hands often with soap and water for at least 20 seconds
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

CLEANING & DISINFECTING SUPPLIES

- Each site will be equipped with a site-specific cleaning and disinfecting kit
- The site manager will be responsible for ensuring the kit is stocked and secured at each site
- OK's Cleaning & Disinfecting Supply Manager will be **Mary Lio**
 - Supplies for re-stock will be kept in the front office
 - Supply shortages should be reported to Mary Lio:
 - Routine Request via email at marylio@opportunityknocksnow.org
 - Emergency Request via cell: 630.670.7182
- All Disinfectants must be from EPA-approved list
 - [CLICK HERE](#) for a list of EPA-approved disinfectants against COVID-19 or to search a specific product to see if it is approved
 - [CLICK HERE](#) to search by EPA Registration Number on the package
 - DILUTED HOUSEHOLD BLEACH solutions may be used in the absence of EPA-approved disinfectants. Only the designated C & D Supply Manager or her designee is approved to mix this solution. [CLICK HERE](#) for guidance on concentration and use.

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CLEANING AND DISINFECTING YOUR BUILDING OR FACILITY IF SOMEONE IS SICK

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Designate a cleaning crew and provide them with full PPE for cleaning and disinfection
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once the area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection **are not necessary**.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

SITE-SPECIFIC CLEANING PROCEDURES

- Program Days
 - All surfaces must be **cleaned** and **disinfected** prior to the start of the day.
 - All surfaces must be **cleaned** and disinfected between programs sessions
 - All surfaces must be **cleaned** and **disinfected** prior to the end of the day.
 - Additional cleaning/disinfection implemented at the discretion of the site supervisor
- All High-touch surfaces should be included in the cleaning/disinfection routine. These include, but are not limited to: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



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- Electronics- place covers on items with touchscreens such as phones and tablets that are easy to clean
 - Soft and porous materials (rugs, carpets, seating) should be eliminated. If they can not be eliminated, they must be properly cleaned and disinfected at the beginning and ending of each day
 - All bathrooms should be **cleaned** after each use (toilet, sink)
 - All surfaces must be **cleaned** and **disinfected** at the end of each day
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OTHER SPECIAL CLEANING & DISINFECTING CONSIDERATIONS

SOFT SURFACES | CARPETED FLOOR, RUGS, DRAPES, ETC.

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely OR Disinfect with an EPA-registered household disinfectant meet EPA's criteria for use against COVID-19
- [Vacuum as usual](#)

ELECTRONICS | TABLETS, TOUCH SCREENS, KEYBOARDS, REMOTE CONTROLS, etc.

- Consider putting a wipeable cover on electronics
- Follow the manufacturer's instructions for cleaning and disinfecting -- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

LAUNDRY | FOR CLOTHING, TOWELS, LINENS AND OTHER ITEMS

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to the guidance above for surfaces.
- Remove gloves, and wash hands right away.

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OUTDOOR AREAS | SPECIAL CONSIDERATIONS FOR OUTDOOR C & D

- Outdoor areas, like playgrounds in schools and parks, generally require normal routine cleaning but do not require disinfection.
 - **DO NOT** spray disinfectant on outdoor playgrounds or surfaces- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) **ARE NOT** recommended.
 - Sidewalks and roads should not be disinfected
 - The spread of COVID-19 from these surfaces is very low and disinfection is not effective
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DOCUMENT CITATIONS

COMMUNITY, WORK & SCHOOL -- [Cleaning and Disinfecting Your Facility](#) | Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

COMMUNITY, WORK & SCHOOL -- [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

EPA LIST N: [Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

CDC FREQUENTLY ASKED QUESTIONS | [Coronavirus Disease 2019 \(COVID-19\)](#)