

**MiraCosta College**  
**COVID-19 Enhanced Cleaning and Disinfection**  
**Protocols Revision Date: May 5, 2022**

**I. Introduction**

Cleaning and disinfection is part of routine protocols at MiraCosta College. These protocols have been developed to provide consistent practices for enhanced cleaning and disinfection in accordance with San Diego County Health and Human Services recommendations, and CDC guidelines.

These procedures are in effect until further notice and are subject to change at any time as additional guidance becomes available.

**II. Custodial Department Cleaning and Disinfection Protocols**

The following protocols describe the cleaning and disinfection procedures to be followed by the custodial department.

**A. Routine Cleaning**

Routine cleaning of occupied areas shall be continued according to departmental standards and includes actions such as:

- Cleaning high-contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming entryways and high-traffic areas
- Removing trash
- Cleaning and disinfecting restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Note: the frequency of routine cleaning standards may be relaxed, as needed, in order to allow for greater focus on high-risk locations. Cleaning measures such as vacuuming, sweeping, or cleaning walls may be performed less frequently to allow for increased cleaning and disinfection of frequently touched surfaces.

## B. Disinfection of Frequently Touched Surfaces

The CDC has stated that in most situations, regular cleaning (at least once a day) with soap and water is enough to sufficiently remove virus that may be on surfaces. However, if certain conditions apply or in high touch areas, you may choose to disinfect after cleaning. Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using products registered in California and [identified by the EPA](#) as effective against COVID-19..

Examples of frequently touched surfaces include:

- Breakroom tables and chairs
- Breakroom refrigerator and microwave doors and handles
- Door handles and push plates
- Stair handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains

Focus will be paid to the childcare center, areas of higher traffic identified, and food contact surfaces. These higher-use areas should receive daily cleaning of restrooms and water fountains and regular cleaning and disinfection of high- touch surfaces throughout the day. Disinfectant spray or wipes will be provided in work areas should an building occupant wish to disinfect their area in-between their regular cleaning schedules

## c. Custodial Department Personal Protective Equipment

Personal protective equipment (PPE) and practices for routine enhanced cleaning and disinfection:

**Hands:** Custodial employees should wear disposable nitrile or latex gloves while removing trash, cleaning restrooms, hand-cleaning any surfaces and using any chemical products.

When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination. Hands should be washed before putting on gloves; touching the face or uncontaminated surfaces while wearing gloves should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated part (outside surface) of the gloves.

**Eyes:** Chemical goggles should be worn if splashing of chemicals into the eye is possible. During this period of increased precaution, goggles should be disinfected or washed with soap and water after using. Handwashing with soap and water should be performed for at least 20 seconds after handling goggles.

**Face:** A face mask is required to be worn when cleaning, when working within six feet of anyone else and when in common areas or shared spaces. The college will provide face masks to all employees, or employees may choose to bring their own mask or cloth face covering that covers the mouth and nose.

When wearing a mask, employees should:

- Make sure that it fits snugly and cover the nose and mouth
- Avoid touching the mask surface. Try to handle by the straps only.
- Store in a clean, dry place when not in use
- Wash cloth face masks frequently, especially when soiled or wet. Masks can be washed in warm water and tumbled dry on the high setting.
- Replace disposable surgical-style face masks when torn, dirty or wet. Please note that supplies are limited and replacements may not be readily available.
- Do not become complacent with other protective measures:
  - Do not touch the mask or face
  - Continue to be vigilant with thorough and frequent handwashing
  - Practice respiratory etiquette and cover your coughs or sneezes
  - Frequently disinfect high-touch surfaces and shared equipment
  - Practice social distancing – even when wearing masks

If an employee is not able to wear a face mask for medical reasons, they should contact Carolyn Sneary in Human Resources . If supplies permit and if there are no medical restrictions, the employee will be issued a face shield to be used instead of a mask. No additional documentation is required.

### **III. Departmental Disinfection of Frequently Touched Surfaces (Non-Custodial Employees)**

#### **IV.**

##### **A. Office/Administrative Spaces**

The CDC has stated that in most situations, regular cleaning (at least once a day) is enough to sufficiently remove virus that may be on surfaces. However, if certain conditions apply, occupants may choose to disinfect after cleaning. Building occupants may use disinfectant

wipes or spray provided by the Warehouse or Facilities Department to frequently disinfect high-touch surfaces in their own workspace or any shared spaces such as:

- Telephones
- Desktops
- Computer keyboards and mice
- Service counters
- Light switches
- Break area refrigerator and microwave handles
- Door handles and push bars
- Copy machine controls
- Shared tools and equipment

### 1. Disinfecting Wipes

The following steps should be taken when using disinfecting wipes:

- ☐ If surface is visibly dirty, use one wipe to wipe it clean and then discard.
- ☐ Use a second wipe to wipe the surface to be disinfected. Use enough wipes for surface to remain visibly wet for the time specified on the label.
- ☐ Discard all wipes in trash.
- ☐ Wash hands thoroughly or use a hand sanitizer with at least 60% alcohol.
- ☐ Let the surface dry before using it.

### 2. Disinfecting Spray

The following steps should be taken when using Morning Mist® disinfecting spray:

- ☐ If needed, pre-clean to remove visible dirt
- ☐ Spray disinfectant liberally to thoroughly wet surfaces. **Leave for 10 MINUTES** to allow disinfectant to work properly. Wipe off any residual disinfectant remaining on surface.
- ☐ Dispose of used paper towels in trash.
- ☐ Wash hands thoroughly or use an alcohol-based hand sanitizer.

## B. Academic Spaces

The custodial department should clean surfaces in classrooms and labs at least once daily. Faculty and students may use the disinfecting supplies provided to disinfect their own learning spaces and high-touch surfaces in the room before and after using the space. Spaces to disinfect could include:

- Desks
- Chairs
- Instructor console
- Computer keyboards and mice
- Light switches
- Doorknobs and handles
- Shared tools and equipment

Instructions provided in the previous section should be followed when using disinfecting supplies.

### **c. Department-Specific Procedures**

Additional departmental cleaning and disinfecting procedures have been established in certain areas. Cleaning and disinfecting supplies provided by the Warehouse of Facilities department will be [identified by the EPA](#) as effective against relevant pathogens.

### **d. Personal Protective Equipment**

Gloves are not required to be worn by employees and students wiping down their own spaces or common spaces with disinfecting wipes unless the safety data sheet (SDS) or label advises the use of gloves to protect against the chemicals in the wipes.

Individuals may choose to wear gloves while using disinfecting products, especially if soap and water are not available in the area. When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination. Hands should be washed before putting on gloves; touching the face or uncontaminated surfaces while wearing gloves should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds or hand sanitizer used after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated portion (outside surface) of the gloves.