



## COVID-19 Sanitation Protocol

Effective December 1, 2020

### **APPLICABILITY**

This protocol applies to all Court areas maintained and cleaned by the Superior Court of California, County of Kern's Facilities Department and provides a general framework for cleaning and disinfection practices. The framework is based on building service workers doing the following:

- Cleaning visibly dirty surface - Always wearing gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Following the directions on the disinfectant label for additional PPE needs. When cleaning has finished, employees must remember to wash hands thoroughly with soap and water.
- Performing more frequent cleaning and disinfection of high touch areas.
- Enhanced/detailed cleaning and disinfection in possible exposed areas. When practical, closing off areas until cleaning and disinfection has been performed.
- Disinfection using EPA-approved disinfectants against COVID-19.
- When EPA-approved disinfectants are not available, alternative disinfectants are used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Taking into consideration the incompatibilities of certain chemicals.

### **PURPOSE**

The purpose of this document is to provide the procedure involved in disinfecting Court areas during the COVID-19 pandemic.

### **REPORTING AN INCIDENT**

Areas of the workplace identified by Human Resources as being a source of exposure will be closed off until those areas can be cleaned and disinfected in accordance with CDC guidelines.

### **SANITATION PROCEDURE TO FOLLOW**

- HR will notify the Safety Department to make cleaning/disinfecting arrangements for all areas frequented by an employee.
- The CDC recommendation of waiting 24 hours before allowing on-site cleaning will be followed to the extent feasible.
- When feasible, cleaning will occur when staff are not in the area.

- Employees involved in the sanitation and disinfecting process will read manufacturer instructions for cleaning and disinfection products used. Will wear gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.
- Disinfecting procedures can vary from an employee using cleaning and disinfectant supplies to include the use of any available fogging disinfectant machines depending on the area.
- Precautions will be taken to protect the identity of the employee, avoiding ADA and HIPAA violations.

### **AREAS DETERMINED TO NEED DISINFECTING**

Aside from following normal routine cleaning, frequently touched surfaces and objects will be disinfected.

Examples of frequently touched surfaces and objects that will need routine disinfection are:

- |                  |             |                             |
|------------------|-------------|-----------------------------|
| • Tables         | • Copiers   | • Faucets and sinks         |
| • Doorknobs      | • Desks     | • Touch screens             |
| • Light switches | • Phones    | • Chairs                    |
| • Countertops    | • Keyboards | • Escalator Moving Handrail |
| • Handles        | • Toilets   | • Elevator Buttons          |

### **COURT AREAS IN USE**

Most surfaces and objects require normal routine cleaning. Frequently touched surfaces and objects like light switches, doorknobs, railings, chairs and shared spaces will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

Outdoor areas such as benches generally require normal routine cleaning and do not require disinfection. Existing cleaning and hygiene practices for outdoor areas will continue to be used. Targeted use of disinfectants being used on outdoor hard surfaces and objects frequently touched by multiple people.

Court vehicles that may be shared by various court employees will be disinfected after each use either by the driver and occupant, or by submitting a facilities request requesting the vehicle be disinfected.

### **AREAS UNOCCUPIED FOR LONGER THAN 7 DAYS**

If a workplace area has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.