

COVID-19 PROTOCOLS FOR CLEANING AND DISINFECTING THE WORKPLACE

I. Preamble

The purpose of the California Occupational Safety and Health Act of 1973 is to assure safe and healthy working conditions for all workers (Labor Code § 6300, et seq.). Cal/OSHA adopted Emergency Temporary Standards¹ to protect workers from the virus that causes COVID-19.

The Centers for Disease Control and Prevention² (“CDC”) released recommendations for cleaning and disinfecting public spaces, such as the workplace and facilities, in order to maintain safe practices to reduce the potential for exposure to SARS-CoV-2, the virus that causes COVID-19 (hereinafter “the virus that causes COVID-19”). Normal routine cleaning with soap and water first, and then use disinfectant. By prioritizing the disinfection of high-touch surfaces and objects after cleaning, and by using Environmental Protection Agency (EPA) -approved disinfectants (List N) and/or bleach solutions can further lower the risk of spreading infection. The CDC additionally released guidance for cleaning and disinfecting buildings and facilities after someone is sick or has a COVID-19 diagnosis.

The City of West Hollywood (“City”) therefore implements these Protocols for Cleaning and Disinfecting the Workplace for the protection of all employees, their families, and the public we serve in accordance with the standards and recommendations provided by the CDC and Cal/OSHA.

II. Statement of Protocols

The purpose of these protocols is to ensure healthy and safe working conditions for all City employees through adherence to federal, state, and local cleaning and disinfecting requirements, recommendations, and best practices intended to limit exposure to the virus that causes COVID-19. Ensuring healthy and safe working conditions and the health and safety of employees is a business necessity for the City.

III. Compliance

The City intends to fully and faithfully comply with any and all applicable federal, state, and local regulations and guidance regarding cleaning and disinfecting worksites in the administration of these protocols.

¹ Cal/OSHA guidance and resources: <https://www.dir.ca.gov/dosh/coronavirus/>.

² CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

IV. **Protocols**

Scope of Coverage:

These protocols will apply with equal force to all properties and facilities over which the City has custody and control, including both indoor and outdoor areas. Report low supplies to the Facilities and Field Services Division.

Effective Date:

These protocols shall be effective immediately upon adoption and shall remain in effect until the City advises employees that these protocols are no longer operative due to the end of the present public health emergency.

Cleaning and Disinfecting Practices for Outdoor Areas at City Facilities:

(a) City's Responsibilities:

- High-touch surfaces will be cleaned and disinfected twice per day and electrostatically disinfected once per week.
- Hardscape surfaces, trash receptacles, and other low-touch surfaces will be cleaned once per week.

(b) Employee Responsibilities:

In addition to the efforts undertaken by the City, employees are expected to comply with directives issued in the City's Protocols for Social Distancing and Individual Responsibility in the Workplace, to the extent applicable to outdoor spaces, as well as the provisions in these protocols regarding collective efforts to routinely clean and disinfect high-touch surfaces and objects.

Collective Effort Practices to Routinely Clean and Disinfect Indoor Areas:

The CDC has called upon every American to implement behavior to slow the spread of the virus that causes COVID-19. Everyone has a role in making sure our communities are as safe as possible to reopen and remain open. The City takes this responsibility extremely seriously.

(a) City's Responsibilities:

The City will evaluate each City building or facility to determine what kinds of surfaces and objects make up each area. Most surfaces and objects will require only routine cleaning consistent with the City's current practices. Such routine cleaning involves cleaning the surface or object with soap and water. Disinfecting shall be conducted using an EPA-approved disinfectant, when available. If an EPA-approved disinfectant is unavailable, alternative disinfectants shall be used, such as one-third (1/3) cup of

bleach added to one (1) gallon of water or, alternatively, seventy percent (70%) alcohol solutions to disinfect, consistent with CDC guidelines. The City prohibits the mixing of bleach and other cleaning and disinfection products together, as this can cause fumes that may be dangerous when inhaled. The City requires that the use of any cleaning, sanitizing, and disinfectant products adhere to the instructions from each product's manufacturer related to concentration, application method, contact time, etc. The City requires all disinfectants to be kept out of the reach of children. The following are additional indoor practices employed by the City:

- All surfaces and objects within its City buildings and facilities shall be cleaned and disinfected each workday to maintain safe and healthy working conditions for all workers and members of the public. This shall be completed by contracted janitorial services, at scheduled intervals, at least four times per day (once nightly; and three times per day shift) for City facilities that are open. All high-touch surfaces and objects shall be cleaned and disinfected regularly, including but not limited to light switches, door handles, public counters, tables, toilets, faucets, sinks, etc. to further reduce the risk of COVID-19 on those surfaces and objects.
- The City shall supply staff with the necessary sanitation supplies, as may be necessary, to sufficiently clean and disinfect high-touch surfaces and objects. Sanitation supplies (hand sanitizer, soap and water, or effective disinfectant) are made available at sanitation stations throughout City facilities and in accessible locations for field employees to wipe down high-touch surfaces and objects, as a supplement to the City's daily janitorial services. Latex-free disposable gloves will also be included at each sanitation station.
- Kitchens/Kitchenettes (handwashing stations) stocked with soap and paper towels.
- Waste bins lined with plastic bags to ensure they can be emptied without touching the contents.
- City vehicles stocked with cleaning and disinfecting supplies and a trash bag including instructions.
- Brochures and other items normally available in lobbies/reception areas removed to maintain hygiene.
- Touchless hand sanitizer units added at facility entrances and in locations where there is high-frequency employee interaction with members of the public.
- Touchless soap dispensers added in restrooms.
- Doors propped open, where allowable, to enable contactless entry and exiting. Doors leading to the exterior are not permitted to be propped open.
- Tissues placed at locations where they can be easily accessed by employees and visitors.
- All City facilities posted with COVID-19 safety guidelines and handwashing instructions.
- The City shall clean and disinfect City buildings and facilities when someone is sick or when the City receives a COVID-19 notification.

(b) *Employee Responsibilities:*

In addition to the efforts undertaken by the City, employees are expected to comply with directives issued in the City's Protocols for Social Distancing and Individual Responsibility in the Workplace, as well as the provisions in these protocols regarding collective efforts to routinely clean and disinfect indoor areas.

- Employees shall use the City-provided sanitation supplies at sanitation stations throughout City buildings and facilities. Employees shall use the sanitation supplies to clean and disinfect their workstations before use and after use and to regularly wipe down high-touch surfaces and objects.
- Employees that feel ill shall stay home and comply with the City's Protocols for Social Distancing and Individual Responsibility in the Workplace.
- Always cover your mouth and nose with a tissue when you cough or sneeze (or use the inside of your elbow). Throw used tissues in the trash. Clean hands immediately after.
- Wash hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the hand sanitizer and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Employees shall wear disposable latex-free gloves when doing the following activities: exchanging documents, conducting transactions, handling money, handling mail and packages, and when using shared equipment such as copiers and printers. Employees are required to wear clean gloves, which are for one-time use and are not to be reused. Employees shall dispose of used gloves in the trash can. Employees shall wash their hands immediately afterwards or use hand sanitizer.
- Employees shall clean up after themselves.
- Employees shall remove personal items from offices and workstations to allow for regularly scheduled and thorough cleaning and disinfecting by contracted janitorial services.
- Employees shall limit their shared use of equipment and tools. If items must be shared, the employee is required to use the provided sanitation supplies to clean and disinfect before and after use. The first time an employee uses the sanitation supplies to clean and disinfect, they shall familiarize themselves with the products by reading the product labels to ensure they understand manufacturer recommendations for proper techniques and restrictions.
- Discontinued until further notice: shared kitchen items such as coffee cups, bottles, and utensils. Employees are encouraged to label and store their kitchen items for personal use in their offices/workspaces.
- Discontinued until further notice: microwaves, refrigerators, coffee makers, water dispensers, and other shared kitchen items. Employees are encouraged to bring nonperishable lunches and store them in their assigned area.
- Discontinued until further notice: staff showers.

Cleaning and Disinfecting Hard and Non-Porous Items:

(a) City's Responsibilities:

Each workday, the City will have all high-touch hard and non-porous surfaces or objects, such as glass, metal, or plastic, cleaned and then disinfected with an appropriate disinfectant.

(b) Examples of high-touch surfaces include, but are not limited to:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Toilets
- Faucets and sinks
- Touch screens
- Copiers
- Printers
- Books/binders
- Refrigerators
- Microwaves
- Coffee makers
- File cabinets and shelves
- Shared computers
- Shared tools/equipment
- Stairways and stairwells
- Handrails
- Elevator buttons

(c) Employee Responsibilities:

In addition to the efforts undertaken by the City, employees are expected to routinely disinfect surfaces and objects that they interact with. Employees shall utilize the sanitation stations, provided by the City, to obtain supplies to clean and disinfect the surfaces and objects they come in contact with that may be touched by other employees or members of the public. These surfaces and objects include, but are not limited to, the list of examples provided above.

Supplies Used by Visitors:

- Employees shall use the sanitation supplies to clean and disinfect items shared with visitors. Any items handled by visitors, including but not limited to visitor badges, clipboards, or pens, must be taken out of circulation after each use and not be used again until wiped down with an effective disinfecting agent.
- Employees shall monitor the use of shared items to prevent cross-contamination with disinfected items.

Air Filter and HVAC Cleaning:

(a) City's Responsibilities:

Since the virus that causes COVID-19 may be spread by asymptomatic individuals, employers shall evaluate and institute controls according to the hierarchy of controls to protect their employees and visitors. These recommendations represent engineering controls and administrative controls that the City can use based on the risk of being infected with COVID-19 while working and job tasks that may lead to exposure. The City will take the following actions with regard to HVAC and building controls:

- Ensure that air filters and HVAC systems are properly maintained.
- Improve central air filtration to the MERV-13 or to the highest compatible with the existing filter rack of the HVAC unit and seal edges of the filter to limit bypass.
- Ensure that acceptable comfort levels inside the buildings are maintained while increasing fresh air to the highest level by utilizing maximum HVAC ventilation and air exchange rates.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Disable demand-controlled ventilation (DCV).

Cleaning and Disinfecting Soft and Porous Items:

(a) City's Responsibilities:

The City will evaluate the soft and porous materials in each building or facility to consider whether items can be removed or stored to reduce frequent handling or contact with multiple people such as upholstered seating in communal areas. The following are additional practices employed by the City:

- Ensure that soft and porous items are cleaned or laundered, following the directions on the items' labels, using the warmest appropriate water setting and disinfectant such as area rugs, carpets, and upholstered seating.

Cleaning and Disinfecting Practices Related to Water Features:

(a) City's Responsibilities:

There is no evidence that the virus that causes COVID-19 can spread directly to humans from decorative water features. The City will ensure proper operation, maintenance, and disinfection of its water features, which should kill the virus that causes COVID-19. This includes maintaining proper disinfectant levels of chlorine or bromine and maintaining a level of pH (7.2-8).

Cleaning and Disinfecting Practices Related to City Vehicles:

(a) City's Responsibilities:

The City will provide cleaning and disinfecting supplies including a trash bag and instructions in each City vehicle. The City will maintain its practice of cleaning all City vehicles weekly. Employees shall assist in making assigned City vehicles available for the purposes of cleaning and disinfecting.

(b) Employee Responsibilities:

In addition to the efforts undertaken by the City, the employee is required to use the provided cleaning and disinfecting supplies to clean high-touch surfaces and objects within the City vehicle before and after use. These surfaces and objects include, but are not limited to, door handles, seatbelts, seats, shift levers, steering wheels, radio and window buttons.

Cleaning and Disinfecting Practices Upon Notification of COVID-19³

(a) City's Responsibilities:

The City shall clean and disinfect City buildings and facilities upon notification of COVID-19, confirmed or suspected cases, as notified by the Human Resources Division and in accordance with the CDC's recommendations and Cal/OSHA standards.

(b) Employee Responsibilities:

In addition to the efforts undertaken by the City, the employee is required to continue applying a heightened environmental cleaning regimen per the recommendations in these protocols regarding collective efforts to routinely clean and disinfect indoor areas.

Should the City have a COVID-19 case in the workplace, the City will follow the CDC's most current guidelines for Cleaning and Disinfecting for Facilities.

³ These protocols address the City's COVID-19 Protocols For Cleaning and Disinfecting the Workplace. Refer to the City's Protocol For City Response Upon Notification to learn more about the COVID-19 notifications practices.