



HEALTHIER WORKPLACES | A HEALTHIER WORLD

Effective and Safe Practices, Guidance for Custodians, Cleaning, and Maintenance Staff

Guidance Document

[aiha.org](https://www.aiha.org)

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Sponsored by the AIHA Indoor Environmental Quality Committee

INTRODUCTION

This document provides cleaning and disinfection guidance for custodians, cleaning, and maintenance staff to reduce transmission of COVID-19 within workplaces. SARS-CoV-2 is the coronavirus that causes COVID-19 disease. For simplicity, this document will refer to the virus simply as “the virus” and the disease as “COVID-19”.

This document’s primary focus is on those who perform cleaning and disinfection tasks within workspaces. There is a companion document that focuses on the management of cleaning and disinfection work. In addition, a comprehensive list, including hyperlinks, of references and additional resources is provided at the end of this document.

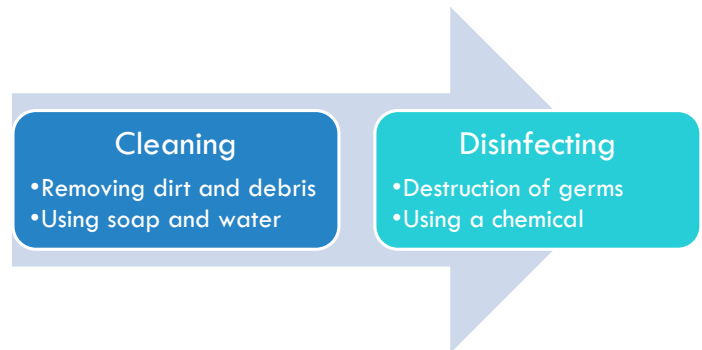
Although the primary spread of COVID-19 results from close person-to-person contact, studies have shown that, on certain surfaces, the virus remains infectious for hours to days. Therefore, effective cleaning and disinfection is important to prevent spread of disease.

SECTION 1: What Do I Need to Know?

- Droplets containing the virus may become airborne when an infected person coughs, sneezes, or speaks, and fall onto surfaces that can then be touched by others.
- The virus has been shown to remain infectious on various surfaces, for time periods ranging from hours to days. The virus may be transmitted to a person that touches a fomite—a surface or inanimate object that has the virus on it—and then touches their mouth, nose, or eyes.



- While fomite transmission is not considered to be a major source of infection, cleaning and disinfecting surfaces contaminated by infected individuals may still prevent disease spread.



- Cleaning products remove dirt, dust, oils, and impurities, including germs, from surfaces, but they are not intended to prevent remaining germs or virus particles from being infectious. Dirt, food, or other particles may reduce the effectiveness of the disinfectant, so disinfectants are applied after cleaning to prevent remaining germs or virus particles from being infectious.

Pesticides

- Disinfectants, including disinfectant wipes
- Used on inanimate objects such as countertops, grocery carts, door handles, etc.

Antiseptics

- Hand sanitizers available in gel, liquid, and spray forms
- Used on people and other living things

- Disinfectants are designed to kill germs or virus particles, and are regulated as pesticides by the U.S. Environmental Protection Agency (EPA). They are intended to be used to disinfect surfaces, and should NOT be used on living things. Disinfectants should not be confused with hand sanitizers and other antiseptics, which are intended to be used on living things, and are regulated by the U.S. Food and Drug Administration (FDA).



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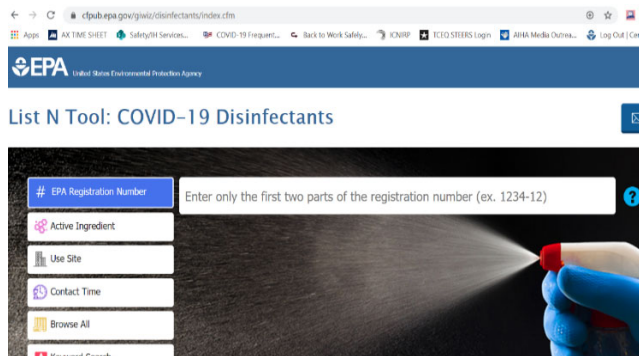
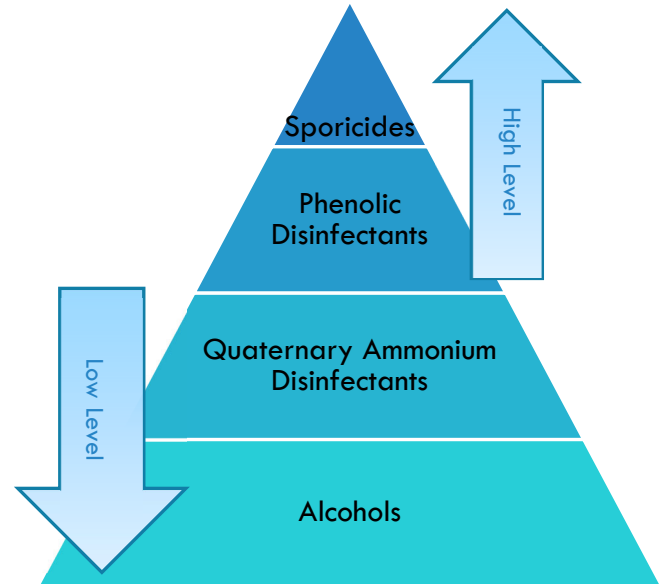
Most disinfectants take time to work. Read the label to find out how long the product must remain in contact with the surface to disinfect it. The product's DWELL or CONTACT time is the length of time that it must remain in contact with potentially contaminated surfaces to be effective.

Disinfectants are classified as “low-level” or “high-level.” High-level disinfectants can kill all microorganisms, including bacterial spores, which are typically resistant to chemical and physical agents. Many low-level disinfectants are still effective against the virus that causes COVID-19.

What Is an EPA-Registered Disinfectant?

The EPA N List contains disinfectants approved for use against SARS-CoV-2. For listed disinfectants, the EPA Registration Number is the first two sets of numbers located on the label. Looking up the registration number tells you which EPA list the product is on. For example, if EPA Reg. No. 6836-313 is on the EPA N List, you can buy EPA Reg. No. 6836-313-41348 and know you are getting a product capable of killing SARS-CoV-2 viruses.

EPA has a [website](#) where you can search for products using the first two parts of the registration number, the active ingredient, and other criteria, including specific surfaces on which you want to apply the product.



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SECTION 2: What to Clean and Disinfect

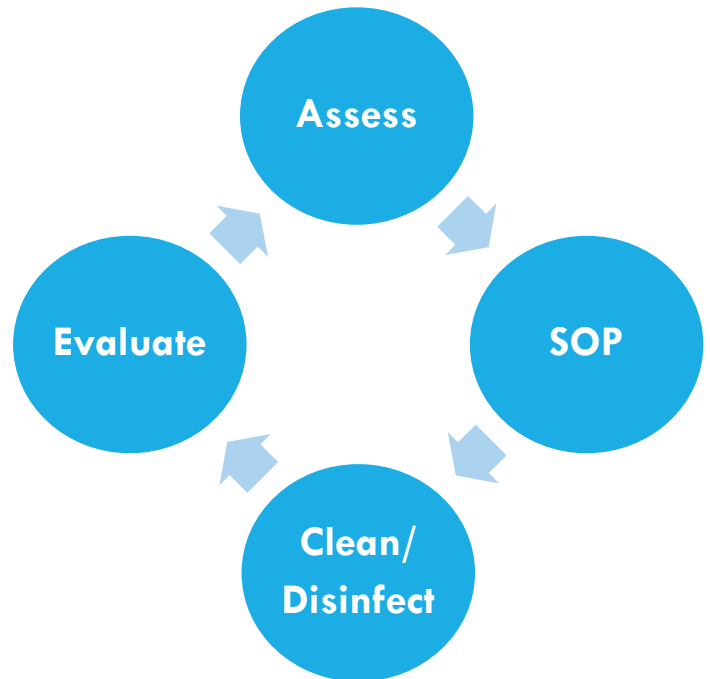
Rigorous routine cleaning and disinfecting of surfaces is a key preventive measure to protect workers, customers, visitors, and vendors from exposure to the virus.

Employers should seek input from cleaning staff in planning a schedule that details routine and non-routine enhanced cleaning and disinfection standard operating procedures (SOPs). This schedule should include specific locations and the materials, equipment, and building surfaces in them that are to be cleaned and disinfected. Occupant traffic patterns and high-touch areas should be considered.

A daily checklist or log should be used to document that all items are cleaned and disinfected in accordance with the SOP. Cleaning personnel should do a visual check of the areas they are assigned to clean and disinfect prior to beginning their assignments. The SOP should also detail enhanced procedures for individuals to routinely clean their own desks, offices, or workstations, where applicable. Employers may need to assign or employ additional janitorial or maintenance personnel to accomplish these tasks.

Examples of Procedures for Common High-Touch Locations:

- Restrooms:
 - Clean and disinfect all restroom surfaces, fixtures, doorknobs, push plates, and switches.
 - Clean and disinfect all sinks, toilets, and paper towel wall mounts or air dryers. Be careful to reduce exposure to toilet splashes and toilet plume aerosols, and use air dryers sparingly to discourage the spread of dust and debris containing the coronavirus and other contaminants.



- Food areas, lunchrooms, conference rooms, auditoriums, vending machines, and employee break areas:
 - Clean and disinfect all counters, tables, chairs, and equipment such as microwave ovens, refrigerators, hotplates, and stoves.
 - If any surface is covered in upholstery or cloth, identify the safest product to use. Since cloth cannot be easily cleaned or disinfected, consider switching to non-cloth covered chairs and furniture. If considering water-proof furniture covers, check to ensure that



Courtesy of CDC



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a disinfectant on the EPA list will work with that material.

- In conference rooms, clean and disinfect audio/visual equipment, markers, tape, and other shared items. Pay attention to product instructions for use to be sure of its compatibility with any electrical equipment.
- First aid stations or health offices:
 - Clean and disinfect cots or beds after each use.
 - Cover treatment tables and pillows with coverings to be changed after each use.
 - Safely discard disposable coverings or launder reusable coverings after each use (see the Laundering section for more info).

Examples of Frequently-Touched Surfaces:

- Light switches, handrails, and doorknobs and handles
- Entryways and high-traffic areas
- Trash receptacles
- Sinks
- Toilets
- Paper towel holders
- Air dryers (use sparingly)
- Water fountains and water coolers
- Heat and air conditioner vents
- Lamps and other light fixtures and buttons
- Office equipment such as copier and fax machines
- Elevator buttons



SECTION 3: When to Clean and Disinfect

- Frequently-touched surfaces should be cleaned daily at least, and more often if possible.
- The cleaning of public toilets, bathroom sinks, and sanitary facilities used by multiple people, such as in shopping centers, airports, etc., should be performed more frequently, depending on the volume of use.
- Assessment to determine frequency of disinfecting should consider:
 - square footage of the space,
 - the average number of people using the space, and
 - the number of high-touch surfaces.
- In high-volume areas, hourly cleaning and disinfecting may be necessary. In lower volume areas, the work can be done less often, such as 2 or 3 times per shift.

Post-Exposure:

Steps to take if a suspected or confirmed case of COVID-19 has been identified in a specific workplace location should include:

- Close off or isolate areas used by the ill person or people and wait 24 hours, or as long as practical, before beginning cleaning and disinfection activities.
- Perform cleaning and disinfecting work when spaces are unoccupied.
- Ventilate with outside air by opening windows and doors in a building using natural ventilation, or by adjusting the heating, ventilating, and air conditioning (HVAC) system in buildings with mechanical ventilation. Building operators typically do this by increasing outdoor air, filtration, and exhaust in the heating, ventilation, and air conditioning systems. Window fans that exhaust



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directly to the outside can also be used to enhance ventilation in buildings that do not have mechanical ventilation.

- Clean and disinfect all areas used by the ill person or people, such as offices, bathrooms, and common areas, focusing especially on frequently-touched surfaces.
- If surfaces are dirty, clean using a detergent or soap and water solution prior to disinfection. Consider cleaning and disinfecting surfaces twice, to ensure pre-cleaning is achieved.
- Cleaning procedures, and use of cleaning and disinfectant products, should follow the instructions outlined above.
- For disinfection, use products with EPA-approved emerging viral pathogens claims, which are expected to be effective against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products including concentration, application method, and contact time.
- Disposable, single-use cleaning and disinfection products are suggested, including pre-moistened wipes, so that they can be safely disposed after use. Avoid using spray applicators (fogging) to reduce air exposures.
- Waste materials produced during the cleaning should be placed in a separate bag to avoid contact, and then can be disposed of in the unsorted garbage.
- See Section 5 regarding the use of additional personal protective equipment (PPE), as well as appropriate respiratory protection.
- Quality control is critical. Supervisors must verify that all work procedures are followed. Verification should include visual inspection to confirm surfaces are clean and free of any dust and debris. Checklists should be used to record that the work is being performed as detailed in the SOP.

SECTION 4: How to Clean and Disinfect

Cleaning methods will depend on the type of material being cleaned. See the typical surfaces and cleaning methods below.

Hard (Non-Porous) Surfaces:

- Hard, non-porous surfaces include stainless steel, floors, kitchen surfaces, countertops, tables and chairs, sinks, toilets, railings, light switch plates, doorknobs, and metal and plastic toys.
- Portable air filtration equipment cleaning schedules and procedures should be included in the SOP.
- If surfaces are dirty, they should be cleaned using a mild detergent or soap and water solution acceptable for that surface prior to disinfection.
- For disinfection, use an EPA-approved disinfectant for use against the virus that causes COVID-19. Follow manufacturer's instructions for use for all cleaning and disinfection products, including correct contact time.
- Additionally, if the employer provides diluted household bleach solutions it is important to ensure it is properly diluted and appropriate for the surface it is used on.

Soft (Porous) Surfaces:

- Soft, porous surfaces include carpeted floor, rugs, upholstered furniture, and window coverings such as curtains, blinds, and drapes.
- Remove any visible soiling or staining.
- For rugs and carpets, use a vacuum equipped with a high-efficiency particulate air (HEPA) filter. Avoid using a standard vacuum cleaner, as this equipment can potentially suspend contaminated dust in the air.
- Certain disinfectants may damage these materials. The employer should select a product that is compatible with the fabric material.



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- After cleaning, launder items as appropriate in accordance with the manufacturer's instructions. Items that cannot be disinfected should either be removed or be cleaned thoroughly and frequently.

Laundering Work Clothes and Uniforms:

- Place materials in a sealed bag until laundering.
- Do not shake dirty laundry.
- Dirty laundry from an ill person can be washed with other people's items.
- Launder using hot water and a detergent, preferably containing color-safe bleach.
- Dry on high heat.
- Clean and disinfect clothes hampers and any reusable bags according to the guidance for surfaces listed previously or disinfect with an EPA-registered household disinfectant that meets EPA's criteria for use against COVID-19.

Electronics:

- Clean and disinfect all electronics, including tablets, touch screens, keyboards, remote controls, and ATM machines.
- Consider putting a clear, wipeable cover over electronics.
- Follow the manufacturer's instructions for cleaning and disinfecting.
- If no guidance is available, use alcohol-based wipes or sprays containing at least 70 percent alcohol.
- Dry surface thoroughly.

Equipment and Tools:

- Every effort should be made to avoid workers sharing of equipment and tools.
- When sharing equipment and tools cannot be avoided, cleaning and disinfection should be performed whenever the person assigned to use a set of equipment or tools changes.

- A guide on cleaning tools, by Milwaukee Tools, is available ([PDF](#)). Develop a cleaning protocol to identify the equipment and tool surfaces that require cleaning and disinfection. At a minimum, identify the following:

- Types of surfaces on tools and equipment
 - Frequency of cleaning and disinfection
 - Location of high-touch surfaces on tools and equipment
- Contact time is necessary to know for correct cleaning, sanitation, and disinfection. Follow recommendations on the EPA-approved label to make sure the product remains on surfaces for the recommended amount of time.

Preparation for Cleaning:

Always follow the manufacturer's instructions when using cleaners and disinfectants. Check the product's safety data sheet (SDS) to learn about the chemical hazards and how to protect yourself. Hazard communication training and systems should prevent improper diluting and handling of chemicals.

- Some cleaners and disinfectants are ready-to-use from a spray bottle, some are pre-moistened wipes, and others are concentrates which require dilution before use.
- As a general statement, make sure to prepare and use products in well-ventilated areas.
- When mixing, ensure that dilution of concentrates occurs in a well-ventilated area.
 - Mixing can occur in a large, open, indoor area or outside to ensure adequate airflow.
 - Mixing should not occur in a custodial closet or a small, confined area such as a storage room with a mop sink.
 - Follow label recommendations for PPE to wear during the dilution process.



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- Unexpired household bleach will be effective against coronaviruses when properly diluted. If bleach is used, wear chemical splash goggles and nitrile gloves.
- Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) bleach per gallon of water, or 4 teaspoons bleach per quart of water.
- Bleach solutions will be effective for disinfection up to 24 hours.
- Use manufacturer recommendations for dilution of the concentrate.
 - If mixing from concentrate into a generic spray bottle, make sure to include identifiable information on the label. At a minimum, the label should include:
 - Name of product
 - Dilution used
 - Date mixed
 - Hazard information
- Do not apply or mix bleach and vinegar together.
- Do not apply or mix bleach and alcohol together.
- Do not apply or mix hydrogen peroxide and vinegar together.
- Read precautionary language on the label for additional recommendations.
- Some products make claims that they provide a protective barrier or coating to prevent microbial growth.
 - Review the EPA-approved label to ensure that the EPA has evaluated these claims.
 - If no EPA information is provided on the container, use of the protective coating is not recommended.

Application Methods:

Always follow the label instructions on mixing. Methods outlined in this section will apply to non-porous surfaces.

Spray Application:

- Non-porous surface cleaning can be done with a detergent-based solution or labeled cleaning agents.
- Follow warnings on labels to make sure that you are diluting the product correctly (if applicable) and that you are not applying two different products that are not compatible. Generally, you should avoid mixing cleaning chemicals. Wait for a chemical to dry before applying another chemical, as this avoids mixing chemicals and possibly creating a chemical reaction.
- Review product SDS for safety and product incompatibility.
 - When cleaning a surface:
 - Do not apply or mix bleach and ammonia together.
- Unless otherwise stated, a fine mist should be applied to ensure that the chemical is distributed uniformly on a surface.
- If mixing from a concentrate solution, follow the label instructions for the mixing ratio and application instructions.
- Instructions for spray application can include:
 - The distance the applicator nozzle should be held away from the target surface
 - Application instructions
 - Specified contact time for desired result

Pre-Wet Wipes:

Disposable cleaning wipes, such as pre-wet wipes or paper towels, are preferred to reusable cloth towels for cleaning. Any reusable rags should be considered potentially contaminated and will need to be



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laundered. Disposable wipes should be used once and discarded in the trash afterwards.

- Follow the EPA-approved label for correct use areas and surfaces.
- Follow the contact times for the intended purpose (cleaning vs. disinfecting).
- Allow the surface to dry completely following the label recommendation.

Fogging, Fumigation, and Electrostatic Spraying:

Fogging is one of the disinfection product application methods used to treat large areas. Related application methods include fumigation and electrostatic spraying.

In general, fogging is not recommended for disinfecting surfaces. There are factors which limit its applicability, such as specific environmental conditions, and effects to area contents and equipment. These considerations mean that there must be a process to select appropriate disinfectants for the environment of application and to use in a way that controls the additional hazards created when the approved disinfection products are applied via fogging. Typically, fogging requires specialized equipment and it is performed by experienced companies that have specially trained applicants.

If fogging is used, it is critical to use a disinfection product approved by the manufacturer for that application method. A product's effectiveness, and how it is applied, may change based on what it is used for. Never assume that a disinfection product from Manufacturer A can be used in the same manner as a product from Manufacturer B.

If there is no information on the product label related to fogging, then it must be assumed that the USEPA has not evaluated its safety or effectiveness for use in with a fogging application, and it should not be used in that manner.

Recontamination of Areas

- Effort should be made to ensure that a disinfected surface is not re-contaminated by use of non-decontaminated equipment, rags, and so on.
- Procedures should consider how to optimize the order of cleaning within each area and protect items, such as by using covers. For example, actions which have the possibility to eject material into the air, such as vacuuming, should be performed first.
- If possible, have dedicated cleaning and disinfection equipment for specific areas of the facility.
 - For example, have individual cleaning and disinfecting equipment carts for each floor.
- Establish a disinfection protocol for cleaning equipment if separate equipment is not possible.
 - Make sure that the cleaning equipment is disinfected before moving to a new area.
- Use disinfectant within the recommended shelf life provided by the manufacturer.
 - Using expired products may create re-contamination issues.

Surface Cleanliness:

There are currently no regulatory recommendations or requirements for determining whether a surface or object has been adequately cleaned. The current best practice is to follow the label recommendations for application and contact time, and to use appropriate cleaning and disinfection techniques. Oversight by another individual can provide visual confirmation that a surface was cleaned and disinfected correctly. Work with supervisors and building management if there is a concern about cleaning effectively. There are methods and techniques available to indirectly test whether a surface was effectively cleaned. These methods and techniques are to be selected by management with a full explanation to all workers that will be cleaning and disinfecting.



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- Ultraviolet material (such as GloGerm™) can be applied to a surface as a tracer to indicate the presence of material that was not removed during cleaning.
- Tracer substances can be used to indicate the effectiveness of the cleaning process when the tracer is applied to various surfaces before cleaning. Shine a UV light on the surface after cleaning to see if all the tracer was removed from the surfaces.
- Lab-based testing is available, but not currently recommended by any regulatory authorities.
- These methods should only be used as a backup to proper cleaning and visual observation.

SECTION 5: Personal Protective Equipment (PPE) and Safety Considerations

i. Proper Selection of PPE:

According to regulatory authorities, such as the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA), most environmental services workers, including custodians, maintenance staff, and cleaning crew members, are unlikely to need any additional PPE beyond what they typically use to protect themselves during routine cleaning and disinfection job tasks. However, various combinations of engineering (e.g., localized ventilation) and administrative (e.g., shorter work shifts) controls, safe work practices, and PPE may be appropriate for environmental services workers depending on the conditions encountered. Additional PPE may be necessary when the environmental services workers are conducting 'enhanced' cleaning and disinfection procedures prior to the reopening of a building.

'Enhanced' cleaning and disinfection procedures include tasks that are not typically undertaken during routine cleaning of a facility or room. This may involve

the cleanup of bodily fluids and excrement of an individual who is suspected, or confirmed, to have adverse health symptoms associated with COVID-19. In some cases, another firm who specializes in this type of cleanup may be contacted to perform this cleaning.

In general, PPE selection for environmental services workers should consider:

- PPE for exposure to SARS-CoV-2:
 - For routine cleaning, use chemical-resistant gloves and disposable coveralls, along with any PPE normally used for routine job tasks.
 - For cleaning environments contaminated with suspected or known sources of SARS-CoV-2, management should consider whether cleaning workers may also need additional PPE such as face masks, respirators, and eye and face protection. Management would decide whether this additional PPE would be appropriate following a thorough risk assessment. If this type of PPE is provided, it is recommended that all workers follow established practices in industry for PPE, including donning of PPE in a protective manner, and the removal and disposal of PPE. Consider assigning single-use PPE to individuals to avoid introducing additional risk by sharing PPE.
- PPE for exposure to potentially hazardous cleaning chemicals:
 - For routine cleaning, it is recommended that all cleaning personnel use ordinary commercial-grade cleaning products, and follow manufacturer instructions, including those provided on the SDS. It is expected that management will select the appropriate PPE to protect workers from chemical hazards. When management deems necessary, as noted in accordance with the Management Guideline, management will conduct a risk assessment, and the degree of the risk will determine the additional PPE that will be necessary to wear.



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ii. Proper Care of PPE

Without proper maintenance, the effectiveness of PPE cannot be assured. Maintenance should include inspection, care, cleaning, repair, and proper storage. The five (5) steps for the proper care of all PPE by the wearer (worker) are as follows, depending on the conditions encountered:

- Inspect PPE before and after each use. Make sure that the PPE fits properly. For respirator usage, it is necessary that management arrange for medical clearance and fit testing for each worker prior to the onset of any cleaning.
- Take proper care of your personal PPE at all times, including during breaks. 'Proper care' means that you, as the worker, need to make sure that your PPE is stored in any designated containers, and all PPE is inspected for staining and tears or breaks before use. All PPE should be stored by the workers in containers that have been cleaned and disinfected before use.
- Clean all PPE after use as directed by your employer and in accordance with the manufacturer's instructions.
- Repair or replace damaged or broken PPE as soon as possible.
- Store all PPE containers in clean, dry air, free from exposure to sunlight or contaminants such as cleaning products.

The most important part of PPE care is its constant inspection by the wearer. It is the responsibility of the worker to care for the worker's personal PPE. As an employee, you should be aware of the procedures set up by your employer to allow you and your coworkers to get new PPE or replacement parts for damaged PPE, and to provide you with the proper cleansers to help you keep the PPE clean. For example, respiratory protection devices will require a program of repair, cleaning, storage, and periodic testing. You, as the employee, should become familiar with the PPE plan developed by your employer.

Disposal of Non-Reusable PPE After Cleaning Events:

In some cases, cleaning and disinfection work will require the use of gloves, gowns, and respirator cartridges to adequately protect you while you are performing your job. In general, most PPE is designed to be used only one time, and by one person, prior to disposal. When disposing of the non-reusable PPE, such as gloves, gowns, and respirator cartridges, it is important that you take the proper steps to ensure the contaminants are not released in an area where they could cause harm to your coworkers and other building occupants. In general, it is recommended that all PPE be removed by the wearer in a space (such a 'clean' room in a decontamination unit) prior to entering the uncontaminated space of the building. This will help reduce potential exposures to other building occupants.

Cleaning Reusable PPE (e.g., Face Masks):

The recommended method for cleaning a reusable face mask (**not** a N95 respirator) is as follows:

- Clean the facepiece (excluding the cartridges and filters) with either a pre-packaged cleaning wipe, or immerse the facepiece in a warm cleaning solution of water not exceeding 120 degrees Fahrenheit in temperature, and scrub with soft brush until clean.
- All reusable PPE (face masks, coveralls, etc.) should be stored by the workers in designated containers made of materials, such as plastic or metal, that can be cleaned prior to, or after, their use. Workers should have their own personal designated containers to be used only by that worker. The container should be cleaned regularly by the worker with appropriate cleansers. Only cleaned, reusable PPE should be stored in the containers.
- For N95 respirators, all cleaning for reuse must accord with the manufacturer's instructions. It is not recommended that a N95 respirator be cleaned for reuse if there are any tears or other damage to the filter.



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SECTION 6: Training Recommendations

- Personnel involved in the cleaning and disinfecting process should receive annual hazard communication training, as per OSHA regulations, and periodically updated information on any chemicals they are handling.
- Training of the custodial personnel should include the following:
 - Basic principles of infection prevention and control
 - How to safely prepare and use cleaning solution and disinfectants
 - How to prepare, use, maintain, and store PPE
- Individuals performing routine cleaning should receive training on the proper cleaning and disinfection techniques that they are being asked to use on a daily basis.
- Personnel that feel uncomfortable with any process or chemical they are using should be placed in contact with a professional to discuss individual concerns.
 - Industrial hygienists or other occupational health and safety professionals can provide this type of information to concerned employees.

SECTION 7: Reporting of Sickness and Possible Exposure

Recognition of Adverse Health Symptoms

It is important to note that there is a percentage of individuals that may be found to have positive COVID-19 test results, but who may be asymptomatic or have only mild symptoms. However, these individuals are potentially capable of infecting others with whom they are in close contact by expelling the virus into other workers' personal air through breathing, coughing, or sneezing. It is due to this potential infection that using face masks (a face covering, not

necessarily a N95 respirator) while you are in close quarters (e.g., cleaning a washroom as a team; etc.) is recommended. Also, management should develop a protocol to plan for early identification of signs and symptoms of COVID-19. All staff should become familiar with that protocol and help, when appropriate, to identify teammates that are exhibiting these signs and symptoms.

In general, individuals may exhibit common COVID-19 symptoms such as having a temperature above 100.4 degrees Fahrenheit, feeling feverish, developing a new or worsening cough, and difficulty breathing. Other symptoms of COVID-19 can include a sore throat, difficulty swallowing, loss of taste or smell, nausea, vomiting, diarrhea, abdominal pain, pneumonia, a runny nose, or nasal congestion.

If you, or anyone you work with, exhibits these adverse health effects, it is recommended that you or the other individual go home as soon as possible.

Stay at Home When Sick

If you experience any of the symptoms listed above, it is recommended that you follow your employer's policy on sick leave and medical treatment regarding this matter. It is a good idea that you ask your employer for their policy, if it was not provided to you when you were employed. In general, it is expected that most company's policies would be that you stay home and make arrangements to consult your healthcare provider. If testing is performed, and the test results indicate that you have COVID-19, then you must remain at home and quarantine yourself as much as possible from the rest of your family or anyone else you are living with. It is also important to become familiar with the sick leave policies of your company, as well as any local, state, and federal laws and regulations that govern employee sick leave. The intent of the sick leave policy is to ensure that the sick employee does not come to work while ill.



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Report to Supervisor

If you feel ill with the symptoms listed above, whether at work or at home, or if you are tested positive for COVID-19, it is recommended that you contact your supervisor as soon as possible. The purpose of the contact with your supervisor is to enable management take all necessary steps to minimize the spread of COVID-19 in accordance with your company's policies.

RESOURCES

[Can I Use Fogging, Fumigating, or Electrostatic Spraying to Help Control COVID-19?](#) – EPA

[Cleaning and Disinfecting Your Facility](#) – CDC

[Cleaning and Disinfection for Community Facilities, Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 \(COVID-19\)](#) – CDC

[Cleaning and Disinfection for Households: Interim Recommendations for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\)](#) – CDC

[Cleaning and Disinfection for Non-Emergency Transport Vehicles](#) – CDC

[COVID-19 Employer Information for Office Buildings](#) – CDC

[The Dangers of Mixing Household Cleaners](#) – FEMA, March 19, 2020

[Design for the Environment Logo for Antimicrobial Pesticide Products](#) – EPA

[Disinfectants for COVID-19](#) – Oregon Department of Agriculture

[Disinfectants and Work-Related Asthma: Information for Workers](#) – California Department of Health, June 2017 (PDF)

[Disinfectants and Work-Related Asthma: Information for Workers](#) – California Department of Health, June 2017 Spanish Version (PDF)

[Guidance for Cleaning and Disinfecting: Public Spaces, Workplaces, Businesses, Schools, and Homes](#) – EPA (PDF)

[List N: Disinfectants for Use Against SARS-CoV-2](#) – EPA

[List N Tool: COVID-19 Disinfectants](#) – EPA

[New York State Registered Disinfectants Based on EPA List](#) – New York State Department of Environmental Conservation (PDF)

[Safer Disinfectants on EPA's List of Recommended Antimicrobial Products for Use Against Novel Human Corona Virus Responsible Purchasing Network](#) – OSHA (PDF)

[Safer Cleaning, Sanitizing, and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission](#) – University of Washington School of Public Health (PDF)

[Workplace Cleaning for COVID-19: Guidance Document](#) – AIHA (PDF)

NYS DEPARTMENT OF HEALTH

[Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) – New York State Department of Public Health (PDF)

[Interim Guidance for Cleaning and Disinfection of Public Transportation Settings for COVID-19](#) – New York State Department of Public Health (PDF)

[Interim Guidance for Food Manufacturing Facilities or Food Retail Stores – Cleaning and Disinfection Guidance](#) – New York State Department of Public Health (PDF)



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[Interim Guidance for Cleaning and Disinfection for Non-Healthcare Settings Where Individuals Under Movement Restriction for COVID-19 are Staying](#) – New York State Department of Public Health (PDF)

[Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19](#) – New York State Department of Public Health (PDF)

AIHA®

Founded in 1939, the American Industrial Hygiene Association® (AIHA®) is one of the largest international associations serving the needs of industrial/occupational hygiene professionals practicing in industry, government, labor, academic institutions, and independent organizations. For more information, visit www.AIHA.org

About Occupational Health and Safety Professionals

Occupational health and safety (OHS) professionals (also known as industrial hygienists) practice the science of anticipating, recognizing, evaluating, and controlling workplace conditions that may cause workers' injury or illness. Through a continuous improvement cycle of planning, doing, checking and acting, OHS professionals make sure workplaces are healthy and safe.

Get additional resources at AIHA's [Coronavirus Outbreak Resource Center](#).

Find a qualified industrial hygiene and OEHS professionals near you in our [Consultants Listing](#).



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