

Novel Coronavirus (COVID-19)

Los Angeles County Department of Public Health Guidance for Custodial Staff

Each employer should have policies for worker protection and provide training to custodial staff which includes, proper cleaning and disinfection methods, when to use special clothing or personal protective equipment (PPE), and how to properly dispose of waste when cleaning is completed.

This guidance is for custodial staff providing cleaning services in public places. It does NOT replace routine cleaning and disinfection procedures but provides additional information to prevent the spread of respiratory viruses like COVID-19. Following cleaning guidelines assures that the facilities are cleaned effectively, while properly protecting custodial staff.

See the [Cleaning in Group Settings](#) Document and the [Cleaning and Disinfecting](#) Matrix posted on the public health COVID-19 webpage for additional information.

Personal Protective Equipment (PPE)

- Wear a cloth face covering at all times during the workday when in contact or likely to come in contact with others.
- Wear disposable gloves while performing custodial job duties.
- Wear goggles/face shield, if chemicals can splash.
- Wear appropriate protective clothing (apron) according to existing policies.
- Carefully remove gloves and throw them in the trash after use.
- Immediately wash your hands or use hand sanitizer.

Safe Practices

- Limit close contact with others by maintaining a distance of at least 6 feet, when possible.
- Wash cloth face coverings daily.
- Conduct routine laundering of work clothes/uniform.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your cough or sneeze with a tissue or your elbow (not your hands).

Hand Washing

- Wash your hands regularly with soap and water for at least 20 seconds.
- Dry hands using a clean towel or air dry.
- If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Important times to clean hands on the job include:
 - Before and after work shifts
 - Before and after work breaks
 - After completing custodial tasks and removing gloves
 - After putting on, touching, or removing cloth face covering
- Additional times to clean hands:
 - Before, during, and after preparing food
 - Before eating food
 - After using the restroom
 - After blowing your nose, coughing, or sneezing

How to Clean and Disinfect

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- Frequently clean all “high-touch” surfaces such as counters, tabletops, doorknobs, light switches, bathroom fixtures, toilets, trash cans, phones, remote controls, keyboards, tablets, and bedside tables. Use an Environmental Protection Agency (EPA)-registered product that cleans (removes germs) and disinfects (kills germs).
- Always follow the instructions on the labels of cleaning products and disinfectants.
- If possible, open doors and windows when cleaning.
- Hard, non-porous surfaces:
 - Wipe and/or scrub surfaces such as: floors, tables, desks, counters, sinks, toilets, and other hard-surfaced furniture and equipment by using everyday janitorial cleaning supplies or soap/detergent and warm water to remove dirt, grime and germs.
 - Disinfect these same surfaces with an EPA-registered disinfectant. If an EPA-registered disinfectant is not available, use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water). Prepare the bleach solution daily or as needed. Test strips can be used to measure the solution to ensure that it is at the required level to disinfect.
- Soft and absorbent surfaces (carpets, couches and other):
 - Vacuum to remove dust and keep it from going into the air.
 - Spot-clean bodily fluid spills promptly according to existing policies and procedures.
 - Clean visible stains/debris on porous surfaces (e.g. carpet, rugs, furniture, and drapes) with appropriate cleaners indicated for use on the material.
 - If needed, use a steam cleaner on carpeting and other porous surfaces.

Laundry

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

Trash disposal

- Wear gloves when handling trash.
- Ensure all trash is thrown away in a plastic bag.
- Place trash directly into a trash bin.
- Medical waste must be handled according to your existing policies and procedures.
- Remove gloves and immediately wash hands.

More information on Cleaning in Group Settings can be found at:

<http://publichealth.lacounty.gov/media/Coronavirus/docs/protection/GuidanceCleaning-English.pdf>

More information on cleaning specific locations can be found at:

<http://publichealth.lacounty.gov/media/Coronavirus/>