



COVID Cleaning Protocols

The purpose of this document is to describe the measures that Irvine Ranch Water District is undertaking to ensure a clean, safe, and healthy environment for staff and visitors. There are three components: regular cleaning protocols, which are extensive and occur year-round; enhanced cleaning protocols, which were developed to prevent the spread of COVID-19 in IRWD facilities; and post-COVID cleaning, occupancy and safety protocols, which are used to clean an area occupied by someone who has tested positive for COVID-19. These three components mitigate COVID-19 hazards in accordance with CDC guidelines and local health department recommendations. The cleaning protocols are regularly revisited and adjusted to align with updated guidance and requirements and are always available to staff and representatives on the IRWD intranet and through the Safety department.

Regular Cleaning Protocols

Cleaning tasks are broken down into daily, weekly, monthly and quarterly frequencies. Cleaning tasks prioritize safety and are conducted all year long to make sure that IRWD facilities are safe and healthy to work in and to visit. IRWD's Regular Cleaning Protocols are attached to the [IRWD COVID-19 Prevention Program](#), available on the intranet. You may also email safety@irwd.com to request a copy.

Enhanced Cleaning Protocols

The COVID-19 pandemic necessitated additions to the regular cleaning protocols to prevent the spread of the novel coronavirus in the workplace. In alignment with CDC guidance, IRWD identifies and regularly cleans and disinfects frequently touched surfaces and objects. Cleaning protocols are supplemented by prohibiting the sharing of personal protective equipment and other items such as phones, headsets, desks, and keyboards. When it is not feasible to prevent sharing, sharing is minimized, and shared items are disinfected between uses. Sharing of vehicles has been minimized and high touch points are disinfected between users.

The enhanced cleaning schedule and protocols are as follows:

1. Locations - Lobbies, Elevators, Restrooms, Conference Rooms, Pantries/Kitchens, Copy Rooms, Mother and Wellness Rooms
2. Schedule – 8 hours per day at Sand Canyon and Michelson buildings (rotating repetition of the following protocols)
3. Protocol includes general cleaning of following areas with germicidal solution:
 - a. All door handles/knobs & handrails
 - b. Kitchen/break room tables, countertops, appliances (fridge handles, microwaves, etc)
 - c. Copy machines and other office equipment
 - d. Faucets
 - e. Bathroom facilities: counters, sinks, toilets, partition/stall door handles, etc.
 - f. Light switches, elevator call buttons, etc.

Post-COVID Cleaning, Re-occupancy and Safety Protocols

Upon receiving notification that an IRWD employee, contractor or visitor has contracted COVID-19, IRWD conducts an investigation to determine when that person was in an IRWD facility, and where they worked. The following protocols facilitate the cleaning, re-occupation and safe use of those facilities again.

Cleaning Procedure for Any Space Following Occupancy by a COVID-19 Positive Employee:

- Close off areas used by the person who is sick.
- Open outside doors and windows and use fans or other [engineering controls](#) to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate disinfectant on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), for concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.

Occupancy Protocol for Any Space Following Occupancy by a COVID-19 Positive Employee:

- Once area has been [appropriately disinfected](#), it can be opened for use.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Safety Protocols

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- Continue regularly cleaning and disinfecting frequently touched surfaces and objects as per enhanced cleaning procedures (see COVID-19 Prevention Program).
- Continue prohibiting the sharing of personal protective equipment and other items such as phones, headsets, desks, and keyboards. When it is not feasible to prevent sharing, sharing is minimized, and shared items are disinfected between uses. Sharing of vehicles has been minimized and high touch points are disinfected between users. These procedures are contained within the IRWD COVID-19 Prevention Plan.