



## Policy and 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.)

The Centers for Disease Control and Prevention (“CDC”) recommends cleaning and disinfecting public spaces, such as the workplace, in order to reduce the risk of 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 removes germs and dirt from surfaces, and lowers the risk of spreading the virus that causes COVID-19. Disinfecting kills germs on surfaces. Killing germs on surfaces after cleaning can further lower the risk of spreading infection.

The City of Oakley therefore implements this Administrative Policy and Protocols for Cleaning and Disinfecting the Workplace for the protection of all employees, their families, and the public we serve.

### **II. Statement of Policy**

The purpose of this Policy is to ensure healthy and safe working conditions for all City of Oakley 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 of Oakley.

### **III. Compliance**

The City of Oakley 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 this Policy and associated protocol.

### **IV. Policy**

#### **Scope of Coverage:**

This policy will apply with equal force to all properties and facilities over which the City of Oakley has custody and control, including both indoor and outdoor areas.

**Effective Date:**

This Policy shall be effective immediately upon adoption and shall remain in effect until the City of Oakley advises employees that the Policy is no longer operative due to the end of the present public health emergency.

**Cleaning Practices for Outdoor Areas:**

The virus that causes COVID-19 naturally dies within hours to days in typical indoor and outdoor environments. Warmer temperatures and exposure to sunlight reduces the time the virus survives on surfaces and objects. Outdoor areas generally require normal routine cleaning and do not require disinfection.

*(a) City of Oakley's Responsibilities:*

The City of Oakley will maintain existing cleaning and hygiene practices of outdoor areas.

*(b) Employee Responsibilities:*

In addition to the efforts undertaken by the City of Oakley, employees are expected to comply will directives issued in the City of Oakley's Administrative Policy and Protocols for Social Distancing and Individual Responsibility in the Workplace, to the extent applicable to outdoor spaces, as well as the provisions in this Policy regarding collective efforts to routinely disinfect frequently used surfaces and objects.

**Cleaning Practices for Indoor Areas that have been Unoccupied for at least Seven Days:**

The virus that causes COVID-19 has not been shown to survive on surfaces longer than seven (7) days. Therefore, if an indoor area has been unoccupied for seven (7) days or more, the City of Oakley will conduct normal routine cleaning of that area consistent with its existing cleaning and hygiene practices.

**Cleaning and Disinfecting Practices for Indoor Areas that have been occupied within the last Seven Days:**

(a) *City of Oakley's Responsibilities:*

The City of Oakley will evaluate each City building or facility to determine what kinds of surfaces make up each area. Most surfaces and objects will require only routine cleaning consistent with the City of Oakley's current practices. Such routine cleaning involves cleaning the surface or object with soap and water. Additionally, each workday, the City of Oakley will clean and disinfect frequently touched surfaces and objects, including but not limited to light switches and doorknobs, to further reduce the risk of germs on those surfaces and objects.

Disinfecting will be conducted using an EPA-approved disinfectant, when available. If an EPA-approved disinfectant is unavailable, alternative disinfectants will 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 of Oakley 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 of Oakley requires that the use of any cleaning and disinfectant products adhere to the instructions from each product's manufacturer related to concentration, application method, contact time, etc. The City of Oakley requires that all disinfectants be kept out of the reach of children.

(b) *Employee Responsibilities:*

In addition to the efforts undertaken by the City of Oakley employees are expected to comply will directives issued in the City's Administrative Policy and Protocols for Social Distancing and Individual Responsibility in the Workplace, as well as the provisions in this Policy regarding collective efforts to routinely disinfect frequently used surfaces and objects.

**Provision of Sanitizing Supplies:**

Hand sanitizer, soap and water, or effective disinfectant will be made available near the entrance of any City of Oakley facility and in other appropriate areas for use by members the public and employees, and in locations where there is high-frequency employee interaction with members of the public (*e.g.*, cashiers). Tissues and no-touch disposal receptacles will be placed at locations where they can be easily accessed by employees and members of the public.

## **Collective Effort to Routinely Disinfect Frequently Used Surfaces and Objects:**

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 of Oakley takes this responsibility extremely seriously.

### *(a) City of Oakley's Responsibilities:*

The City of Oakley will ensure that surfaces and objects within its buildings and facilities are cleaned and disinfected each workday to maintain safe and healthy working conditions for all workers and members of the public.

### *(b) Employee Responsibilities:*

In addition to the efforts undertaken by the City of Oakley, every City employee across all departments has an individual responsibility to contribute to this effort by routinely disinfecting surfaces and objects with which that employee interacts. This includes mandatory compliance with the City's Administrative Policy and Protocols for Social Distancing and Individual Responsibility in the Workplace. The City of Oakley will provide effective disinfectants, such as disposable wipes, throughout its buildings and facilities to be used to disinfect these items to assist employees in meeting their individual responsibilities. Employees are expected to utilize these disinfectants to regularly wipe down commonly used surfaces and objects. A list of examples of such commonly used surfaces and objects is provided below.

## **Cleaning and Disinfecting Frequently Used Hard and Non-Porous Items:**

### *(a) City of Oakley's Responsibilities:*

Each workday, the City of Oakley will have all frequently used hard and non-porous surfaces or objects, such as glass, metal, or plastic, cleaned and then disinfected with an appropriate disinfectant. Examples of frequently used surfaces or objects that shall receive routine disinfection include, but are not limited to:

- Tables
- Doorknobs
- Light switches
- Countertops

- Handles
- Desks
- Toilets
- Faucets and sinks
- Copiers
- Printers
- Refrigerators
- Microwaves
- Coffee makers
- File cabinets and shelves
- Shared computers/keyboards
- Shared tools/equipment

(b) *Employee Responsibilities:*

In addition to the efforts undertaken by the City of Oakley, employees are expected to routinely disinfect surfaces and objects that they interact with. Especially shared work keyboards, computers, or other tools and equipment. Employees should utilize effective disinfectants, such as disposable wipes, provided by the City of Oakley to 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.

**Cleaning and Disinfecting Soft and Porous Items:**

The City of Oakley will ensure that soft and porous items that are not frequently touched are cleaned or laundered, following the directions on the items' labels, using the warmest appropriate water setting.

Soft and porous materials that are frequently touched, such as area rugs, carpets, and upholstered seating, must be disinfected using an appropriate disinfectant. The City of Oakley 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. Soft and porous materials, such as upholstered seating in communal areas, may be removed or stored to reduce the challenges with cleaning and disinfecting these surfaces and objects.

**Cleaning and Disinfecting Practices Related to Bodies of Water:**

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in fountains or water play areas. The **City of Oakley** will ensure proper operation, maintenance, and disinfection of such bodies of water, 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 of Oakley Vehicles:**

(a) *City of Oakley's Responsibilities:*

The City of Oakley will provide hand sanitizer and effective disinfectant, such as disposable wipes, in each City vehicle. The City of Oakley will maintain its practice of routinely cleaning City vehicles.

(b) *Employee Responsibilities:*

In addition to the efforts undertaken by the City of Oakley, employees must disinfect frequently touched surfaces and objects within a City vehicle before and after use of a City vehicle, if that vehicle is shared, or at the beginning and end of each shift, if no one else uses the vehicle during the employee's shift. These surfaces and objects include, but are not limited to, door handles, seatbelts, seats, steering wheels, and window buttons.

### **Air Filter and HVAC Cleaning:**

The City of Oakley will ensure that air filters and HVAC systems are properly maintained.

### **Providing of Personal Protective Equipment ("PPE") for Workers Assigned to Clean or Disinfect the Workplace:**

(a) *City of Oakley Requirements Applicable to City Employees Assigned Whose Job Duties Require Them to Clean or Disinfect City of Oakley Buildings or Facilities:*

City Staff must wear appropriate PPE throughout the cleaning/disinfecting process, including the handling of trash.

The City of Oakley will provide the necessary and appropriate PPE at no cost to any City employee whose job duties require them to clean or disinfect its buildings or facilities, as set forth in Occupational Safety and Health Administration ("OSHA") regulations. (See 29 C.F.R. § 1910.132 (h).) This

provision does not apply to City employees that contribute to cleaning and disinfecting efforts in an isolated fashion, such as wiping down a doorknob or desk after its use.

Appropriate PPE includes disposable gloves and gowns that are compatible with the disinfectant products being used. The City may require that employees whose job duties require them to clean and disinfect its buildings or facilities wear additional PPE, such as goggles or face shields, based on the cleaning/disinfectant products being used and whether a risk of splashing reasonably exists. If disposable gowns are unavailable, employees whose job duties require them to clean and disinfect its buildings or facilities must wear a similar type of covering, such as coveralls, aprons, or work uniforms. Any reusable (washable) clothing worn during the cleaning/disinfecting process must be laundered afterwards. Employees whose job duties require them to handle dirty laundry, must clean their hands after handling dirty laundry.

#### **Proper Use of PPE and Training Related to PPE:**

City of Oakley employees utilizing PPE must carefully remove gloves and gowns at the end of the cleaning/disinfecting process to avoid contamination of the wearer and surrounding area. After the removal of gloves, employees must wash their hands thoroughly with soap and water.

The City of Oakley will ensure that any employees utilizing PPE as described in this section are trained on when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, how to maintain and dispose of PPE, and the limitations of PPE. The City of Oakley will also ensure that any employees utilizing PPE as described in this section are trained on proper eye and face protection, hand protection, and respiratory protection.

#### *(b) City of Oakley Requirements Applicable to Employees of Third Party Companies Assigned to Clean or Disinfect City Buildings or Facilities:*

The foregoing provisions in subsection (a) regarding PPE apply with equal force to employees of third party companies who are responsible for cleaning City facilities and worksites, except that the City will not provide PPE to employees or third party companies or provide training to such employees. The City will communicate to the third party company its expectations regarding the use of PPE by their employees when cleaning City facilities and worksites.