

COVID-19 Cleaning and Disinfecting Procedure

All New Communities facilities will use and complete a daily COVID Cleaning Checklist. The Checklist is a minimum standard and should be used in addition to existing facility-specific cleaning checklists and practices. The COVID Cleaning checklist must be kept in a binder accessible to all employees. The supervisor must ensure that all employees know where to access the binder and will ensure that employees complete all the daily cleaning responsibilities listed on the checklist.

Using the COVID Cleaning Checklist as a guide, the following procedure must be completed to ensure all NCI homes are cleaned and disinfected routinely utilizing appropriate cleaning and disinfecting chemicals.

- Staff must wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Employees must also wash their hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, one of the following EPA-approved household disinfectants for COVID-19 must be used. Follow the contact time required for each product. Contact time is the time the surface must be visibly wet with the product.
- For electronics such as iPads, Samsung tablets, touch screens, phones, remote controls, and keyboards, remove visible contamination if present.
 - To disinfect, use alcohol-based electronic wipes. They can be purchased from WB Mason: [3M Electronic Wipes](#)
 - If alcohol-based electronic wipes are not available, use Clorox Disinfecting Wipes or sanitizing sprays containing at least 70% alcohol. Spray a cloth or paper towel then wipe the electronics; never pour liquids directly onto electronics. Dry surfaces thoroughly to avoid pooling of liquids.
 - Never use bleach to clean electronics.

Product Name	EPA Number	Active Ingredients	Contact Time (visibly wet)	Where Product May be Purchased	MSDS Sheet
Ecolab – Keystone Peroxide Disinfectant and Glass Cleaner RTU (ready to use)	1677-251	Hydrogen peroxide	45 seconds	SYSCO <i>NCI will distribute to MH and ID</i>	Click for MSDS Sheet

Ecolab – Keystone Peroxide Multi Surface Cleaner and Disinfectant	1677-238	Hydrogen peroxide	2 minutes	SYSCO	Click for MSDS Sheet
Avistat – detergent disinfectant pump spray	1839-83	Quaternary ammonium	10 minutes	W.B. Mason	Click for MSDS Sheet
Clorox disinfecting wipes	5813-79	Quaternary ammonium	4 minutes	Grocery or big box stores, WB Mason	Click for MSDS Sheet
Clorox multi surface cleaner + bleach	5813-105	Sodium hypochlorite	1 minute	Grocery or big box stores, WB Mason	Click for MSDS Sheet
Lysol brand clean & fresh multi-surface cleaner	777-89	Alkyl (50% c14, 40% c12, 10% c16) dimethyl benzyl ammonium chlorides	6-10 minutes	Grocery or big box stores, WB Mason	Click for MSDS Sheet
Bleach	5813-111	Sodium hypochlorite	1 minute See below for dilution directions	Grocery or big box stores, WB Mason	Click for MSDS Sheet

Bleach Dilution Directions - Prepare a bleach solution by mixing:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

If none of the chemicals listed above on NCI's approved list are available, supervisors must seek approval from the Division Director before using an alternative product. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>