



# UNIVERSITY OF CALIFORNIA MERCED

## Cleaning Procedures for Dining Services in Response to COVID-19

Revised August 25, 2020

Locations: All UCM Dining Services Areas

### PURPOSE

This guidance provides recommendations on cleaning and disinfecting Dining Services areas. It is aimed at limiting transmission of COVID-19 in key environments. These recommendations will be updated as additional information becomes available.

### DEFINITIONS:

- **Cleaning** refers to the removal of dirt and impurities, including viruses, from surfaces. Cleaning alone does not kill viruses. By removing the viruses, it decreases their presence and reduces the risk of spreading infection.
- **Disinfecting** works by using chemicals, such as EPA-registered disinfectants, to kill viruses on surfaces. This process does not necessarily clean dirt off the surface but kills viruses that are present on the surface.
- **Contact Time** is the time a disinfectant is in direct contact with the surface or item to be disinfected. For surface disinfection, this time starts when the disinfectant is applied to the surface and left on the surface for the required contact time. Disinfectants have varying amounts of contact time.
- **Quarantine or Isolation Spaces** refers to areas in Student Housing identified as quarantine/isolation spaces.

### GENERAL RECOMMENDATIONS

The following recommendations apply to all spaces across Dining Services:

#### Prior to the start of cleaning, employees should put on the following PPE:

- Slip resistant shoes
  - Safety glasses or goggles (if applicable)
  - Disposable gloves
  - Face coverings
  - Disposable aprons (if applicable based on task)
  - Non-disposable chemical resistant gloves (if applicable based on task)
- Maintain a minimum 6 feet distance from others whenever possible;
  - Avoid touching face

#### Immediately after completing each procedure, employees should:

1. Sanitize and disinfect towels and equipment after use.
2. Remove PPE and place disposable PPE in trash bag after leaving space.
3. Trash bag can be disposed of in regular trash.
4. Immediately wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer that contains at least 60% alcohol.

5. When delivering food to isolation or quarantine spaces, **EH&S strongly discourages employees from entering any quarantine/isolation rooms if/when it is occupied.** Food deliveries should be transported in disposable containers and left outside the resident's room. Knock on the door to signal the resident that their food has arrived. The individual delivering the food should immediately leave after knocking.

If a person or employee with suspected/confirmed COVID-19 visited or used **ANY** space, EH&S recommends that employees:

- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours or as long as is practical for the area before beginning cleaning and disinfection; if it is not practical to wait, cleaning and disinfection may begin immediately.
- Dispose of any food items prepared by the individual

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited the space, additional cleaning and disinfection is not necessary.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

## UCM EMPLOYEE REQUIREMENTS

Employees working in these spaces should have relevant experience in performing the job. Supervisors should provide experienced employees to assist new employees or work with the supervisor prior to starting job duties.

The following safety training is required for these employees. Contact EH&S for assistance.

- Safety Orientation training – available online at UC Learning Center
- Hazardous Communication training – available online at UC Learning Center

## PROCEDURE A | General Areas

The following cleaning and disinfecting procedures apply to all Dining Services areas. Procedures for cleaning areas that were visited by persons or employees with suspected/confirmed COVID-19 visited can be found in Procedure B.

### Cleaning

EH&S recommends that employees follow normal cleaning procedures **AND** follow the manufacturer's instructions for all cleaning and disinfection products. Employees should follow instructions for appropriate product concentration, application method, contact time, and increase the frequency of cleaning for frequently touched surfaces to at least once a day and as needed. Frequently touched surfaces include:

- Tables
- Desks/podiums
- Doorknobs
- Phones
- Light switches
- Keyboards
- Countertops
- Toilets
- Handles
- Faucets/sinks
- Cashier stations
- Drinking fountains
- Refrigerators/freezer handles
- Breakrooms
- And all other **frequently touched** surfaces

Cleaning frequencies for all other low commonly used surfaces such as high windows, hard-to-reach places, etc. may stay the same/increase/decrease under the discretion of Dining Services supervisors and managers as long as these changes do not place customers or employees at risk of potential exposure.

## Disinfecting

Dining Services employees should follow normal disinfecting procedures and increase the frequency of disinfecting **frequently touched surfaces** to at least once a day, and as needed. Commonly touched surfaces include those areas as listed above.

EH&S recommends using EPA-approved disinfectants for use against COVID-19:  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

## Laundering

Dining Services uniforms should be laundered after every shift, under normal operations.

## Trash Removal

Employee should follow normal trash disposal procedures.

## PROCEDURE B | Areas Visited by Person(s) with Suspected/Confirmed COVID-19

Due to potential delays in testing and notification, there may be instances where a person or employee with suspected/confirmed COVID-19 may have visited the space beyond 24 hours.

To reduce the likelihood of transmission, EH&S recommends:

- Cleaning and disinfecting frequently touched surfaces more than once a day (daily frequency under discretion of supervisor/manager).
- In Dining Services areas containing a HVAC system, maximize the air exchange rate of the space. Contact Student Housing Maintenance for guidance and assistance.
- All employees should review and acknowledge Appendix B: Social Distancing and Sanitation Protocol as listed below
- If employees are ill or not feeling well, they should not come into work and notify their supervisor immediately.

If Dining Services intends to utilize external contractors to clean and sanitize affected areas, the department should ensure external contractors abide by the [Interim Policy: Universal Requirements for Physical Mitigation and Reduction of the Transmission of COVID-19](#).

If UCM-affiliated employees are expected to clean and disinfect areas used by individuals with suspected/confirmed COVID-19, EH&S recommends that only employees **who are experienced and have taken the required safety training to clean these spaces** be allowed to proceed with the listed requirements and procedures. **Contact EH&S at (209) 285-8947 for decontamination strategies.**

### Procedures apply to:

- **ANY** potential space and surface used by individuals with suspected/confirmed COVID-19
- All areas with high foot traffic:
  - Elevators and stair ways, primarily those with high foot-traffic
  - Lobbies and corridors
  - Other areas with frequently touched surfaces (i.e. doorknobs, windows, etc.)

## Cleaning

EH&S recommends that employees follow the same procedures and frequencies as listed in **Procedure A**.

## Disinfecting

In addition to the procedures listed in Procedure A, employees should follow the [Centers for Disease Control](#) guidelines for disinfecting surfaces:

When disinfecting **hard (non-porous)** surfaces, employees should:

1. Wear required PPE as noted in Appendix A
2. Allow proper ventilation during and after application of disinfectant
3. Check if surfaces are dirty. If dirt is present, clean with a mix of soap and water. Wipe the surface then proceed cleaning with disinfectant for the required contact time. Follow manufacturer's instructions. The surface should be visibly wet for the duration of the contact time. Wiping the product prematurely from the treated surface will reduce the product's effectiveness.
4. If the surface is not dirty, proceed with disinfectant for the required contact time. Follow manufacturer's instructions.
5. Wipe down surfaces.
6. If wiping down surfaces such as toilets, bathroom stalls, or sinks, employees may use a disposable mop to wipe surfaces and increase the distance between themselves and surfaces.

When disinfecting **electronics** such as tablets and remote controls, employees should:

1. Remove visible contamination if present.
2. Follow the manufacturer's instructions for all cleaning and disinfection products.
3. If no manufacturer guidance is available, use alcohol-based wipes with at least 70% alcohol. When not available spray disinfectant on paper towel and wipe down surface.
4. Dry surfaces thoroughly to avoid pooling of liquids.

EH&S recommends disinfecting towels and cleaning equipment with an [EPA approved product](#) after each use.

## Laundering

If available and applicable, employees should use disposable aprons when cleaning and disinfecting surfaces. Dispose of aprons in the regular trash after use.

Uniforms should be laundered every day in addition to using disposable aprons.

## Trash Removal

Dispose waste by following normal trash disposal procedures.

## Appendix A | Personal Protective Equipment (PPE) and Safety Training

The table below summarizes the required Personal Protective Equipment (PPE) and safety trainings Dining Services employees must complete before starting the job tasks listed in Procedure A and Procedure B above. Contact times for common cleaning agents used in Dining Services are provided in the first column of the table.

### PPE and Training for Procedure A

	Disposable Nitrile Glove	Non-Surgical Mask/Face Cover	Slip Resistant Shoes/Cover	Safety Glasses	Chemical Splash Goggles	Safety Fundamentals	Hazardous Communication
	PPE					Relevant Training	
<b>Procedure A</b>	PPE					Relevant Training	
<b>Cleaning* with the Following Products:</b>							
Ecolab High Performance Neutral Floor Cleaner	X	X	X		R	X	X
Ecolab Oasis 255 SF Glass Cleaner	X	X	X		R	X	X
Ecolab Oasis 137 Orange Force Degreaser	X	X	X		R	X	X
Ecolab Apex Power Plus (Conveyor Machine Detergent)	X	X	X		R	X	X
Ecolab Apex Presoak (Conveyor Machine Soak)	X	X	X		R	X	X
Ecolab Apex Rinse Additive (Conveyor Machine Sanitizer)	X	X	X		R	X	X
Ecolab Pantastic (Pot's Dish Detergent)	X	X	X		R	X	X
<b>Cleaning and Disinfecting with the Following Products:</b>							
Ecolab Peroxide Multi-Surface Cleaner (contact time: 30 sec)	X	X	X		R	X	X
Alpet D2 Surface Sanitizing wipes or spray (60 sec)	X	X	X		R	X	X
Ecolab Oasis 146 Multi-Quat Santizer	X	X	X		R	X	X

**Legend:**

X = Required

R= Recommended But Not Required

Other Cleaning Duties (Vacuuming, sweeping, dusting, etc.)	X	X	X	R		X	X
Trash Disposal	X	X	X	R		X	X

\*These products are designed to clean and wash (not disinfectant), therefore contact times do not apply.

**Please Note:** Cleaning products listed in Procedure B are EPA-approved disinfectants for use against COVID-19 (<https://www.epa.gov/pesticideregistration/list-ndisinfectants-use-against-sars-cov-2>). To find a product on EPA's List N, enter the first two sets of the chemical's EPA registration number found on the Safety Data Sheet (SDS) or specification sheet into the search bar above the first column of List N. The number will generate the product and/or its equivalent if it is an EPA approved disinfectant for use against SARS-CoV-2. For example, if EPA Reg. No. 12345-12 is on List N, you can buy EPA Reg. No. 12345-12-2567 and have confidence that you're using an equivalent product. You can find this number by looking for the EPA Reg. No. on the product label.

**PPE and Training for Procedure B**

	Disposable Nitrile Glove	Non-Surgical Mask/Face Cover	Slip Resistant Shoes/Cover	Safety Glasses	Disposable Aprons	Chemical Splash Goggles	Safety Fundamentals	Hazardous Communication	Aerosol Transmissible Diseases (ATD)
Procedure B	PPE					Relevant Training			
<b>Legend:</b> X = Required R = Recommended But Not Required									
<b>Cleaning and Disinfeting with the Following Products*:</b>									
Ecolab Peroxide Multi-Surface Cleaner (contact time: 30 sec)	X	X	X		R	R	X	X	X
Ecolab Oasis 146 Multi-Quat Santizer	X	X	X		R	R	X	X	X
Alpet D2 Surface Sanitizing wipes or spray (60 sec)	X	X	X		R	R	X	X	X
<b>Other Cleaning Duties (Vacuming, sweeping, dusting, etc.)</b>	X	X	X	R			X	X	X
<b>Trash Disposal</b>	X	X	X	R			X	X	X



\*Required and recommended PPE in the charts above only apply to **diluted** cleaning products. For PPE requirements for undiluted products, please refer to the **Undiluted Products** section below.

**UNDILUTED PRODUCTS**

When refilling dilution stations or handling undiluted products, employees may be exposed to corrosive, concentrated chemicals. To reduce risk of chemical burn injuries, ensure employees use the **required** PPE for each **UNDILUTED** product as stated in the SDS for the following chemicals:

Undiluted Product	PPE			If available, non-absorbent apron*  Chemical Resistant Apron (preferred)  Disposable Apron (if available)
	Chemical Splash Goggles	Chemical Resistant Gloves (Non-Disposable)	Slip Resistant Shoes	
Ecolab High Performance Neutral Floor Cleaner	X	X	X	
Ecolab Oasis 255 SF Glass Cleaner	X	X	X	X
Ecolab Oasis 137 Orange Force Degreaser	X	X	X	X
Ecolab Oasis 146 Multi-Quat Santizer	X	X	X	
Ecolab Heavy Duty Alkaline Bathroom Cleaner	X	X	X	X
Ecolab Peroxide Multi-Surface Cleaner	X	X	X	X
Ecolab Pantastic Detrengent	X	X	X	X

\*If cleaning product splashes onto disposable apron, immediately remove apron and treat affected area like an exposure. If using a disposable apron, immediately dispose after chemical splash and do not reuse. A disposable apron is recommended when there is a potential of chemical splash and may decrease the chance of dermal exposure.

For skin and eye exposures, ensure employee washes/flushes affected area for at least 15 minutes.

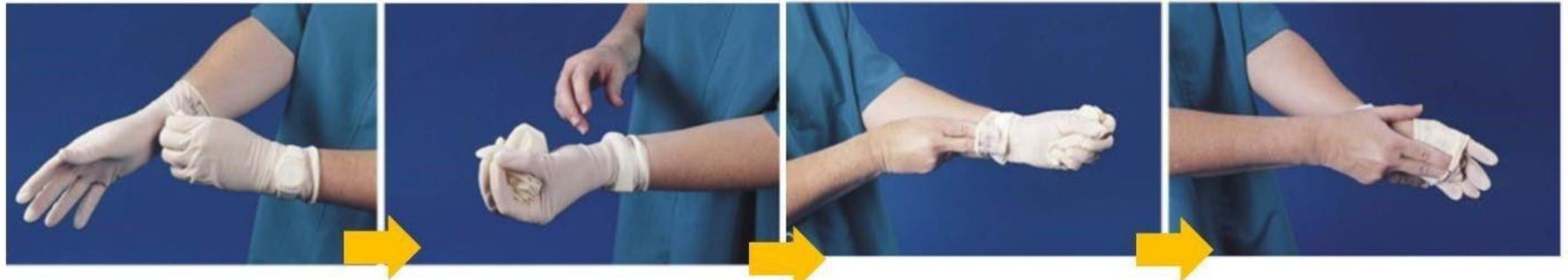
**Putting on and removing disposable gloves:**

When putting gloves on, employees should:

1. Check for holes
2. Put on gloves
3. Move hand around

When removing gloves, employees should:

1. Pinch glove and roll it down until the glove is completely off in a ball in the palm of the other hand.
2. Then slide a finger(s) down and inside the glove on the other hand and pull it off until it's balled around the first glove.
3. Throw away immediately and wash hands with soap and water for 20 seconds.





## Appendix B | [Social Distancing and Sanitation Protocol](#)

The Social Distancing and Sanitation Protocol should be filled out by the Dining Services facility manager. The protocol should be revised if any processes and/or procedures have been changed. Please share this document with all employees and have it available at each public entrance into the facility.

### Social Distancing and Sanitation Protocol

Business Name:

Facility Address:

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business. These measures may be updated according to regulatory standards.

#### **SIGNAGE:**

Signage at each public entrance of the facility to inform all employees and customers that they should:

avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

#### **Measures to Protect Employee Health (check all that apply to the facility):**

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms:

Bathrooms:

Other:

Disinfectant and related supplies are available to all employees at the following location(s):

If present, ensure stations dispensing hand sanitizer effective against COVID-19 are stocked.

Soap and water are available to all employees at the following location(s):

Ensure protocol has been communicated to employees.

Optional—Describe other measures:

**MEASURES TO PREVENT CROWDS  
FROM GATHERING (CHECK ALL THAT APPLY TO THE  
FACILITY):**

Limit the number of customers in the facility at any one time to **[insert maximum number here]**, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

Optional—Describe other measures:

**MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART (CHECK ALL THAT APPLY TO  
THE FACILITY)**

Placing signs outside the store reminding people to be at least six feet apart, including when in line.

Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional—Describe other measures:

**MEASURES TO PREVENT UNNECESSARY CONTACT (CHECK ALL THAT APPLY TO THE FACILITY):**

- Preventing people from self-serving any items that are food-related:
  - Lids for cups and food-bar type items are provided by staff; not to customers to grab.
  - Bulk-item food bins are not available for customer self-service use.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.

Describe:

- Optional—  
Describe other  
measures:

**MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY):**

- Disinfecting wipes that are effective against COVID-19 are available to disinfect all highcontact surfaces frequently by employee(s) assigned to this task.
- Hand sanitizer station, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Optional—Describe other measures:

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name:

[MANAGER]

Phone:

## Appendix C | Additional Resources

UCM is closely monitoring the COVID-19 situation and associated communications from the county, state and federal authorities. We will continue to provide updates through this website and email communications, and take steps to ensure the health and safety of our community. To view updates and obtain workplace posters related to COVID-19, please visit the [UCM Campus Ready Website](#).

EH&S recommends posting UCM resources regarding COVID-19 in easily accessible areas for employees.

To view additional EH&S guidance regarding COVID-19, employees may also visit <https://ehs.ucmerced.edu/covid-19> for more details.

