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## COVID-19 Cleaning and Disinfecting Public Spaces

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### PURPOSE

This document provides guidance on cleaning and disinfecting all areas within New Brunswick Community College (NBCC) facilities.

### SCOPE AND LIMITATIONS

This procedure applies to space cleaning and the cleaning of frequently touched surfaces at NBCC. Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops, electronics and similar.

This procedure applies primarily to the Facilities and Ancillary Services (FAS), but also to other staff and students who may be required to clean and disinfect tools and equipment. Space cleaning and disinfecting is by FAS staff only. Cleaning and disinfecting of tools and equipment is a shared responsibility of the work department and Facilities and Ancillary Services team, to be coordinated between the Department Manager and the Regional Operations Manager.

This procedure does not apply to space cleaning off site such as remote work or training locations or areas.

### 1.0 DEFINITIONS

#### Cleaning Products

- remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

#### Disinfecting Products

- kill germs on surfaces using chemicals.

### 2.0 IMPLEMENTATION

#### 2.1 Choose a Product that Cleans and Disinfects

- 2.1.1 When cleaning public spaces, the FAS team will choose products that clean and disinfect all at once (e.g. premixed store-bought disinfectant cleaning solutions and/or wipes when available). Choose a hard surface disinfectant listed by the Public Health Agency of Canada.
- 2.1.2 Use only approved hard-surface disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.

## 2.2 Follow and Improve Existing Cleaning Procedures as Required

- 2.2.1 Facility supervisors must develop or review protocols and procedures for cleaning within NBCC facilities. This will help determine where improvements or additional cleaning may be needed.
- 2.2.2 Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- 2.2.3 Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.
- 2.2.4 Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep, which can distribute virus droplets into the air.
- 2.2.5 Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often.
- 2.2.6 In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.
- 2.2.7 Shared spaces such as kitchens and bathrooms should also be cleaned more often.

## 3.0 COVID-19 ENHANCED CLEANING AND SANITIZING PROCEDURES

### 3.1 Disinfection

Surfaces will be disinfected using a chemical solution that will kill germs preferably within seconds, but not more than a maximum of five (5) minutes.

### 3.2 Cleaning Plan

A cleaning plan for shops, labs and public spaces for each Campus will be created by each Campus ROM and Academic Chair working collaboratively. This will include identifying who is responsible for cleaning tools and equipment within shops and labs and how proper cleaning and disinfecting will take place within these areas.

### 3.3 Classrooms, Labs, and Shops

Sanitize and disinfect entire room using an approved disinfectant chemical compound in order to eliminate any virus that may exist.

#### PROCEDURE and FREQUENCY:

##### Daily:

- Classrooms, labs and shops will be sprayed and/or fogged outside of occupied hours, typically at the end of the day when students and staff have exited the building.

- If a classroom, lab or shop is required to be used by more than one group of students on any particular day, it will be sprayed or fogged at least 15 minutes before the next group of students will be permitted access to the room.

**Note:** Instructors and students must ensure that all clothing, books, and materials are removed from desks, floors, and podiums at the end of the day in order that a proper disinfectant spray can be applied in a safe manner.

### 3.4 Washrooms and Lunchrooms

Sanitize and disinfect entire room using an approved disinfectant chemical compound in order to eliminate any virus that may exist.

**PROCEDURE and FREQUENCY:**

Washrooms and Lunchrooms will be disinfected at least twice daily in addition to the normal cleaning procedure. High traffic washrooms and lunchrooms may receive additional cleaning and disinfection at the discretion of the Regional Operations Manager.

Ensure regular cleaning and disinfecting of all surfaces and items touched, including faucets, fixtures, microwave, toaster, coffee maker, fridge door handles, tables, chairs, countertops, cupboards/ handles, etc.

All portable toilets are to be thoroughly cleaned on a regular basis.

The FAS team will post cleaning and sanitizing checklists indicating cleaning frequency of washrooms and lunchrooms. This list is to be initialed by the custodian upon cleaning and sanitizing of the space, including time completed.

Subject to availability, the FAS team will make available disinfecting wipes in washrooms and lunchrooms for use by occupants and will install education signage to explain their safe usage.

### 3.5 Offices, Corridors, Stairwells, Entrances, and Lobbies (High Traffic Areas)

Sanitize and disinfect entire space using approved chemical compound in order to eliminate any virus that may exist.

**PROCEDURE and FREQUENCY:**

**Daily:**

- Offices and common areas will be sprayed and/or fogged outside of occupied hours, typically at the end of the day when students and staff have exited the building.
- Subject to availability, the FAS team will make available disinfecting wipes in office at the location of frequently touched surfaces such as copier/printers for use by occupants. The FAS team will install education signage to explain their safe usage.

### 3.6 Considerations

**3.6.1** Gloves and non-medical face coverings are to be worn when cleaning and disinfecting spaces, surfaces, tools and equipment. Work gloves or nitrile gloves are suitable. In cases where shop/lab activities require the use of a specific mask (ex: welding shield), this is considered a satisfactory non-medical face covering.

- 3.6.2** Equipment and tools must be disinfected at the end of training session, prior to any new students entering the space.
- 3.6.3** Instructors and/or students may be required to assist with cleaning of tools and equipment at the direction of the Facilities and Ancillary Services team.
- 3.6.4** Instructors shall advise if proposed cleaning methods could damage tools or equipment. Equipment shall be de-energized prior to cleaning.
- 3.6.5** Where practicable, limit use of tools/ equipment to one person (no sharing) to avoid contact. If tools, equipment must be shared, the user must disinfect pre and post use. Use a disinfectant wipe or other product approved for sanitizing. Ensure all touch points are thoroughly cleaned. Where multiple employees handle other goods, supplies or share other items, enhance sanitation / cleaning practices.

### **3.7 General Safety Reminders**

- 3.7.1** WASH HANDS with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (minimum content of 60% alcohol) at the beginning of the shift, often throughout the shift including before you eat and at the end of the workday. (GOJO or other accepted product can be used to clean hands then apply hand sanitizer).
- 3.7.2** MAINTAIN 2m/ 6ft physical distancing when not required to work in close proximity (no shaking hands or physical contact).
- 3.7.3** DON'T share food, drinks, cigarettes, personal hands tools, even pens.
- 3.7.4** DON'T touch your face, eyes, nose, mouth. Wash hands before eating, drinking water, smoking, etc.
- 3.7.5** FOLLOW good respiratory etiquette by covering your mouth and nose with a disposable tissue or use the crease of your elbow when you sneeze or cough.
- 3.7.6** BE CAREFUL - don't mix bleach with ammonia or any other cleaning product.
- 3.7.7** Employees who have any symptoms of COVID-19 (per screening questionnaire) must not participate in work activities and should self-isolate at home and call 811 for advice.

## **4.0 OTHER RELATED DOCUMENTS**

Public Health Agency of Canada  
Office of the Chief Medical Officer of Health (NB)  
WorkSafeNB