



As part of the Institution's response to the COVID-19 pandemic, Smithsonian Facilities' Office of Facilities Management and Reliability (OFMR) team has been and continues to take additional precautions to protect all staff members, visitors and guests against this virus, other respiratory viruses, and common bacteria. Like many other viruses, the virus that causes COVID-19 is surrounded by a fatty outer envelope. Soaps and other disinfectants act like a crowbar to pry open the virus's protective envelope and dump out its contents, making it unable to cause disease. Soaps and disinfectants work in a similar way to kill many common types of bacteria as well.

The virus that causes COVID-19 infects people primarily through droplets and person to person contact. Live viruses must get into a person's nose, mouth, or eyes in order to cause infection. It makes sense that if a person touches a recently contaminated surface then touches their face, there is the potential to transfer enough live virus into their body to make them sick. While it has been shown that some residual virus can survive on hard surfaces up for up to 72 hours, it is not known how much virus it takes or at what point in time the virus sitting on a surface can still cause infection in people. Stop the spread of viruses by preventing contamination of surfaces in the first place. Stay home when sick, practice social distancing, and wear a face covering in public. Second, prevent infection through frequent hand washing, and, third, through cleaning surfaces.

Normal cleaning procedures of surfaces won't cause new droplets to form or launch them into the air where they could be inhaled. Furthermore, the cleaning products we are using are known to destroy the virus, even further lowering the possibility of infection. The appropriate PPE for cleaning and disinfecting surfaces is based on the manufacturer's recommendations for cleaning product used. In general, gloves are always recommended when cleaning and disinfecting everyday surfaces.

OFMR staff have been provided training on safe cleaning procedures by our Occupational Health Services (OHS) staff. OFMR has chosen Environmental Protection Agency (EPA) registered cleaning supplies¹ that are effective against most viruses and bacteria, including the COVID-19 coronavirus. High touch surfaces in occupied areas will be both cleaned and disinfected throughout the day. Individuals and units must partner with OFMR and take responsibility for performing periodic disinfection of their personal workspaces, exhibits, high touch collection objects, and shared workstations. OFMR can assist to ensure units have the appropriate cleaning and disinfection agents on hand. (See pg. 3.)

¹ A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). To ensure proper disinfection, follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

NOTE: GREEN CLEANERS MUST BE CERTIFIED BY THE EPA TO KILL VIRUSES.
DO NOT USE UNCERTIFIED CLEANERS AS DISINFECTANTS.

CLEANING FOR COVID-19

COVID-19 (novel coronavirus 2019) is a respiratory illness that primarily spreads through the air and through personal contact with surfaces and infected people. COVID-19 is an enveloped virus, meaning it is easily compromised by proper cleaning and sanitizing. It is unknown how long COVID-19 can survive on surfaces, but it is recommended to clean and sanitize high contact surfaces at home, school, and the work place.



Remove visible soil and dirt from surfaces using soap and water.



Apply an EPA registered disinfectant to kill pathogens, including COVID-19. Common cleaners include:

- Clorox Disinfecting Wipes
- Lysol Brand Bleach Multi-Purpose Cleaner
- Purell Multi Surface Disinfectant



For effective sanitizing, wait the proper contact time as indicated on the product label.



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ALL STAFF CLEANING AND DISINFECTING RESPONSIBILITIES

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Every staff member must take personal responsibility to ensure their workspace is clean and properly disinfected prior to use. This is especially important with shared workstations. While you are encouraged to treat your colleagues kindly and with respect, you should practice physical distancing (remain at least 6 feet apart) and clean shared surfaces thoroughly, as if they have been contaminated by the COVID-19 virus. Most people are infectious before they even know they are sick, and many people are considered infectious...but NEVER get sick.

Shared computers, mouse, desks, door handles, counters and other commonly touched surfaces must be cleaned and sanitized between shifts. OFMR is cleaning public and common spaces. Employees must take responsibility for shared workspaces such as control rooms, shared desks or work rooms, shared tools, after OCIO tech visits or another person touches your workspace, etc.

If your unit needs help developing a cleaning plan for shared workspaces, please contact the SI-Coronavirusinfo@si.edu with your draft or question.

If your unit needs cleaning supplies to support mission essential on site employees, please submit the request to: SF-SI-OFMR-Supply-Team@si.edu. In the subject line, please include "Cleaning Supplies for Mission Critical Staff". In the body of the e-mail please include unit, number of shared workspaces and frequency with which different staff use them, and a contact name and phone number.

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Targeted cleaning procedure:

When a **Positive COVID-19 Case** inside a Smithsonian Facility has been identified, a contact investigation will be performed by the SI COVID-19 Public Health and OHS Medical staff. If it is determined that a targeted cleaning is recommended, the appropriate zone and facility team will be immediately notified. The goal of a targeted cleaning is to perform cleaning and disinfecting of areas where respiratory droplets could have possibly settled and have the potential to transfer live viruses to hands. There are several considerations when determining if a targeted cleaning is recommended.

- 1) Current CDC guidelines state that a person is considered to be infectious for 48 hours prior to becoming symptomatic. Targeted cleaning and disinfection of surfaces outside of the infectious window would not be required
- 2) Current research shows that live virus is not detectable after 72 hours on plastics, after 48 hours on stainless steel, and even less on cardboard and copper. Targeted disinfecting of surfaces outside of the environmental survival period are not required.
- 3) Potential distribution of virus through droplets or direct contact in the spaces. Cleaning or disinfecting of surfaces will be based on a reasonable contact radius considering duration of time spent in an area and symptoms of the individual identified as a Positive case.

Targeted cleaning procedures are adapted from the CDC and hospital disinfection guidelines and will be updated as new information is made available. Based on the considerations above, the following areas will be targeted for cleaning and disinfecting as needed when a positive case identification has been made:

- 1) High touch areas along the probable routes of travel for the positive person. Including but not limited to doorknobs, arm rests, levers, knobs, handles, railings, workstations, phones, computers, tools, switches, equipment, etc.
- 2) Horizontal surfaces with the potential to collect respiratory droplets or to have direct contact with the positive person's hands. Including but not limited to seating areas, counters, workspaces, tables, desks, chairs, etc.

Floors, windowpanes, nooks and crannies or other areas that are not typically handled or touched should be cleaned on a regular basis. All routine and daily cleaning and disinfecting procedures within our facilities are to be performed with the appropriate disinfecting products, attention to detail, and diligence required to prevent a COVID-19, influenza, or other bacterial infection. (See page 5.)

OFMR has cleaning contractors available to immediately support targeted cleaning as required in order to supplement OFMR cleaning actions during this pandemic. Contractors will clean and disinfect per SI and CDC guidance.

General/ Periodic Cleaning and Disinfection Procedures

General and periodic cleaning will be performed in areas depending on occupancy and frequency of use. The products, techniques, and procedures for cleaning and disinfecting remain the same for all locations regardless if the building is open to the public or just staff. Frequency and timing of cleaning and disinfecting will be location- and status-dependent and is subject to change.

Public Restroom Periodic Cleaning and Disinfection:

- Public Restrooms including floors, toilets, and all washable surfaces are cleaned and disinfected daily.
- During the time the museums/buildings are open to the public, restroom facilities are serviced every 15 to 20 minutes. At this time, while closed to the public, the following services are performed:
 - Paper products, soap and other items are refilled in the restrooms.
 - Touchable surfaces are spot cleaned when visibly dirty.
 - Sink handles, basin edges, faucets, counter tops, entrance doors, handles, partitions, toilet paper and sanitary napkin dispensers are both spot cleaned and disinfected with each servicing.

Staff Restrooms

- Staff Restrooms including floors, toilets, and all washable surfaces are cleaned and disinfected daily. During the COVID-19 Response, the number of staff restrooms open for use have been limited to support reduced staffing and reduce risk.
- Touch up cleaning and sanitizing is performed on all touchable spaces three times a day.
 - All touchable fixtures such as sink handles, basin edges, faucets, counter tops, entrance doors, handles, partitions, toilet paper and sanitary napkin dispensers are both spot cleaned and disinfected with each servicing.
 - OFMR has increased their spot cleaning and sanitizing tours from twice a day to three times per day in staffing areas.

Elevators

- Elevators are thoroughly cleaned and sanitized daily during the times the museum/buildings are closed to the public.
- When open to the public, OFMR increases their cleaning effort by spot cleaning and disinfecting the elevator's push buttons and elevator hand railings multiple times throughout the day. Higher use elevators will be cleaned more frequently than lower use elevators.

Hand Railings

- OFMR thoroughly cleans all hand railings twice per week with a disinfectant, when the museum is closed.

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SI COVID-19 Cleaning and Sanitizing Procedures

4/27/20

- When open to the public during the museum/building opening hours, OFMR will increase their service by performing a wipe down of the railings with a disinfecting solution continually throughout the day.
- In addition, OFMR will spot clean hand railings in the **public spaces** at least three times per day; starting at 10:30 a.m. and ending 30 minutes before the museum or building closes to the public.
- In **staff spaces**, the stairwell handrails' spot cleaning has increased to three times a week during business hours, and a wipe down of the handrails with a disinfecting solution will be performed daily.

High Touch Surfaces in Public Areas

- OFMR increased their cleaning and sanitizing of high touch surfaces and counters in public and multiple use spaces such as Visitor's Front Desk, OPS security post and Information desk to a continuous tour throughout the day. Wipe down supplies will be provided for staff at these locations to perform supplemental cleaning and disinfection as needed.

Theaters and Planetariums

- OFMR uses an EPA approved disinfectant to thoroughly wipe down hard surfaces of chairs and railings and any other high touch surfaces such as ledges and doors.
- Fabric of chairs will be cleaned periodically and can be sprayed down with Lysol Disinfectant Spray.
- Thorough sanitizing and cleaning will be performed in theaters and planetariums after the conclusion of the public opening / use hours.

Additional Measures when open to the Public:

Hand Sanitizer Dispensers are stationed throughout the public spaces at the following locations:

- Entrance lobbies at entrance doors.
- On each floor located at the public elevators.
- At entrances and exits of the cafeteria
- Mother's Rooms
- At theaters and planetariums entrances.

Note: OFMR staff wipes the surfaces of the hand sanitizer dispensers (in all restrooms/public and staffing spaces) as a part of the servicing tour with a tuberculocidal disinfectant. Washing hands for 20 seconds with soap and water is the best cleaning method.

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Protocols for cleaning and servicing fitness centers, break rooms and kitchenets:

Fitness Centers (currently fitness centers are closed)

General Cleaning when open:

- OFMR thoroughly cleans the space daily, which includes vacuuming carpeted floors, sweeping and damp mopping tile floors etc.
- If there is a restroom in the space, the restroom is thoroughly cleaned daily and spot cleaned during the Restroom Servicing Tours.
- Sanitizing all surfaces (lockers, tables, doors, counters, gym equipment, etc.).
- OFMR will increase their sanitization of the gym equipment to twice a day (once in the morning and once in the afternoon).

Note: OFMR will be placing sanitizing wipes in all the fitness centers. This is an area where OFMR staff will not be able to continuously spot clean the equipment. Per standard fitness center etiquette, staff should wipe down all equipment after use. Therefore, OFMR will be providing sanitizing wipes in all the gyms for staff usage.

Breakrooms and Kitchenets

Currently, OFMR thoroughly cleans breakrooms daily.

- Vacuuming carpeted floors, sweeping, damp mopping tile and other non-carpeted spaces.
- Daily, OFMR's Staff spot cleans and disinfects the break rooms and kitchenets which includes sanitizing all surfaces daily (tables, counters, doors, sinks, cabinets, etc.).
- Trash and recycle is removed twice a day.
Cleaning and sanitizing exterior surfaces of microwaves and refrigerators. Please note: OFMR does not clean the interior of microwaves and refrigerators.
- OPS breakrooms are spot cleaned and disinfected including trash/recycling removal 3 times a day. The 3rd cleaning will take place early morning each day to cover third shift.
- Note: All tops of trash cans and recycle cans will be sanitized during the servicing tour.