Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening our offices. This paper provides information to agency offices on the proper cleaning protocols based on the Center for Disease Control (CDC) guidance, *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes*. The agency will continue to monitor any changes or updates to the CDC guidance and revise our cleaning protocols as necessary.

**OFFICE CLEANING**

We recommend the following protocols for agency offices reopening to the public.

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>CLEANING TYPE</th>
<th>DESCRIPTION OF SERVICES</th>
<th>PROCEDURES</th>
<th>AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office has been unoccupied for 7 or more days.</strong></td>
<td>Standard</td>
<td>Normal cleaning procedures as stipulated by lease.</td>
<td>OSHA regulatory guidelines for clean and healthy workplace and GSA lease requirements.</td>
<td>Included in lease.</td>
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<td></td>
<td>Based on CDC guidance, <em>studies</em> indicate COVID-19 does not live on surfaces longer than seven days.</td>
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<tr>
<td><strong>Office has been occupied within the last 7 days, but no suspected or confirmed COVID-19 cases in the facility.</strong></td>
<td>Standard</td>
<td>Normal cleaning procedures as stipulated by lease.</td>
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| **Office has been occupied within the last 7 days, and there has been a suspected (based on healthcare provider assessment) or confirmed (with testing) exposure case of COVID-19 in the facility.** | Enhanced      | Enhanced cleaning per the CDC’s *Cleaning and Disinfecting Your Facility* guidelines. This cleaning covers the surfaces in personal workspaces and private offices, including *items such as phones, keyboards, mouses, table surfaces*. | Close off areas used by the person who is sick.  
Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect.  
If 24 hours is not feasible, wait as long as possible.  
Clean and disinfect the immediate workspace used *by the person who is sick or diagnosed with COVID-19*, such as the surfaces in their office or cubicle. If common areas such as  | Currently, GSA is paying for the cost of enhanced cleaning in all GSA-controlled Federal and leased facilities when there is a confirmed case of COVID. The Centers for Material Resources (CMR) should contact the appropriate Building Manager or Lease Administration Manager to discuss these arrangements. |
**Situation** | **Cleaning Type** | **Description of Services** | **Procedures** | **Authorization**
--- | --- | --- | --- | ---
Office is occupied, and there has been no suspected (based on healthcare provider assessment) or confirmed (with testing) exposure case of COVID-19 in the facility. | Standard with Increased Frequency | Increase the frequency of standard cleaning of office space, common areas, frequently touched surfaces, and shared equipment.  
Follow CDC’s *How to Clean and Disinfect.*  
No change in areas or surfaces. Per the CDC’s *Cleaning and Disinfecting Your Facility,* more frequent cleaning and disinfection may be required based on level of use.  
**Does not include cleaning or disinfecting the interior of workstations.** | Standard cleaning is the everyday cleaning practices that are used to maintain a healthy environment. CDC recommends that surfaces frequently touched by multiple people, such as door handles, bathroom surfaces, and handrails, should be cleaned with soap and water (or another disinfectant on the Environmental Protection Agency’s list of approved cleansers) at least daily when facilities are in use. More frequent cleaning and disinfection may be required for high use areas.  
See CDC’s *Frequently Asked Questions*  
The Office of Environmental Health and Occupational Safety recommends the following office cleaning frequency:  
**Daily Cleaning:** General personal work area, computers, phones, desks, and items used by a single employee. | GSA is updating its leases and national janitorial contract to include increased cleaning for all GSA-controlled facilities and thus incurring the cost until the end of fiscal year 2021. Beginning in FY 2022, GSA will include costs associated with this service in the rent. GSA is not incurring costs for delegated facilities. CMRs in regional delegated facilities should work with GSA on updating janitorial contracts, if necessary.  
In our regional delegated facilities, CMRs should request funding from the Office of Public Service and Operations Support to fund using the established COVID-19 CAN.  
- 400CV18 - Operations - Region and Field Office costs; and  
- 400CV17 – Office of Hearings Operations costs.
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<td>This cleaning covers the surfaces in personal workspaces and private offices, including items such as phones, keyboards, mouses, table surfaces.</td>
<td>Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.</td>
<td>CMRs should contact the appropriate Building Manager or Lease Administration Manager to discuss these arrangements. In our regional delegated facilities, CMRs should request funding from the Office of Public Service and Operations Support to fund using the established COVID-19 CAN.</td>
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*400CV18 - Operations - Region and Field Office costs; and*
Cleansing of Personal Workstations and Equipment

CDC guidance recommends the cleaning and disinfecting of frequently touched services, including items such as desks, phones, and keyboards. Standard office cleaning does not include cleaning of interior workstations or electronic equipment. If employees have additional concerns, they can follow the following recommendations for the cleaning of workstations and electronic equipment. It’s the employee’s responsibility to clean their equipment and workstations.

OEHOS recommends using alcohol-based wipes or a paper towel with another disinfectant on EPA’s list of approved cleansers in the office space. Please avoid having employees make their own bleach solutions.

Workstations

When employees start to return to the office, if employees have additional concerns, they can clean their personal spaces using alcohol wipes or a paper towel with another disinfectant on the EPA’s list of approved cleansers, and follow CDC guidelines for hand hygiene.

Electronic Equipment

For electronic equipment such as monitors and keyboards, employees can refer to Hewlett Packard Business PC and Print Devices Cleaning Guidance for cleaning of electronic electronics. Please see the attached fact sheet that was previously released to components on March 18.

Furniture

We do not recommend that any manager or office staff clean any furniture beyond table tops, work stations and electronic equipment, as described above. Our furniture vendors have issued guidance on cleaning furniture, including laminate tops/laminate marker boards, glass, plastic/poly seats, acrylic panels/screen, dry erase acrylic dividers accessories, and panel seating/fabrics. Please see the following vendor specific resources:

- Herman Miller Cleaning Instructions COVID-19
- UNICOR Cleaning Instructions Fabrics
- UNICOR Care Instructions Non-Upholstery Items

Note: If there is a suspected or confirmed case of COVID-19 in the facility, any furniture the employee utilized will need to be cleaned as part of the enhanced cleaning process noted in the chart on page 1. Again, such cleaning should be done by agency-procured professional cleaning services.
GENERAL RESOURCES

The following links provide additional information from the CDC and Environmental Protection Agency.

- How to Clean and Disinfect.
- EPA-approved disinfectants against COVID-19
- Cleaning and Disinfecting Your Facility