Appendix C
Cleaning & Disinfection Protocol
COVID-19 Cleaning & Disinfection Protocol

This document is intended to provide guidance on the cleaning and disinfection of public and non-public spaces at SFU and is consistent with direction provided by the Provincial Health Officer and WorkSafeBC.

Increased cleaning and disinfection of frequently touched objects and surfaces can help prevent the spread of illness including COVID-19. Current evidence suggests that SARS-CoV-2, the virus that causes COVID-19, may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses.

All departments are required to develop a COVID-19 Safe Work Plan prior to the resumption of work and research activities on campus. Clear direction on the cleaning/disinfection of department spaces must be included in these plans. Facilities Services should be informed as spaces are re-occupied to ensure the resumption of cleaning/disinfection of public spaces in these areas.

Cleaning/Disinfection in Public Spaces

SFU’s contracted janitorial service provider has implemented a high touch point cleaning/disinfection initiative which involves the cleaning/disinfection of high touch point surfaces in public spaces, including elevator panels and buttons, washroom partitions, taps, flush handles, door handles and push bars, garbage lids, and blue phones. Department kitchens are cleaned/disinfected once per day.

When teaching activities resume, lecture theatres and classrooms will be cleaned on a daily basis. Exterior surfaces such as benches and seating areas are not included in the cleaning/disinfection protocol.

Cleaning/Disinfection in Non-Public Spaces

Non-public spaces, including counter services, waiting rooms, offices, research areas, and labs, and retail and dining areas, are not included in the high touch point initiative. It is the responsibility of department personnel to clean and disinfect high touch surfaces in their spaces and to maintain a supply of disinfecting products.

Consistent with guidance provided by the BC CDC, general cleaning and disinfection of common surfaces that people touch (e.g., countertops) should occur at least once a day. Highly touched surfaces (e.g., door handles) should be cleaned and disinfected at least twice a day and when visibly dirty. Items that cannot be easily cleaned (e.g., magazines) should be removed whenever possible.

Specific protocols may be needed in situations where items are shared but cannot be cleaned and must remain in circulation (e.g., library books). Consideration should be
given to setting these items aside after each use for a designated period of time to allow sufficient time for the virus to degrade.

Cleaning and disinfecting is a simple, effective, two-step process that is described below.

- **Step 1: Clean**  
  Clean the surfaces of any dirt, debris or visible soiling. Use water and soap or any household cleaning product.

- **Step 2: Disinfect**  
  If available, use a store bought disinfectant. Disinfect the surfaces, following the instructions on the product label. If possible, wear gloves and open a window for fresh air.

**Shared Workstations and Equipment**

Sharing of workstations and equipment should be avoided whenever possible. If sharing cannot be avoided, frequently touched surfaces should be cleaned and disinfected before and after use. For workstations this includes the computer keyboard and mouse, desk surface, and phone. For labs, this includes all shared lab equipment and devices. For vehicles, this includes the steering wheel, gear shift, climate control, and radio.

**Selection of Cleaning/Disinfecting Products**

It is important to use disinfecting agents that are known to be effective against coronaviruses. Premixed store-bought disinfectant cleaning solutions or wipes that contain bleach (5.25% sodium hypochlorite), hydrogen peroxide (0.5%) or quaternary ammonium compounds should be used. Examples include Lysol, Clorox, and Virox products. A solution of 70% ethanol or isopropanol in water is also an acceptable disinfecting solution.

A list of approved disinfectants is provided by Health Canada at the following link:

[https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1)

Always follow the manufacturer’s instructions, including the recommended PPE.

**Additional Cleaning/Disinfection if a Presumed/Confirmed Case is Identified**

Departments who are informed of a presumed or confirmed case of COVID-19 in their areas should close the impacted space and contact Facilities Services to request additional cleaning/disinfection of the area.

**Procurement of cleaning products**

Departments are responsible for purchasing cleaning and disinfectant supplies through the regular procurement channels (i.e., through Science Stores, Staples).
Central Stores will maintain a small inventory of cleaning and disinfectant products for purchase but this supply will be prioritized for essential service providers.

Additional Resources

- BC CDC Cleaning and Disinfectants for Public Settings
- SFU Cleaning and Disinfecting Guide to Prevent the Spread of COVID-19
- WorkSafeBC Cleaning & Disinfection