

## Extra Cleaning Instructions for Housekeeping Staff

**These instructions should be used as soon as there are any cases of vomiting and/or diarrhea in the facility.**

**Items needed:** disposable gloves, masks, gowns, eye protection, shoe covers and household bleach.

### Making a bleach solution

1. Make fresh bleach solution each day in a well ventilated area. Throw out unused solution at the end of each day.
2. Use an unopened or recently opened bottle of bleach. Bottles of bleach that have been opened more than 30 days are not as effective at killing germs.
3. Mix 1 part bleach with 9 parts water for 10% bleach solution (for example, mix 1 cup bleach to 9 cups of water).
4. Do not mix bleach with any other chemicals.

### Cleaning up stool and vomit and disinfecting the area

5. Wear gloves, gown, shoe covers, eye protection, and a mask before cleaning up vomit or stool.
6. Immediately use freshly made bleach solution and absorbent material to clean up visible vomit and stool. Put soiled absorbent material into a plastic trash bag right away.
7. After cleaning up visible vomit and stool, use fresh bleach solution to disinfect the area and nearby objects, as described below (#9-#11).
8. Use cleaning materials that can be thrown away after each use, if possible. If not, change bleach solution, mop head, or any other cleaning materials after each clean up.
9. Do not use same cleaning materials for different areas or floors.

### Disinfecting surfaces

10. Wipe surfaces with freshly made bleach solution.
11. Leave bleach solution on surface for 10-20 minutes.
12. Let surface air dry. Rinse with water if food is made or eaten on this surface.

### Cleaning soft furnishings that can't be cleaned with bleach

13. Clean carpets and soft furnishings with detergent and hot water or steam clean. Temperature must be greater than 60° C (140° F) for disinfection.
14. Do not dry vacuum.

### Cleaning resident's rooms

15. When entering an ill resident's room, wear gloves, a gown, and shoe covers. If there is someone vomiting in the room or cleaning up vomit or stool also wear a mask and eye protection before entering room.
16. Disinfect and clean areas using instructions #5-#14 above.
17. Linens dirty with vomit or feces should be double bagged and washed with detergent and hot water separate from other linens; use bleach if possible. Dry separately. If item can't be cleaned, throw it away.
18. Take off gloves, gown, shoe covers and eye protection before leaving the room. Throw away in covered trash can.
19. Wash hands with soap and water in room right after taking off gloves, gown, and shoe covers. Be careful not to touch dirty surfaces or items when leaving room.
20. Remove and dispose of mask after leaving room and closing door. Do not touch mask's front, it can be contaminated. Wash hands immediately after touching mask.

### Cleaning facility

21. During an outbreak clean and disinfect soiled areas as soon as possible and at least 2 times per 8 hour shift in the affected ward/facility. Pay special attention to bathrooms, sinks, faucets, showers, bath rails, and toilets.
22. Also clean and disinfect areas that are touched a lot such as elevator buttons, hand rails, door handles or knobs, phones, chairs, chair backs and arms, tables and light switches.
23. Clean and disinfect when dirty and at least 2 times each 8 hour shift.

**Note:** For staff who work at other facilities, remember to change your uniform and shoes before working at a different location.