



COMMONWEALTH of VIRGINIA

Department of Corrections


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April 22, 2020

MEMORANDUM

To: Wardens and Superintendents

From: A. David Robinson 
Chief of Corrections Operations

Subject: COVID-19 – Medical Epidemic/Pandemic Sanitation Plan, Version 4

At this time, please implement Version 4 of the VADOC Medical Epidemic / Pandemic Sanitation Plan. Some important enhancements added to the plan require your immediate attention:

1. References to **Nitrile gloves** throughout changed to **vinyl gloves**.
Exception: Nitrile glove use remains in effect for cleaning of Medical areas along with full PPE during an outbreak.
2. Use of goggles or safety glasses for PPE during cleaning.
3. A list of PPE to use when cleaning the kitchen.

Maintaining rigorous cleaning schedules is an important prevention strategy as we respond to COVID-19 conditions. They represent a visible and ongoing reminder to offenders and staff that sanitation is an integral part of our operations.

If you have questions about these updates or the plan, please contact your Regional Safety Specialist.

cc: Harold W. Clarke, Director
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MEDICAL EPIDEMIC / PANDEMIC SANITATION PLAN

Version 4



**VIRGINIA DEPARTMENT
OF CORRECTIONS**

Updated: 04/21/2020

The purpose of the Medical Epidemic / Pandemic Sanitation Plan is to provide guidance to all Virginia Department of Correction secure facilities on how to properly disinfect areas to prevent the spread of infectious diseases.

These guidelines provide minimal cleaning requirements to be followed. Additional cleanings should occur as needed. The guidelines are subject to be modified or increased as additional information is received regarding infectious disease protocol.

All Virginia Department of Corrections facilities must provide proper sanitation using approved chemicals and approved PPE. In addition, each facility will organize Offender Sanitation Crews, which may work outside their assigned housing unit on night shifts while complying with all security policies, procedures, and practices.

If you have any questions regarding the use of any chemicals, contact your regional Safety Coordinator.

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ADMINISTRATION, OFFICES, AND SUPPORT AREAS

Chemicals to be used:

- CorrectPac Heavy Duty Cleaner (VCE)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

For the safety of staff and visitors, high traffic and high contact areas in administration and support buildings must be cleaned **four times per day**: 8:30 AM, 10:00 AM, 12:30 PM, and 3:30 PM.

The following areas and surfaces will be disinfected using this sanitation procedure:

- Front desk area and surfaces
- Visitation desk area and surfaces
- Filing cabinets, especially handles
- Countertops
- Phones, computer mouse, keyboard, etc.
- Door knobs and light switches
- Nonporous surfaces on desk chairs and lobby chairs
- Vinyl chairs
- Chair Arms, coffee tables, and any other frequently touched surfaces
- Conference tables
- X-Ray Bins
- Vending machines

Use the following procedure to clean and disinfect this area:

1. Remove loose items from area to be cleaned.
2. Mist surfaces with CorrectPac Heavy Duty Cleaner (Green) making sure all areas damp.
3. Using a paper towel or a reusable cloth designated for only sanitation, wipe down the entire surface until all cleaner dries and the surface is clean and free of dirt and oils.
4. For sensitive surfaces (such as electronics) mist CorrectPac Germicidal Detergent (Red) onto a new cloth or paper towel. It is important not to saturate the towel. Thoroughly wipe the surface until completely damp. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.
5. For hard non-porous surfaces mist CorrectPac Germicidal Detergent (Red) directly onto the surface to be disinfected. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.

Do not spray cleaner directly on electronics as it may damage them.

Do not saturate surfaces. This cleaner is designed to disinfect as it dries. Use a light mist.

Do not use these cleaners on floors.

CONTROL BOOTHS

Chemicals to be used:

- CorrectPac Heavy Duty Cleaner (VCE)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

The following areas and surfaces will be disinfected using this sanitation procedure:

- Desks and counters
- Nonporous surfaces on chairs
- Electronic components of door controls (keys, buttons, switches, etc.)
- Door handles and light switches
- Phones and Radios

Use the following procedure to clean and disinfect this area:

1. Remove loose items from area to be cleaned.
2. Mist surfaces with CorrectPac Heavy Duty Cleaner (Green) making sure all areas are damp. For sensitive surfaces such as controls first spray the Heavy Duty Cleaner on a rag or towel to clean.
3. Using a paper towel or a reusable cloth designated for only sanitation, wipe down the entire surface until all cleaner dries.
4. For sensitive surfaces (such as electronics) mist CorrectPac Germicidal Detergent (Red) onto a new cloth or paper towel. It is important not to saturate the towel. Thoroughly wipe the surface until completely damp. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.
5. For hard non-porous surfaces mist CorrectPac Germicidal Detergent (Red) directly onto the surface to be disinfected. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.

Do not spray cleaner directly on electronics as it may damage them.

Do not saturate surfaces. This cleaner is designed to disinfect as it dries. Use a light mist.

Do not use these cleaners on floors.

ACADEMIC & VOCATIONAL CLASSROOMS

Chemicals to be used:

- CorrectPac Heavy Duty Cleaner (VCE)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

Classrooms, including vocational classrooms, are high use, high contact areas and must be cleaned after each class or group.

The following areas and surfaces will be disinfected using this sanitation procedure:

- Desks and counters
- Nonporous surfaces on chairs
- Electronic components of door controls (keys, buttons, switches, etc.)
- Door handles and light switches
- Any computer keyboards/mice used, book covers, pencil sharpeners and other frequently touched surfaces

Use the following procedure to clean and disinfect this area:

1. Remove loose items from area to be cleaned.
2. Mist surfaces with CorrectPac Heavy Duty Cleaner (Green) making sure all areas damp.
3. Using a paper towel or a reusable cloth designated for only sanitation, wipe down the entire surface until all cleaner dries.
4. For sensitive surfaces (such as electronics) mist CorrectPac Germicidal Detergent (Red) onto a new cloth or paper towel. It is important not to saturate the towel. Thoroughly wipe the surface until completely damp. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.
5. For hard non-porous surfaces mist CorrectPac Germicidal Detergent (Red) directly onto the surface to be disinfected. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.

Do not spray cleaner directly on electronics as it may damage them.

Do not saturate surfaces. This cleaner is designed to disinfect as it dries. Use a light mist.

Do not use these cleaners on floors.

FOOD SERVICE AREAS

Definitions

“Disinfecting” works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces. Therefore, killing germs remaining on a surface after cleaning further reduces any risk of spreading infection (CDC, 2020).

"Food-contact surface" means a surface of equipment or a utensil with which food normally comes into contact, or a surface of equipment or a utensil from which food may drain, drip, or splash into a food, or onto a surface normally in contact with food (Code of Virginia, 2020).

"Utensil" means a food-contact implement or container used in the storage, preparation, transportation, dispensing, sale, or service of food, such as kitchenware or tableware that is multiuse, single service, or single use; gloves used in contact with food; temperature sensing probes of food temperature measuring devices and probe-type price or identification tags used in contact with food (Code of Virginia, 2020).

PPE Required:

Vinyl gloves

Goggles/eye protection

1. All food-contact surfaces in the kitchen, such as counters, prep areas, cutting boards, serving areas, as well as tables and seats in the dining halls, must be disinfected utilizing the Native Green SD Disinfecting Cleaner. This should be done multiple times throughout each shift as time and schedule allows.
2. Mist Native Green SD Disinfecting Cleaner onto surfaces. Let stand for 5 minutes. Dip all utensils in Native Green SD Disinfecting Cleaner. Follow pre-existing manual or mechanical warewashing, rinsing, and sanitation processes as normal.
3. Dining hall areas should be cleaned and disinfected in between each chow grouping to ensure surfaces remain disinfected for the new group.
4. High contact areas and surfaces, such as oven handles, sink handles, faucets, etc., must be wiped down with Native Green SD Disinfecting Cleaner as often as schedule and time allows.
5. During chow, an offender will disinfect each table with Native Green SD Food Service sanitizer once it is empty before allowing other offenders to use that table.
6. A Night Food Service Sanitation Crew will be established to disinfect the food service area during the night shift.
7. Hand washing is also necessary and mandatory. Hands should be washed anytime a food service worker changes tasks. For example, if you stop chopping vegetables to go change the trash, hands must be washed before going back to chopping vegetables. You also absolutely must wash your hands after touching your hair or face. Hand washing in food service is paramount.

CODE REQUIREMENTS

12VAC5-421-1650. Manual Warewashing Equipment, Wash Solution Temperature:

The temperature of the wash solution in manual warewashing equipment shall be maintained at not less than 110°F (43°C) or the temperature specified on the cleaning agent manufacturer's label instructions.

12VAC5-421-1660. Mechanical Warewashing Equipment, Wash Solution Temperature:

A. The temperature of the wash solution in spray type warewashers that use hot water to sanitize shall not be less than:

1. For a stationary rack, single temperature machine, 165°F (74°C);
2. For a stationary rack, dual temperature machine, 150°F (66°C);
3. For a single tank, conveyor, dual temperature machine, 160°F (71°C); or
4. For a multi-tank, conveyor, multi-temperature machine, 150°F (66°C).

B. The temperature of the wash solution in spray-type warewashers that use chemicals to sanitize shall not be less than 120°F (49°C)

12VAC5-421-1900. Hot Water and Chemical:

After being cleaned, equipment food-contact surfaces and utensils shall be sanitized in:

1. Hot water manual operations by immersion for at least 30 seconds as specified under 12VAC5-421-1670;
2. Hot water mechanical operations by being cycled through equipment that is set up as specified under 12VAC5-421-1610, 12VAC5-421-1680, and 12VAC5-421-1690 and achieving a utensil surface temperature of 160°F (71°C) as measured by an irreversible registering temperature indicator; or,
3. A contact time of at least 30 seconds for other chemical sanitizing solutions.

Food Service Manual Chapter 6. Page #14, paragraph M:

All eating and drinking utensils and, when required, the food-contact surfaces of all other equipment and utensils should be sanitized by one of the following methods:

- c. Immersion for at least 30 seconds in a clean solution containing 200 ppm of Quaternary Ammonium as indicated on the manufacturer's label (NATIVE GREEN #12 SANITIZER).

GYM & OUTSIDE RECREATION AREAS

Chemicals to be used:

- CorrectPac Heavy Duty Cleaner (VCE)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

Gym equipment harbors dangerous viruses and bacteria, such as MRSA, that can spread by contact. Use the following procedure to keep gym equipment clean and disinfected.

1. Offenders will disinfect equipment after each use and throughout each recreation period.
2. All vinyl parts of the equipment must be cleaned and disinfected after each use. This includes the seats and protective padding.
3. All other surfaces that are touched by the user when utilizing the machine should be cleaned and disinfected as well. This included handles, bars, grips, anything hands or other body parts touch.
4. Noncontact parts of the machine should be cleaned four times daily using the procedure described below, including surfaces like metal frame components.
5. Other recreation equipment, such as basketballs, should be disinfected as well using the Red Germicidal cleaner following each use and allowed to air dry.

Use the following procedure to clean and disinfect this area:

1. Remove loose items from area to be cleaned.
2. Mist surfaces with CorrectPac Heavy Duty Cleaner (Green) making sure all areas damp.
3. Using a paper towel or a reusable cloth designated for only sanitation, wipe down the entire surface until all cleaner dries.
4. For sensitive surfaces (such as electronics) mist CorrectPac Germicidal Detergent (Red) onto a new cloth or paper towel. It is important not to saturate the towel. Thoroughly wipe the surface until completely damp. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.
5. For hard non-porous surfaces, mist CorrectPac Germicidal Detergent (Red) directly onto the surface to be disinfected. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.

Do not spray cleaner directly on electronics as it may damage them.
Do not saturate surfaces. This cleaner is designed to disinfect as it dries. Use a light mist.
Do not use these cleaners on floors.

HOUSING UNITS

Chemicals used:

- CorrectPac Red Germicidal Detergent (VCE)
- CorrectPac Blue Glass Cleaner (VCE)
- CorrectPac Green Heavy Duty Cleaner (VCE)
- CorrectPac Yellow Floor Cleaner (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

Housing Units and cells should be cleaned using the following schedule and procedures. When the word disinfect is used or the use of the CorrectPac Germicidal Detergent (Red) is referenced, it refers to the following procedure:

- *For sensitive surfaces (such as electronics) mist CorrectPac Germicidal Detergent (Red) onto a new cloth or paper towel. It is important not to saturate the towel. Thoroughly wipe the surface until completely damp. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.*
- *For hard non-porous surfaces mist CorrectPac Germicidal Detergent (Red) directly onto the surface to be disinfected. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.*
- *Tray slots are to be disinfected after cleaning items have been retrieved from the offender when cell cleaning is completed. This is to be used in applications where offender removal from the cell is not possible.*

A. HOUSING UNIT CLEANING AND SANITATION SCHEDULE FOR DAY SHIFT

1. At 0830 hrs., 1000 hrs., 1230 hrs., and 1515 hrs.:

- Mist CorrectPac Green Heavy Duty Cleaner on shower curtains, sinks, commodes, urinals, shower walls/floors, seat under front wall and restroom floors.
- Wipe shower curtains, sinks, commodes/urinals, shower walls/floors, seat under front wall, restroom floors and partition walls with a clean cloth or doodle pad.
- Disinfect shower curtains, sinks, commodes, urinals, shower walls/floors, seat under front wall and restroom floors by misting these surfaces with Germicidal Detergent (Red).
- Wipe windows with CorrectPac Glass Cleaner (Blue).
- Sweep tile floors and foyers. Damp mop tile floors and foyers. Use cold water and clean mop heads only on tile floor. Change water as needed.
- Wipe all trashcans, including handles, and recycling bins with Heavy Duty Cleaner (Green) on a cloth.
- Disinfect all trashcans and recycling bins by misting interior/exterior of trashcans and recycling bins with Heavy Duty Cleaner (Green) followed with the Germicidal Detergent (Red).
- Wipe water fountain with Germicidal Detergent (Red).
- Wipe exterior of ice machine, including edge over lid, with Germicidal Detergent (Red).

- j. Sweep conduit area between center row of bunks.
- k. Wipe doorframe, ledges, and window ledges with Heavy Duty Cleaner (Green) on a clean cloth. Spray with Germicidal Detergent (Red).
- l. Wipe entire exterior cabinets of washers and dryers, including around and under lids of washers, and laundry bag rack with Heavy Duty Cleaner (Green) on a clean cloth followed with the CorrectPac Germicidal Detergent (Red).
- m. Wipe interior and exterior of microwave ovens with Heavy Duty Cleaner (Green) on a clean cloth. Disinfect exterior key pad and handle of microwave with the CorrectPac Germicidal Detergent (Red).
- n. Wipe walls down in dayroom, exterior walls of restroom, and outside of control room with Heavy Duty Cleaner (Green) on a clean cloth.
- o. Wipe Pull-up Bar Machine with Heavy Duty Cleaner (Green) on a clean cloth, then mist exterior of Pull-up Bar Machine with Germicidal Detergent (Red).
- p. Staff Restroom: Mist Heavy Duty Cleaner (Green) on sink, commode and floors/walls. Wipe sinks, commode, and floors/walls with clean cloth or doodle pad. Disinfect sink, commode, and floors/walls by misting with Germicidal Detergent (Red).
- q. Spray Germicidal Detergent (Red) onto a clean cloth and wipe down interior and exterior of ID box.
- r. Spray Germicidal Detergent (Red) onto a clean cloth and wipe down exterior phones.
- s. Wipe exterior of washer and dryers with Heavy Duty Cleaner (Green) on a clean cloth. Disinfect with the CorrectPac Germicidal Detergent (Red).

2. 1000 hrs.

- a. Janitors Closet: Clean mop basin and floors/walls with Heavy Duty Cleaner (Green) on a cloth. Mist mop basin and floors/walls with Germicidal Detergent (Red). Clean ceiling vent with house broom.
- b. CIRC Offices: Sweep and damp mop floors. Wipe windows with Glass Cleaner. Wipe walls with Heavy Duty Cleaner (Green). Empty trash.

B. HOUSING UNIT CLEANING AND SANITATION SCHEDULE FOR NIGHT SHIFT: 1800 hrs. – 0600 hrs. Required and chemicals must be used

1. 1830 hrs., 2030 hrs., 2300 hrs., and 0030 hrs.

- a. Mist Heavy Duty Cleaner (Green) on shower curtains, sinks, commodes, urinals, shower walls/floors, seat under front wall and restroom floors. Wipe shower curtains, sinks, commodes/urinals, shower walls/floors, seat under front wall, restroom floors and partition wall with a clean cloth or doodle pad.
- b. Disinfect shower curtains, sinks, commodes, urinals, shower walls/floors, seat under front wall and restroom floors by misting with Germicidal Detergent (Red).
- c. Wipe down all door handles, phones, Kiosks, irons, metal cabinets, tables and pencil sharpener with Germicidal Detergent (Red).
- d. Wipe windows with Glass Cleaner (Blue).
- e. Sweep tile floors and foyers. Damp mop tile floors and foyers. Use cold water and clean mop heads only on tile floor. Change water as needed.
- f. Mist all trashcans, including handles and recycling bins, with Heavy Duty Cleaner (Green) and let air dry.

- g. Disinfect all trashcans and recycling bins by misting interior/exterior of trashcans and recycling bins with Germicidal Detergent (Red).
- h. Wipe water fountains with Germicidal Detergent (Red).
- i. Wipe exterior of ice machine, including ledge over lid, with Germicidal Detergent (Red).
- j. Sweep conduit area between center row of bunks.
- k. Wipe doorframes, ledges, and window ledges with Heavy Duty Cleaner (Green) on a clean cloth, then spray with Germicidal Detergent (Red) and allow to air dry.
- l. Wipe entire exterior cabinets of washers and dryers, including around and under lids of washers, and laundry bag rack with Heavy Duty Cleaner (Green) on a clean cloth.
- m. Wipe interior and exterior of microwave ovens with Heavy Duty Cleaner (Green) on a clean cloth.
- n. Wipe walls down in dayroom, exterior walls of restroom, and outside of control room with Heavy Duty Cleaner (Green) on clean cloths.
- o. Staff Restroom: Mist Heavy Duty Cleaner (Green) on sink, commode and floors/walls. Wipe sinks, commode, and floors/walls with clean cloth or doodle pad. Disinfect sink, commode, and floors/walls by misting with Germicidal Detergent (Red).
- p. Spray Germicidal Detergent (Red) onto a clean cloth and wipe down interior and exterior of ID box.
- q. Spray Germicidal Detergent (Red) onto a clean cloth and wipe down exterior phones.

2. 2030 hrs.

Janitors Closet: Wipe mop basin and floors/walls with Heavy Duty Cleaner (Green) sprayed on a cloth. Mist mop basin and floors/walls with Germicidal Detergent (Red). Clean ceiling vent with house broom.

3. 0030 hrs.

- A. Spray shower/restroom ceiling with Heavy Duty Cleaner (Green) and scrub with a green or doodle pad; wipe dry with a towel on the doodle pad holder. Spray the ceiling with Germicidal Detergent (Red) and allow to dry.
- B. Spray Heavy Duty Cleaner (Green) into each restroom floor drain, each restroom sink drain, and each sink overflow port. Spray pressurized water into each floor drain, sink drain and sink overflow port by using a towel around the end of the water hose spray nozzle. Spray Germicidal Detergent (Red) into each floor drain, sink drain and sink overflow port.

OFFENDER CELLS AND DORMITORIES

Chemicals used:

- CorrectPac Red Germicidal Detergent (VCE)
- CorrectPac Blue Glass Cleaner (VCE) (*as applicable*)
- CorrectPac Green Heavy Duty Cleaner (VCE)

PPE Required:

- Vinyl gloves
- Eye protection

Offender cells and dormitories are to be cleaned and disinfected daily according to the following schedule and procedures using a cleaning cloth, sponge, or other approved item. When the word disinfect is used or the use of the CorrectPac Germicidal Detergent (Red) is referenced, it refers to the following procedure:

- ***For hard non-porous surfaces mist CorrectPac Germicidal Detergent (Red) directly onto the surface to be disinfected. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.***
- ***Tray slots are to be disinfected after cleaning items have been retrieved from the offender when cell cleaning is completed. This is to be used in applications where offender removal from the cell is not possible.***
- ***Strict control of cleaning materials should be maintained. Ensure return of all products and tools provided to offenders for the purposes of cleaning their living areas.***

3. At 0830 hrs., 1000 hrs., 1230 hrs., and 1515 hrs.:

- a. Mist CorrectPac Green Heavy Duty Cleaner on sinks, commodes, urinals, walls, and floors.
- b. Wipe sinks, commodes, urinals, walls, and floors with a clean cloth or approved item.
- c. Disinfect sinks, commodes, urinals, walls, and floors by misting these surfaces with Germicidal Detergent (Red).
- d. Wipe windows (*as applicable*) with CorrectPac Glass Cleaner (Blue).
- e. Wipe bed frames, non-porous bedding surfaces, doorframes, and window ledges (*as applicable*) with Heavy Duty Cleaner (Green) on a clean cloth. Spray with Germicidal Detergent (Red).

MEDICAL AREAS

Chemicals to be used:

- CorrectPac Heavy Duty Cleaner (VCE)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

Use the following procedures medical areas disinfected:

1. The waiting area in medical must be cleaned and disinfected at least once per hour while patients are being seen. The seats are to be lightly sprayed with Heavy Duty Cleaner (Green) and then lightly misted with Germicidal Detergent (Red) and allowed to air dry. Remember, this disinfectant kills germs and pathogens as it dries.
2. Clean and disinfect high touch areas, such as door handles and knobs, at least once per hour as long as patients are being seen. For this procedure, spray a clean paper towel with Heavy Duty Cleaner (Green) and wipe down the surface, followed by another clean towel with Germicidal Detergent (Red). Allow to air dry.
3. Medical staff are to use the disinfectant wipes they are provided with to clean patient areas in between visits; however, Heavy Duty Cleaner (Green) and Germicidal Detergent (Red) may also be used, as long as the Germicidal is allowed to air dry in between uses.
4. The infirmary area may be cleaned using the same procedure for housing units; however, in the event of an infectious outbreak, special PPE would be required for cleaning these areas if they have housed infected individuals.
 - a. A mask (respiratory protection N-95 or higher), fluid-resistant gown, goggles or face shield, and nitrile gloves are required to be utilized for this procedure, as well as a biohazard bag.
 - b. Spray down all nonporous surfaces with Heavy Duty Cleaner (Green) and wipe down using paper towels. Put used paper towels into biohazard bag.
 - c. Lightly mist all areas with Germicidal Detergent (Red) and allow to air dry.
 - d. Once you are finished, all disposable personal protective equipment (gown, gloves, and disposable respirator) should be placed into the biohazard bag. All reusable PPE (elastomeric filtering facepieces, reusable face shields, eye protection) must be properly decontaminated using the Germicidal Detergent (Red) to clean and disinfect.
 - e. The biohazard bag must then be secured with the tie made available to you and placed into the biohazard box to be disposed of. It is extremely important that materials used during the sanitation process are immediately disposed of in a properly labeled biohazard bag.

A Night Medical Sanitation Crew will be established to disinfect the medical area during the night shift.

OUTSIDE OF THE SECURE PERIMETER:

AGRIBUSINESS, BUILDINGS & GROUNDS, WAREHOUSE, WATER & WASTEWATER TREATMENT PLANTS

Chemicals used:

- CorrectPac Heavy Duty Cleaner (VCE)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

Focus on cleaning and sanitizing all areas, especially those with shared equipment. Pallet jacks, forklifts, and tools are all included here. Please use the following procedure for your area.

1. For desk and office areas, please refer to the office cleaning procedure described above.
2. Pallet jacks and forklifts: Before each use and at least every 2 hours following, use the Heavy Duty Cleaner (Green) and a paper towel to wipe down all contact surfaces such as handles, seats, steering wheel, seat belt buckles, and controls. **Be absolutely certain the machine is completely powered off and in park prior to cleaning and Do NOT spray the machine or electronic components to avoid damaging them.**
3. Spray a fresh paper towel with Germicidal Detergent (Red) and wipe down again, ensure that the surfaces are wet but not saturated, allowing the machine to air dry.
4. Tools and tool handles should be cleaned and disinfected after each use, using the procedure described above. Spray the Heavy Duty Cleaner (Green) on a clean paper towel and wipe it down then use a clean paper towel to apply the Germicidal Detergent (Red), being careful with power tools to protect their electronic components. Be sure all power tools are powered down and remove batteries prior to cleaning.
5. For other types of heavy equipment, such as tractors, Gators, lawn tractors, etc., follow the procedure for pallet jacks and forklifts above.

PROPERTY AREAS

Chemicals used:

- CorrectPac Heavy Duty Cleaner (VCE)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

Use the following procedure for cleaning and sanitizing the Property Area:

1. All hard surfaces, such as tables and counter tops, should be cleaned and disinfected at the start of the shift and every 2 hours afterward.
2. Spray Heavy Duty Cleaner (Green) onto tables, plastic chairs, and countertops and wipe down using a paper towel. Spray with the Germicidal Detergent (Red) and allow surfaces to air dry. Pay particular attention to the chairs used during receiving to ensure they are properly cleaned and disinfected.
3. For electronic items, such as the labeler and washing machine, spray a clean paper towel with the Heavy Duty Cleaner (Green) and wipe down all surfaces, followed by a light spray on a fresh paper towel with Germicidal Detergent (Red) and wipe down. Pay particular attention to frequently touched areas, like handles and buttons.
4. All carts must be cleaned and disinfected following usage. Spray down with the Heavy Duty Cleaner (Green) and wipe down with paper towels, followed by a light misting of the Germicidal Detergent (Red) and allow it to air dry.

SALLYPORT & FRONT ENTRY

Chemicals used:

- CorrectPac Heavy Duty Cleaner (VCE)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

Use the following procedures to clean and disinfect the Sallyport. Perform four times per day:

1. Remove loose items from area to be cleaned.
2. Mist surfaces with CorrectPac Heavy Duty Cleaner (Green) making sure all areas damp.
3. Using a paper towel or a reusable cloth designated for only sanitation, wipe down the entire surface until all cleaner dries.
4. For sensitive surfaces (such as electronics) mist CorrectPac Germicidal Detergent (Red) onto a new cloth or paper towel. It is important not to saturate the towel. Thoroughly wipe the surface until completely damp. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.
5. For hard non-porous surfaces mist CorrectPac Germicidal Detergent (Red) directly onto the surface to be disinfected. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.
6. For the X-ray machine, spray Heavy Duty Cleaner (Green) onto a clean paper towel and wipe off areas, being mindful of electronic components. Do not spray the machine itself. Pay special attentions to buttons and switches and other areas that are touched frequently. Then follow the same procedure using the Germicidal Detergent (Red) and a clean towel.

TOWERS

Chemicals used:

- CorrectPac Heavy Duty Cleaner (VCE)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Vinyl gloves
- Goggles/eye protection

Use the following procedure to clean and disinfect this area:

1. Remove loose items from area to be cleaned.
2. Mist surfaces with CorrectPac Heavy Duty Cleaner (Green) making sure all areas damp.
3. Using a paper towel or a reusable cloth designated for only sanitation, wipe down the entire surface until all cleaner dries.
4. For sensitive surfaces (such as electronics) mist CorrectPac Germicidal Detergent (Red) onto a new cloth or paper towel. It is important not to saturate the towel. Thoroughly wipe the surface until completely damp. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.
5. For hard non-porous surfaces mist CorrectPac Germicidal Detergent (Red) directly onto the surface to be disinfected. Let the Germicidal Detergent air dry on the surface. Do not wipe it off.

Do not spray cleaner directly on electronics as it may damage them.

Do not saturate surfaces. This cleaner is designed to disinfect as it dries. Use a light mist.

Do not use these cleaners on floors.

TRANSPORTATION VEHICLES

Chemicals used:

- Bleach or Sodium Hypochlorite (outside of secured perimeter)
- CorrectPac Red Germicidal Detergent (VCE)

PPE Required:

- Nitrile gloves (Vinyl gloves if using CorrectPac Red Germicidal)
- Goggles/eye protection

It will be the responsibility of the transporting officers to disinfect all department cars, vans, and buses before and after every transport.

Special attention should be paid to the surface areas of the vehicle, especially if the vehicle is used for an outside medical/hospital trip.

Any of the chemicals below can be utilized to disinfect the vehicles; however, the **dwll times vary**. The dwell time indicates the required time that the surface must remain wet in order for the chemical to be effective.

Chemical	Dwell Time
CorrectPac Germicidal (Red)	30 minutes
Bleach or Sodium Hypochlorite	See manufacturer's recommendation
Disinfectant Wipe	See manufacturer's recommendation

All vehicles will be wiped down with the selected disinfectant and must remain wet during the dwell time. Any vehicle that goes through the HUB at SCI BEN will be disinfected between trips. Once the offenders are unloaded, the vehicle will be disinfected and remain empty until after the dwell time. Offender work details can be utilized to disinfect the vehicles when appropriate. Below are the specific instructions on how to disinfect the vehicles.

- A. Vehicles with hard surface or non-porous or semi-porous (imitation leather) surfaces:
 1. Use the chemical of choice (use a 10:1 solution of bleach and water because of the reduced dwell time or follow manufacturer's recommendations on commercial product used). If using bleach a new bleach mixture **MUST** be mixed just prior to its use as it is ineffective 24 hours after mixed.
 2. Using a properly labeled spray bottle, set the nozzle on a fine mist.
 3. Lightly mist the rear seat or the seat that was occupied by the offender.
 4. When completed, spray all rear surfaces of the front seat or the seat directly in front of the offender.
 5. Lightly mist the post or column and doors of the vehicle.
 6. Repeat the same process for the staff member locations in the front of the vehicle such as steering wheel, gear shifter, door handle inside and out, etc.).
 7. Let air dry. Do not wipe the surfaces unless using a disinfectant wipe.

8. REMEMBER THE DWELL TIME REQUIREMENTS FOR THE PRODUCT YOU ARE USING.
9. Commercial disinfectant wipes can be used on all surfaces.
10. Use hand protection when performing these tasks.

B. Vehicles with porous seat coverings:

1. All tasks are the same as above with the exception of the cloth seats.
2. Mist the rear seat or the seat that was occupied by the offender. Do not saturate the seat. The seat must remain wet or moist only for the allotted dwell time.
3. FOLLOW THE DWELL TIME REQUIREMENTS FOR THE PRODUCT YOU ARE USING.

C. Buses with Nonporous or semi-porous (imitation leather) surfaces:

1. Using a garden sprayer containing the chemical of choice, lightly mist all areas from the head area to the floor.
2. Ensure there is adequate ventilation on the bus when administering the solution.
3. Surface must remain wet for the duration of the dwell time.
4. Saturation of the areas is not necessary.
5. If ponding or puddling occurs, reduce the amount of product being used.
6. Do not spray electronic equipment. Any equipment of this type must be disinfected by hand using a solution on a disposable cloth or towel.
7. FOLLOW THE DWELL TIME REQUIREMENTS FOR THE PRODUCT YOU ARE USING.
8. Allow all surfaces to air dry.

D. Buses with Cloth Seats:

1. All tasks are the same as above with the exception of the cloth seats.
2. Mist the rear seat or the seat that was occupied by the offender. Do not saturate the seat, the seat must remain wet or moist only for the allotted dwell time.
3. FOLLOW THE DWELL TIME REQUIREMENTS FOR THE PRODUCT YOU ARE USING.