

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES  
Health Care Department Operations Manual

**5.5.9 Cleaning and Disinfecting**

**(a) Purpose**

This policy defines the procedures to be used by all California Correctional Health Care Services (CCHCS) staff in order to reduce exposure to the novel Coronavirus Disease 2019 (COVID-19), and other pathogens, within all CCHCS occupied facilities, leased or owned, by providing guidance on cleaning and disinfecting frequently used surfaces and touch points within shared spaces and in common areas.

**(b) Procedure**

**(1) Cleaning and Disinfecting Common Areas**

(A) In an effort to minimize the risk of exposure to microorganisms, janitorial services shall clean and disinfect commonly used surfaces and touch points, which includes:

1. Elevator buttons;
2. Exterior building door handles;
3. Toilets;
4. Light switches;
5. Restroom door handles and keypads;
6. Restroom sinks, faucets, soap and paper towel dispensers,
7. Stall knobs and countertops;
8. Floors; and
9. Handrails.

(B) The approved cleaning and disinfecting products are listed in the Environmental Protection Agency's (EPA) approved product list and shall be supplied by Property Management.

**(2) Cleaning and Disinfecting Shared Offices, Conference Rooms, and Cubicles**

(A) Individuals utilizing shared offices, conference rooms, and cubicles are responsible for cleaning and disinfecting the area to include chairs, table tops, cabinet handles and door handles prior to and after each use.

(B) Cleaning and disinfecting products shall be supplied by the Business Operations Section (BOS) as a standard supply item and shall be requested on an as-needed basis per CCHCS Administrative Policy Section 1, Chapter 15: Requesting Standard Office Supplies Policy and Procedure.

(C) Cleaning and disinfecting products supplied by the BOS to the requesting program shall be stored either in shared spaces used by staff or in common use areas that remain accessible to all program staff.

**(3) Cleaning and Disinfecting Shared Computer / Electronic Equipment**

(A) Individuals who utilize a shared space, and will utilize shared equipment (i.e., keyboards, monitors, mouse, tablets, touch screens, remote controls, and other electronic equipment), shall apply hand sanitizer prior to and after each use.

(B) Cleaning and disinfecting products shall be supplied by the BOS as a standard supply item and shall be requested on an as-needed basis per CCHCS Administrative Policy Section 1, Chapter 15: Requesting Standard Office Supplies Policy and Procedure.

(C) The only approved cleaning solutions for Information Technology (IT) equipment are those specifically created for electronic components, containing at least 70% isopropyl alcohol.

1. All other cleaning agents are prohibited for use on IT devices.
2. Care shall be taken when wiping down these items. These items shall not be sprayed and hand sanitizer wipes shall not be used on them.
3. Electronic equipment shall be turned off or disconnected before cleaning and disinfecting to prevent damage.

**(4) Cleaning and Disinfecting State Vehicles**

(A) Cleaning and disinfecting supplies shall be provided by the BOS at the time of check-out of vehicles.

(B) Staff scheduled to use a state vehicle are responsible for cleaning and disinfecting the vehicle prior to and after each use, which includes:

1. Wiping high touch points such as key, key fob, steering wheel, steering column, seat belts, center console, door interiors, door pockets, interior door handles, exterior door handles, seat pockets, seat surfaces, areas between seats and consoles, areas between seats and doorjamb, cup holders, compartments, instrument panel, accessory panel, touchscreen, rearview mirror, side mirrors, visors, visor mirrors, dashboard, vents, gear stick, gear shift and trunk release.

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**(c) Using State Vehicles**

- (1) Pursuant to California Department of Public Health's November 16, 2020, [Guidance for the Use of Face Coverings](#), a face covering must be worn in a car unless alone or solely with members of their own household. Therefore, employees must wear masks during the entire duration of the trip unless all riders are from the same household.
- (2) When possible, it is recommended that only one employee ride in a state vehicle at a time.
- (3) If more than two employees need to share a vehicle, consider checking out a larger vehicle.
- (4) Additionally, all vehicle occupants shall practice regular hand hygiene and avoid touching their nose, mouth, or eyes.

**(d) Proper Handwashing Technique**

- (1) Wet hands with clean, running water and apply soap.
- (2) Lather hands by rubbing them together (including the back, between fingers and under nails).
- (3) Scrub hands for at least 20 seconds.
- (4) Rinse hands under clean, running water.
- (5) Dry hands using a clean towel or air-dry them.

**(e) COVID-19 Positive Test Procedures**

- After being notified that someone who tested positive for COVID-19 had visited a CCHCS location, BOS shall either:
- (1) Request the Department of General Services (DGS) to clean and disinfect the state-owned or leased facility for buildings operated by the DGS by submitting a ticket through the ServiceNow Portal, or;
  - (2) Coordinate the cleaning and disinfecting of the affected area with Property Management for CCHCS operated buildings and headquarters as well as regional/satellite buildings. This may include, but not be limited to, the placement of fogger machines at night throughout the space to disinfect the area.

**References**

- California Correctional Health Care Services Administrative Policy, Section 1, Chapter 15, Requesting Standard Office Supplies Policy and Procedure
- Department of General Services Memorandum titled "Guidance for notification in the event of a confirmed COVID-19 case in a state building or leased facility," dated March 20, 2020  
[https://bopc.ca.gov/wp-content/uploads/sites/41/2020/03/6A\\_DGS-Cleaning-Notification-Process-Memo.pdf](https://bopc.ca.gov/wp-content/uploads/sites/41/2020/03/6A_DGS-Cleaning-Notification-Process-Memo.pdf)
- Additional resources for helpful information related to COVID-19:
  - Centers for Disease Control and Prevention provides the latest information about COVID-19.  
<https://www.cdc.gov/coronavirus/2019-ncov/>
  - World Health Organization provides advice for the public.  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
  - California Department of Public Health provides updates and guidance to California residents.  
<https://www.cdph.ca.gov/>
  - The U.S. Occupational Safety and Health Administration offers information specific to workers and employees.  
<https://www.osha.gov/SLTC/covid-19/>
  - Official California State Government website  
<https://covid19.ca.gov/>

**Revision History**

Effective: 11/2020