

# COVID-19 Prevention: Cleaning and Disinfection Protocols



The City of Los Angeles Department of Recreation and Parks in collaboration with the County of Los Angeles Department of Parks and Recreation and the Department of Beaches and Harbors have established protocols to provide clean and sanitary amenities, which includes cleaning and disinfection.

The organizations have shared best practices as it relates to cleaning methods, supplies, and equipment used during this COVID-19 period. Cleaning frequency and tasks will be decided by individual agencies as it relates to their Department's needs. All staff that will be working in a cleaning capacity will be asked to wear Personal Protective Equipment (PPE).



# Disinfection for SARS-CoV-2

Currently, the various agencies have access to several products that are effective against the **Coronavirus (SARS-CoV-2)** as listed by the Environmental Protection Agency (EPA).

This guidance is intended for employees from these three agencies who need to effectively clean and/or disinfect common non-porous contact surfaces (such as tables, doorknobs, light switches, handles, counters, etc.).

Please read the instructions on the cleaning product label for the safe and effective use of each product, including the precautions you must take when applying the product (such as wearing gloves and making sure there is good ventilation while applying the product).

Always consult the available Safety Data Sheet or SDS before using the product and ensure you understand the SDS. Your supervisor can provide you with a copy of the relevant SDS and where you can find a copy of it.

For the purpose of this guidance, disposable gloves are to be used to prevent direct contact with the surfaces being cleaned/disinfected and the ingredients in the product(s).

Please note that the Centers for Disease Control and Prevention or CDC recommends that "If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection."

### Department Approved Disinfectants

#### RTU-Ready to Use Products

- Purell Professional Surface Disinfectant
- Lysol Disinfectant Spray Instructions
- Claire Disinfectant Spray Q
- SNiPER Hospital Disinfectant
- CaviCide
- QT-TB
- Enzyme Cleaner



#### RTU Wipes • Lysol Disinfecting Wipes (All Scents)

Dilutables *Eye protection & access to eye wash stations (must provide a minimum 15 minutes of flow) is required for dilutables.*

- Reliable Brand Pine Multi-Surface Disinfectant
- Pure Bright Germicidal Ultra Bleach
- Maintex Citra-Cide Disinfectant Cleaner



## I. Shelter Facilities

**It is your responsibility to treat everyone as a potential carrier. Remember to always use your personal protective equipment recommended by the manufacturer's Safety Data Sheet (SDS) and practice social distancing.**

Step	Action
1	Upon arrival, check in with the shelter manager. Identify yourself as an employee and inform him or her that you will be working a 12-hour shift for the maintenance division.
2	Request all required Personal Protective Equipment (PPE) from shelter manager. You will be issued a set of reusable safety goggles that can be cleaned daily using soap and warm water. You will be required to have THESE safety goggles with you each time you are assigned to work at a shelter.
3	Clean all restrooms, both inside and outside of recreation center and common areas. Restock toilet paper, hand towels, toilet seat covers, and hand soap, and empty trash cans as needed or as asked by shelter manager.
4	Disinfect all handles, door knobs, drinking fountains, sink faucet handles, hand rails, and any other high-touch surfaces throughout the facility on an hourly basis or as needed.
5	Clean kitchen area, sweep and mop, and disinfect counter tops and all serving tables as needed or instructed by shelter manager.
6	Report any issues, including supplies needed or job order request to your Park Maintenance Supervisor as soon as possible.
7	You are required to secure and store all supplies and cleaning materials when not in use in a locked and secured area. <b>YOU ARE NOT TO GIVE ANY MATERIALS TO ANYONE.</b>
8	Assist with keeping the dormitory areas clean (coordinate with shelter manager). The cots should primarily be sprayed with disinfectant spray and allowed to dry when a shelter resident leaves and a new shelter resident comes in to use that cot unless it's heavily soiled, then at that time it should be removed and substituted out for a new one.
9	Place all used gloves, respirator, coveralls, and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

Cleaning and disinfection should be conducted by individuals who have been trained to use products in a safe and effective manner. Training should be ongoing to ensure procedures for safe and effective use of all products are followed.



## II. Child Care Facilities

**It is your responsibility to treat everyone as a potential carrier. Remember to always use your personal protective equipment recommended by the manufacturer's Safety Data Sheet (SDS) and practice social distancing.**

Step	Action
1	Upon arrival, check in with the child care manager. Identify yourself as an employee and inform him or her that you will be working a shift for the maintenance division.
2	Request all required Personal Protective Equipment (PPE) from child care manager. You will be issued a set of reusable safety goggles that can be cleaned daily using soap and warm water. You will be required to have THESE safety goggles with you each time you are assigned to work at the child care facility.
3	Clean all restrooms, both inside and outside of recreation center, and common areas. Restock toilet paper, hand towels, toilet seat covers, and hand soap and empty trash cans as needed or as asked by child care manager.
4	Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched such as door knobs, light switches, drinking fountains, classroom sink faucet handles, countertops, nap pads, hand rails, desks, chairs, cubbies, tablets, keyboards, puzzles, building blocks, toys, games, and any other hightouch surfaces throughout the facility on an hourly basis or as needed.
5	Clean kitchen area, sweep and mop, and disinfect counter tops and all serving tables as needed or instructed by the child care manager.
6	Report any issues, including supplies needed or job order request to your Park Maintenance Supervisor as soon as possible.
7	You are required to secure and store all supplies and cleaning materials when not in use in a locked and secured area.
8	Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available.

Cleaning and disinfection should be conducted by individuals who have been trained to use products in a safe and effective manner. Training should be ongoing to ensure procedures for safe and effective use of all products are followed.



### III. Restrooms

**It is your responsibility to treat everyone as a potential carrier. Remember to always use your personal protective equipment recommended by the manufacturer’s Safety Data Sheet (SDS) and practice social distancing.**

**Safety Data Sheet (SDS) and practice social distancing.**

**Prior to any cleaning of restrooms, the disinfecting process must take place using one of the approved disinfectants the Department has provided.**

**All restrooms shall be cleaned thoroughly once per day in accordance with the following tasks. All tasks shall be completed with restrooms opened for public use prior to 8:00 am. In addition, restrooms shall be inspected, sanitized (including all frequently touched surfaces), and restocked two additional times throughout the day.**

Step	Action
1	Immediately notify supervisor of any irregularities or hazards.
2	Pick up debris and trash, then sweep floor. Removed articles are not to be swept outside of the restroom.
3	Empty trash and replace napkin receptacles, and replace liners as needed.
4	Check and refill all dispensers as needed.
5	Remove graffiti using removal materials or other scrubbing techniques.
6	Do high and low dusting of ledges, tops of partitions, etc. using a dampened cloth or other device.
7	Disinfect the inside, top, and bottom of toilets, seats, urinals, fixtures, and surrounding surfaces.
8	Disinfect stall walls and other areas where hands are normally placed. Clean doors and door frames.
9	Disinfect around urinals, under sinks, around drains, and other area where bacteria might breed.
10	Disinfect sinks, dispensers, baby changing stations, receptacles, trash containers, benches, and surrounding walls.
11	Clean mirrors.
12	Scrub sinks and wipe dry.
13	Scrub inside surface of toilets/urinals including upper lip. Do not flush.
14	Scrub outside of toilets, urinals, and rear wall.
15	Wipe toilet seats, bowls, urinals, and fixtures until dry.



### III. Restrooms (continued)

Step	Action
16	Spot clean walls and wipe dry.
17	Disinfect and mop floors. Leave floor as dry as possible.
18	Wipe off cove base and remove mop strands caught around posts, etc.
19	Replace receptacles and trash containers following their cleaning.
20	Deodorize the restrooms.
21	Report running water, broken fixtures, or plugged sewer lines that cannot be normalized or isolated to supervisor. Lock restroom.
22	Remove graffiti from outside of the restroom building and wash off any dirt clods, mud, or foreign material.
23	Clean top and sides of drinking fountains outside of restrooms. Clean drains.
24	Disinfect drinking fountains, scrub fixtures, and dry.
25	If showers available, disinfect knobs, railing, and handicap benches in shower areas.
26	All areas are to be left clean and free of streaks, stains, film, debris, water spots, and odors. All fixtures shall be clean, including piping.
27	Make sure that supplies are in their appropriate dispensers and in adequate amounts to meet demands.
28	All leaking fixtures, clogged drains, stopped up or damaged basins, toilets or urinals, and damaged or inoperable lighting fixtures that cannot be repaired by the following are to be reported to the supervisor. <ul style="list-style-type: none"> <li>a. Tightened to stop leaks.</li> <li>b. Unclog by using a plunger.</li> </ul>
29	Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

Cleaning and disinfection should be conducted by individuals who have been trained to use products in a safe and effective manner. Training should be ongoing to ensure procedures for safe and effective use of all products are followed.



## IV. Interior Buildings

### Safety Data Sheet (SDS) and practice social distancing.

It is your responsibility to treat everyone as a potential carrier. Remember to always use your personal protective equipment recommended by the manufacturer's Safety Data Sheet (SDS) and practice social distancing.

Prior to any cleaning of the interior building, sanitize and wipe all frequent touched surfaces.

Interior buildings include, but not limited to, multi-purpose rooms, recreation offices, stages, gyms, all interior and exterior restrooms, dressing rooms, class rooms, kitchens, maintenance offices, sheds, and utility offices.

Step	Action
1	Pick-up debris, trash, and remove cobwebs and other foreign materials from doors, walls, ceilings, partitions, vents, etc.
2	Dust counter tops and other horizontal surfaces.
3	Remove, empty, clean and disinfect all trash receptacles.
4	Stack chairs on tables and clear floor area.
5	Removal all graffiti using graffiti removal materials or scrubbing techniques.
6	Clean doors, door frames, light switch, kick and push plates, and handles.
7	Clean and disinfect top and side of drinking fountains, and scrub and dry fixtures
8	Sweep and dust mop floors making sure to clean corners and around obstacles.
9	Spot mop around entry ways, and all stains and spills.
10	Deodorize room.
11	All areas shall be left clean and free of streaks, stains, film, debris, water spots, and odors.
12	Thoroughly vacuum carpeted floors, making sure to clean corners and around obstacles.
13	Clean and disinfect all furniture including desks, chairs, and tables.
14	Clean and disinfect cabinets, book cases, and shelves.
15	Empty, clean, and sanitize all kitchen trash containers.
16	Thoroughly mop and disinfect kitchen floor, making sure to clean corners and around other obstacles.
17	Inspect and refill all kitchen dispensers.
18	Wash and sanitize all kitchen walls, splash boards, cupboard doors, and dispensers.
19	Sweep and dust wood floors and tile with a dust mop daily.
20	Spot clean and remove foreign material from the wood floors daily as necessary. Damp mop to remove spills and soiled spots only.
21	Inspect and submit job orders as needed.
22	Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

Cleaning and disinfection should be conducted by individuals who have been trained to use products in a safe and effective manner. Training should be ongoing to ensure procedures for safe and effective use of all products are followed.



## V. Skate Parks

**It is your responsibility to treat everyone as a potential carrier. Remember to always use your personal protective equipment recommended by the manufacturer's Safety Data Sheet (SDS) and practice social distancing.**

**As part of standard infection control practices, routine cleaning should be ongoing. Surfaces touched most frequently should be prioritized for routine cleaning.**

Step	Action
1	Close off areas as needed for cleaning and disinfection.
2	Remove trash and debris, blow or sweep area, and address any graffiti concerns.
3	Inspection of the park looking for worn and damaged skating surfaces, any irregular surfaces that are skated, and a look at the overall condition of the equipment is a must. Conditions that could cause hazards should be closed to skating, and a job order should be submitted.
4	Always clean touch surfaces prior to use of disinfectants in order to reduce soil and remove germs.
5	Disinfect all touch points, not just the frequently touched surfaces. To make the process easier, consider using a manual sprayer or equipment such as electrostatic sprayers, foggers, and misters to make sure hard to reach surfaces are not missed.
6	Allow for surfaces to air dry or wipe dry after recommended dwell time based on manufacturer's SDS.
7	You are required to secure and store all supplies and cleaning materials when not in use in a locked and secured area.
8	Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available.



## VI. Frisbee Golf

It is your responsibility to treat everyone as a potential carrier. Remember to always practice social distancing.

Please encourage park goers to keep a safe distance with other players, keep the group sizes small, practice diligence in hygiene, wear face masks, do not share frisbee discs, and no high fives or handshakes while playing frisbee golf. Signage should also be in place.

Step	Action
1	Empty trash receptacles and replace trash liners.
2	Address all graffiti concerns.
3	Inspect the area for any potential hazards.
4	Submit job orders as needed.



## VII. Playgrounds and Fitness Equipment

**It is your responsibility to treat everyone as a potential carrier. Remember to always use your personal protective equipment recommended by the manufacturer’s Safety Data Sheet (SDS) and practice social distancing.**

**As part of standard infection control practices, routine cleaning should be ongoing. Surfaces touched most frequently should be prioritized for routine cleaning.**

Step	Action
1	Close off areas as needed for cleaning and disinfection.
2	Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs.
3	Disinfect all touch points, not just the frequently touched surfaces. To make the process easier, consider using a manual sprayer or equipment such as electrostatic sprayers, foggers, and misters to make sure hard to reach surfaces are not missed.
4	Allow for surfaces to air dry or wipe dry after recommended dwell time based on manufacturer’s SDS.
5	You are required to secure and store all supplies and cleaning materials when not in use in a locked and secured area.
6	Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available.



## VIII. Dog Parks

It is your responsibility to treat everyone as a potential carrier. Remember to always use your personal protective equipment recommended by the manufacturer’s Safety Data Sheet (SDS) and practice social distancing.

As part of standard infection control practices, routine cleaning should be ongoing. Surfaces touched most frequently should be prioritized for routine cleaning.

Please encourage park goers to take extra precautions to stay healthy and safe by maintaining social distancing and wearing face masks while visiting the park. Signage should also be in place.

Step	Action
1	Empty trash receptacles and address all graffiti concerns.
2	Replace trash liners and resupply dog waste bags.
3	Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs.
4	Disinfect all frequently touched surfaces such as hydration stations, park benches, pooper scoopers, entry gate handles, bag stations, and amenities.
5	Allow for surfaces to air dry or wipe dry after recommended dwell time based on manufacturer’s SDS.
6	Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available.



## IX. Splash Pads

**It is your responsibility to treat everyone as a potential carrier. Remember to always use your personal protective equipment recommended by the manufacturer’s Safety Data Sheet (SDS) and practice social distancing.**

**As part of standard infection control practices, routine cleaning should be ongoing. Surfaces touched most frequently should be prioritized for routine cleaning.**

Step	Action
1	Close off areas as needed for cleaning and disinfection.
2	Remove trash and debris, blow or sweep area, and address any graffiti concerns.
3	Inspect the area for any items that are corroded, deteriorated, broken, or other potential hazards.
4	Make sure all drains are free of debris, rocks, glass, or other foreign objects.
5	Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs.
6	Disinfect all touch points, not just the frequently touched surfaces. To make the process easier, consider using manual sprayer or equipment such as electrostatic sprayers, foggers, and misters to make sure hard to reach surfaces are not missed.
7	Allow for surfaces to air dry or wipe dry after recommended dwell time based on manufacturer’s SDS.
8	You are required to secure and store all supplies and cleaning materials when not in use in a locked and secured area.
9	Place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available.

