

**Departmental Instructions for Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility**  
**Timing and location of cleaning and disinfection of surfaces**

<b>At an office, or other facility that does not house people overnight:</b>	<b>At a facility that <u>does</u> house people overnight*:</b>
<p>Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area.</p> <p><b>All areas visited by the ill person should be closed until ABM has cleaned.</b></p> <p><b>Notify Risk Management X 2942, General Services by email to Hope.Marshall@sonoma-county.org and all external departments that may access your building of the temporary closure. Post a notice of temporary closing on all the doors.</b></p>	<p><a href="#">Follow Interim Guidance for US Institutions of Higher Education on working with state and local health officials to isolate ill persons and provide temporary housing as needed.</a></p>
<p>Call X2550 &amp; email GS-FDM@sonoma-county.org to request <b>enhanced</b> cleaning by ABM and advise that your location is closed. <b>DO NOT CONTACT ABM DIRECTLY</b></p> <p>You will need to provide them with the following information:</p> <p>* Address</p> <p>*All locations the individual was in.</p> <p>*When the ill person was in the facility last.</p> <p>*Contact name and phone number for when cleaning is complete.</p> <p><b>Note: ABM will not clean until 24 hours from the time the person was in the facility.</b></p>	<p>Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area.</p> <p><b>All areas visited by the ill person should be closed until ABM has cleaned.</b></p> <p><b>Notify Risk Management X 2942, General Services by email to Hope.Marshall@sonoma-county.org and all external departments that may access your building of the temporary closure. Post a notice of temporary closing on all the doors.</b></p>
<p><b>ABM Cleaning staff</b> will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.</p>	<p>Call X2550 &amp; email GS-FDM@sonoma-county.org to request <b>enhanced</b> cleaning by ABM and advise that your location is closed. <b>DO NOT CONTACT ABM DIRECTLY</b></p> <p>You will need to provide them with the following information:</p> <p>* Address</p> <p>*All locations the individual was in.</p> <p>*When the ill person was in the facility last.</p> <p>*Contact name and phone number for when cleaning is complete.</p> <p><b>Note: ABM will not clean until 24 hours from the time the person was in the facility.</b></p>
<p>After ABM has cleaned, FDM will notify the department contact that the cleaning is complete &amp; staff/public may return.</p>	<p><a href="#">In areas where ill persons are being housed in isolation, follow Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019. This includes focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-needed.</a></p>
	<p>In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.</p>
	<p>When the ill person recovers and is out of isolation, call X2550 &amp; email GS-FDM@sonoma-county.org to request <b>turnover cleaning</b>. This cleaning includes all the enhanced cleaning &amp; includes floors, beds etc, as required by the CDC.</p>
	<p>After ABM has cleaned, FDM will notify the department contact that the cleaning is complete &amp; staff/public may return.</p>
<p><b>If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.</b></p>	
<p><b>*For facilities that house people over night, please contact ABM for cleaning unless your department has already developed cleaning protocols based on the CDC guidance for COVID-19</b></p>	