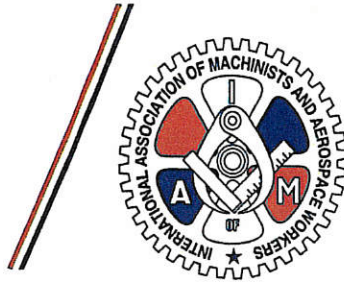


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



To: General Vice Presidents, Chiefs of Staff, United States Business Representatives and
General Chairs, Airline Coordinators, Department Directors
From: The IAM Legal Department
Date: March 19, 2020

MEMORANDUM

Re: **Guidelines for Bargaining with Employers Regarding the Coronavirus
Pandemic**

The developing coronavirus (also known as covid-19) pandemic has been declared a national emergency and is certain to affect every IAM-represented workplace. Every employer with whom the IAM has a collective-bargaining relationship should be developing plans to respond to the crisis and to protect the health and safety of all employees, as well as the general public. The IAM has both the legal right to be involved in these plans and the responsibility to do so, to protect the health of the employees we represent, their families, and the communities in which they live.

Because of the importance and urgency of this crisis, every IAM affiliate should take the following steps for each employer with which it has a collective-bargaining relationship. **It is the responsibility of U.S. DBRs and PDGCs to assure that this document is distributed to the relevant local and district representatives.**

1. Request bargaining.

If the Union has not already met with the employer, it should make an *immediate request* to meet to bargain over plans to address the crisis and its impact on employees. Sample bargaining requests and information requests are attached; it should be modified as appropriate for the circumstances of each employer and bargaining unit. If the applicable collective bargaining agreement (“CBA”) provides for a joint labor-management safety committee (and if such a committee is active), the Union should demand that the committee be involved in both planning and implementation of the plan to the full extent contemplated by the CBA. If there is concern about in-person meetings, bargaining can take place over the phone or tele-conference.

Please note the following:

- This is an *urgent* matter. It is inevitable that employers’ responses to the crisis will vary in both speed and effectiveness. It is the Union’s responsibility to make sure that every employer acts *quickly*, and that the steps it undertakes are *effective*.

- Employers are *required* to bargain with unions over this matter. If an employer is not acting quickly, or if it is not proposing effective steps, the Union should demand the employer take appropriate action. However, the Union should avoid taking any action that could be perceived as a request to re-open the CBA. In this crisis situation, the union should make every effort to cooperate with reasonable employer proposals. Please confer with the IAM Legal Department before filing any charges relating to employer refusals to bargain.

2. Submit information requests.

To the extent that an employer has not already shared all of the details of its plans to address the pandemic, the union should immediately submit an information request, and take appropriate steps to insure that the employer responds to it promptly. A sample request, prepared by Strategic Resources, is attached. As with the request for bargaining, it should be modified for each particular bargaining unit.

3. Bargaining Demands.

Carefully evaluate the employer's plan upon receipt. Even if the plan appears adequate, a meeting with the employer should be held in order to discuss questions about the plan and its implementation.

At a minimum, the employer's plans and procedures should include the elements recommended by the U.S. Centers for Disease Control and Prevention ("CDC"). A link to the CDC's "Interim Guidance for Businesses and Employers" (as of 3/15/2020) is provided below, along with other useful guidance from the government. If the plans and procedures fall short of the CDC Guidance in any of the following areas, consider the following specific demands:

- *Screening.* Employees and visitors to the workplace may be screened to protect workers and slow the spread of the virus. Screening may include mandatory temperature readings (preferably using non-invasive and sanitary temperature scanners), as well as monitoring for visible symptoms. Anyone with a fever or displaying other visible symptoms (coughing, weakness, etc.) should be ordered to leave work, and to remain away from the worksite (either until the symptoms subside, or 14 days). The information collected must be treated as medical information and should be maintained in a confidential manner not be relied upon by the employer for any other purpose.
- *Job protections for absent employees.* An employee may be absent from work because he or she is: (a) ill; (b) self-isolating out of a concern that he or she may have contracted the virus or been exposed to it; (c) ordered to stay away from work due to virus concerns; or (d) caring for a family member believed to be suffering from the virus or home because of school closure. The employer must guarantee that the employee's job will be held open for a minimum of 21 days, or as necessary. As suggested by the CDC, employees should *not* be required to produce a doctor's note for reinstatement, since healthcare providers are likely to be too busy to produce such notes. Employers with "no fault" attendance programs or other programs that assign points or penalties for days missed should not assign "points" for anyone on leave due to any of these circumstances.

- *Paid leave.* It must be insured that all employees absent from work because of the pandemic receive paid leave to the full extent permitted under the CBA, or required by law. If the contract does not provide paid leave, we should none-the-less attempt to bargain it in these unusual times. The federal law enacted yesterday requires that workers who are sick or affected by quarantine orders employed by covered employers receive up to 14 paid sick days followed by up to 12 weeks of paid leave for a COVID related illness. That bill likely will become law in the near future. Our employers should provide benefits at least as generous as required by law (even if they are not technically covered by the law).
- *Workplace cleanliness procedures & gear.* Employees must be instructed to wash their hands frequently *and be* provided with the means to do so. The employer should also provide posters explaining the proper way to wash hands and provide alcohol based hand sanitizers that contain at least 60% or greater alcohol to supplement hand washing, and provide tissues to contain sneezing and coughing. If necessary, employees should be provided with protective gear, such as gloves and masks. Where practicable, the employer should implement social distancing protocols.
- *Workplace cleaning procedures.* The Employer must maintain thorough daily cleaning procedures to sanitize all surface areas in the workplace. A link to CDC “Environmental Cleaning and Disinfection Recommendations” (dated March 15, 2020) can be found at the bottom of this memo. The Union should insist that such cleaning be carried out at least daily.
- *Telework.* The union should bargain with the employer to facilitate telework to the extent practicable given the nature of the work.
- *Shiftwork.* The union could in appropriate circumstances bargain to perform more work on shifts or at times that have less people working than on the main shift or at normal working hours, to reduce the number of people working at any one time.
- *Travel.* All non-essential travel should be eliminated.
- *Communications.* The employer should adopt a communication plan to keep the union and employees informed of all relevant workplace policy changes and conditions.

The pandemic presents a rapidly evolving situation. Should new developments create currently unanticipated impacts upon the workplace, additional meetings with employers, and new bargaining demands, may be necessary.

4. Resources.

Here are links to relevant resources from the federal government:

- CDC Guidance (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)
- OSHA Guidance (<https://www.osha.gov/SLTC/covid-19/>)
- WHO Guidance (https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6)
- WHO Q&A (<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>)

The Legal Department is collecting evidence of best practices employer roadblocks in this area to share with our representatives, and would appreciate hearing from any representative who would like to share the experience he or she has had with the employer. This memo and related material will be posted on the Legal Department's website, and will be updated as new information becomes available.

DRAFT COVID-19 INFORMATION REQUEST

(Note: This is only a guideline. Do not send as-is. This must be revised to fit your particular circumstances and collective bargaining agreement.)

Date

NAME AND TITLE

Dear [NAME]:

In light of the outbreak of the novel coronavirus disease (COVID-19) throughout the United States and Canada, and the World Health Organization's recent declaration of a global pandemic, we are requesting the following data relative to the IAMAW bargaining unit whose contract expires on _____. We feel this data is essential to help serve our membership in the wake of a global health crisis.

Please forward this data as soon as possible to me at _____.

The information needed is as follows:

1. Does the company have an infectious disease plan in place? If so, please describe the plan/policy in detail, and provide any and all related documents.
2. Will the company be conducting deep cleanings of the workplace on a regular basis? Please describe the extent and regularity of these cleanings.
3. Is the company providing any training to employees on how to prevent contracting and spreading the disease?
 - a. If so, please describe the training curriculum in detail, and provide any and all related documents.
 - b. Will the training be provided on paid company time?
4. Will additional paid break time be offered in order to allow employees ample time to follow CDC and public health recommendations for disease prevention and spread (e.g., washing hands thoroughly, etc.)?
5. Would the company consider staggering break periods so that fewer employees are in close contact with one another throughout the day?
6. Will sufficient supplies related to disease prevention and spread be made available to employees throughout the workplace (e.g., soap, disinfectant spray and paper towels, hand sanitizer, etc.)?

7. Does the Company have a policy on sending home visibly sick employees?
 - a. If so, please describe the policy in detail, and provide any and all related documents.
 - b. Will the employees be compensated for their time in quarantine?
8. If there has been a visibly sick employee in the workplace, will the employees who have been in direct contact with this person be sent home for quarantine? Will these employees be compensated for their time in quarantine?
9. Will the Company modify the sick leave policy to ensure that workers who must remain home due to illness are paid? If so, please describe the policy in detail, and provide any and all related documents.
10. Will the Company modify the attendance policy to allow for absences for coronavirus-related instances, for both precautionary and positive tested employees? If so, please describe the policy in detail, and provide any and all related documents.
11. Will the company modify its Paid Time Off policies in general to allow flexibility for employees to take time off for other coronavirus-related circumstances (e.g., unanticipated school closures)? If so, please describe the policy in detail, and provide any and all related documents.

If there are any questions regarding the above requests, please notify me as soon as possible.

Thank you in advance for your timely assistance.

Sincerely,

cc: {Territorial GVP}
{GLR, Coordinator, DBR/DGC, Strategic Resources as appropriate}

SAMPLE REQUEST FOR BARGAINING

[TO BE CUSTOMIZED FOR EACH BARGAINING UNIT]

[NOTE: If there is an existing labor-management Safety committee, the request should include the committee to the extent required by the CBA]

We are writing to propose a meeting to discuss steps the company will be taking in light of the Coronavirus pandemic.

The Union and its represented employees are concerned about the spread of the Coronavirus. It is very likely there will be an impact on the workplace. The health risks are real and substantive, and there is a need for immediate protective measures.

The Union accordingly requests an immediate meeting [with our Safety Committee or similar committee if there is one] so that the Union can negotiate a plan to implement necessary health and safety prevention procedures. We would like in particular to discuss steps recommended by the federal Occupational Safety and Health Administration. See <https://www.osha.gov/SLTC/covid-19/> OSHA recommends employers follow guidance from the CDC. See <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Please let us know when you are available to meet on these critical matters.



Coronavirus Disease 2019 (COVID-19)

Interim Guidance for Businesses and Employers

Plan, Prepare and Respond to Coronavirus Disease 2019

Older adults and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.
[Find more information here.](#)

This interim guidance is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses.

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person-to-person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many US communities.

CDC Industry Guidance

- [Resources for Airlines](#)
- [Resources for the Ship Industry](#)

OSHA/HHS Guidance

- [Guidance on Preparing Workplaces for COVID-19](#)  

CDC Public and Private Partner Call for COVID-19 — March 4, 2020

Dr. Jay Butler, CDC's Deputy Director for Infectious Diseases and Senior Response Official for the COVID-19 response provided a situational update for CDC partners, including members of the private sector, public health organizations, universities, and clinical societies.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed COVID-19. There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Updates are available on CDC's web page at www.cdc.gov/coronavirus/covid19.

Recommended strategies for employers to use now:

- **Actively encourage sick employees to stay home:**

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
 - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
 - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with

Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Planning for a Possible COVID-19 Outbreak in the US

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed.

Planning Considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
 - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
 - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with [state](#) and [local](#) health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

Important Considerations for Creating an Infectious Disease Outbreak Response Plan

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

Employers should:




- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Recommendations for an Infectious Disease Outbreak Response Plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposures](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the US, consider canceling non-essential business travel to additional countries per [travel guidance](#) on the CDC website.
 - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
 - Consider cancelling large work-related meetings or events.
- Engage [state](#) and [local](#) health departments to confirm channels of communication and methods for dissemination of local outbreak information. When working with your local health department check their available hours.

Resources for more information:

CDC Guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19](#) 
- [What to Do If You Are Sick With COVID-19](#) 
- [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\) Exposure in Travel-associated or Community Settings](#)
- [Health Alert Network](#)
- [Travelers' Health Website](#)
- [National Institute for Occupational Safety and Health's Small Business International Travel Resource Travel Planner](#) 
- [Coronavirus Disease 2019 Recommendations for Ships](#)

Other Federal Agencies and Partners

- OSHA Guidance: https://www.osha.gov/SLTC/novel_coronavirus/index.html 

Page last reviewed: February 26, 2020



Coronavirus Disease 2019 (COVID-19)

Environmental Cleaning and Disinfection Recommendations

Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019

Background

There is much to learn about the novel coronavirus that causes [coronavirus disease 2019 \(COVID-19\)](#). Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

Purpose

This guidance provides recommendations on the cleaning and disinfection of rooms or areas of those with suspected or with confirmed COVID-19 have visited. It is aimed at limiting the survival of novel coronavirus in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities (e.g., schools, institutions of higher education, offices, daycare centers, businesses, community centers) that do and do not house persons overnight. These guidelines are not meant for [cleaning staff in healthcare facilities](#) or repatriation sites, [households](#), or for others for whom specific guidance already exists.

Definitions

- *Community facilities* (e.g., schools, daycares centers, businesses) comprise most non-healthcare settings that are visited by the general public outside of a household.
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

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

- At a school, daycare center, office, or other facility that does not house people overnight:
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.

- **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.**
- At a facility that does house people overnight:
 - 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.
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - 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.**
 - In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.

How to Clean and Disinfect

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - [Products with EPA-approved emerging viral pathogens claims](#)   are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)  ) that are suitable for porous surfaces

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene:

- **Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Gloves and gowns should be compatible with the disinfectant products being used.

- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. **Clean hands** immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g., a child)

Additional Considerations for Employers:

- Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
- Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop **symptoms** within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken. When working with your local health department check their available hours.
- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#) [↗](#)).
- Employers must comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#) [↗](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#) [↗](#)).

Additional Resources

- [OSHA COVID-19 Website](#) [↗](#)
- [CDC Home Care Guidance](#)