

**American Legion**  
**Charles A. Conklin Post 28**  
**Grand Haven, MI 49417**

**Enhanced Sanitation and Hygiene Policy in Response to COVID-19**

As per CDC and OSHA guidelines Charles A. Conklin Post 28 has devolved the following guidelines on enhanced sanitation and hygiene as required by the State of Michigan, in support of Governor Whitmer's Executive Order 2020-114 in reopening the post for member and public use. This policy adopted and in effect June 2020.

Why are we talking about safer practices?

Hazardous chemicals are common in cleaning, sanitizing and disinfecting products. People using these products, and people in the spaces where they are used, can get sick or develop illnesses, including asthma. Others harm reproductive health or may cause cancer if too much exposure occurs. Some damage skin or other body systems. For example, custodians using cleaning products and disinfectants may suffer from work-related asthma due to exposure on the job.

Decision Making and Selecting

Disinfectants and sanitizers are regulated as pesticides by the U.S. EPA. If the Design for the Environment (DfE) label is not on the product, use disinfectants and sanitizers that contain ethanol, isopropanol (isopropyl alcohol), hydrogen peroxide, L-Lactic acid, or citric acid. During use of chemicals, ventilate the space with outside air by opening doors and windows, or by bringing in outside air with your air handling system.

**How to clean and disinfect**

**Clean**

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.

-More frequent cleaning and disinfection may be required based on level of use.

-Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.

- High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

## **Disinfect**

- Recommend use of EPA-registered household. Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend: -Keeping surface wet for a period of time (see product label). Precautions such as wearing gloves and making sure you have good ventilation during use of the product. Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe Service Animals with these products or any other products that are not approved for animal use. See EPA's 6 steps for Safe and Effective Disinfectant.

- Diluted household bleach solutions may also be used if appropriate for the surface. °Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

**\*\*Unexpired household bleach will be effective against coronaviruses when properly diluted\*\***

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

## **To make a bleach solution**

**Mix:** 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water OR 4 teaspoons bleach per quart of room temperature water.

- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

## **Soft surfaces**

For soft surfaces such as carpeted floor, rugs, and drapes:

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.
- Vacuum as usual.

## **Electronics**

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines, charitable gaming machines

- Consider putting a wipe-able cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

## **Cleaning and disinfecting the building if someone is sick**

- Close off areas used by the person who is sick. °Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. °Do not vacuum a room or space that has people in it. Wait until the room or

space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

If necessary, temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

- Once area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

### **Cleaning and disinfecting outdoor areas**

- Outdoor areas generally require normal routine cleaning, but do not require disinfection. Do not spray disinfectant on outdoor areas- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.

-High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.

-Cleaning and disinfection of wooden surfaces (benches and tables) or groundcovers (mulch or sand) is not recommended.

- Sidewalks and roads should not be disinfected. Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

### **When cleaning**

- Regular cleaning staff can clean and disinfect community spaces. Ensure they are trained on appropriate use of cleaning and disinfection chemicals.

- Wear disposable gloves for all tasks in the cleaning process, including handling trash. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.

- Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a person who is sick.

-Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

**Always read and follow the directions on the label to ensure safe and effective use.**

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children

See FDA's Tips for Safe Sanitizer and CDC's Hand Sanitizer Use Considerations

**Additional key times to wash hands include:**

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

### **Considerations for Post 28 employees and volunteers**

- Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.
- 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.
- 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).
- Comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132)

### **Alternative disinfection methods**

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known. EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.

- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the surface disinfectants identified on List against the virus that causes COVID-19.

## **CDC PREVENTION GUIDELINES**

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

### **Know how it spreads**

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### **Everyone Should**

#### **Wash your hands often!!!**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

#### **Avoid close contact**

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home. ◦ Remember that some people without symptoms may be able to spread virus.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### **Cover your mouth and nose with a cloth face cover when around others**

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. ◦ Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### **Cover coughs and sneezes**

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **Clean and disinfect**

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

- Then, use a household disinfectant. Most common EPA-registered household will work.

### **Monitor Your Health**

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. ◦Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop. ◦Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.