

SOP: 49-605Date Issued: 3/27/2020Date Revised: 4/16/2020


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**TITLE** : [Redacted by] CAF Public Health Emergency Infectious Agent Response Plan  
**SCOPE** : This procedure applies to the [Redacted by] CAF and all personnel  
**RESPONSIBILITY** : Government and Contract Managers  
**PURPOSE** : To establish the process for responding to a public health emergency, identifying, clearing, cleaning and disinfecting locations during and following closure, due to exposure to a suspected or confirmed disease-causing agent.

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### **CONTRACT STAFF CHANGES IN RESPONSE TO A PANDEMIC CRISIS**

To facilitate social distancing, when possible, staff shall be divided into to two (2) working groups with each group working on alternate days throughout the work week. Within each working group, the staff shall be divided into shifts, starting at intervals approximately 30-45 minutes apart. The shift structure shall be maintained throughout the day, including lunch.

### **ENHANCEMENT OF ROUTINE FACILITY CONTROLS & PERSONAL PROTECTIVE EQUIPMENT (PPE)**

#### **Administrative Controls:**

- Government and contract staff scheduled to work must be feeling well prior to coming to work. Please refer to the CDC guidelines for COVID-19 symptoms. Staff are advised to stay home if they feel ill and self-report to supervisor, their healthcare provider, and OMS.

#### **General Controls:**

- To stop the spread of coronavirus or other viruses, the CDC recommends applying social distancing when possible by avoiding large gatherings and maintaining a distance of 6 feet from other people. This reduces the chance of contact with those carrying the infection.
- Handwashing should occur frequently, with soap and water, for at least 20 seconds each time. If soap and water are not available, the use of an alcohol-based hand sanitizer that contains at least 60 percent ethanol or 70 percent isopropyl alcohol is recommended. **Handwashing or hand sanitation is required before entering the locker room or breakroom.**
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **All staff, Government and contract, shall don a face mask when entering the [Redacted by agreement] CAF. Contractors shall pick up their mask at the facility concierge and don it prior to entering the facility/locker room.**
- When entering the breakroom for lunch, in addition to donning a blue jumpsuit, staff shall don a pair of gloves. The gloves can be removed once you are done warming your food and decontaminating your lunch area. Handwashing before and after eating is required. The coffee and ice machine service shall be temporally discontinued for the duration of the emergency. Alternatively, coffee may be provided using a Government management approved social distancing method, such as those used by commercial vendors.

#### **Proximity Controls:**

When performing tasks that require proximity, defined as being within 3 feet or less of another individual then, in addition to the standard PPE required for the area you are working in, if you are not already wearing them, the following must be added:

1. Disposable lab coat over facility scrubs or street clothing.
2. One (1) pair of gloves unless specified by an SOP that the work requires you to be double-gloved.
3. Mucous Membrane Protection:
  - a. Standard face mask
  - b. Splash/droplet protection (either goggles or a splash shield) **Note: Please see the facility floor leader if you require eye protection. When using facility goggles or splash shields, please thoroughly disinfect them with the provided disinfectant prior to and after each use.**

A change of gloves/outer glove is required once the proximity work has been completed.

### **ENHANCEMENT OF ROUTINE FACILITY CLEANING AND SANITATION**

In addition to the routine facility cleaning and sanitation outlined below (i.e. mopping of facility corridor floors twice each weekday and animal room floors once each day with 1:10 bleach: water solution), during a public health emergency:

- All door handles, light switches, and other surfaces which are frequently touched or handled within the facility shall be thoroughly wiped with a 1:10 bleach solution twice each day.
- All unnecessary or hard-to-sanitize objects shall be removed or covered with a disposable plastic drape in all breakrooms and locker rooms.
- Only the scrubs required for each shift shall be in the locker room at any given time.
- Soiled scrubs shall be immediately placed into a plastic bag and removed from the locker room after each shift, prior to room sanitation.
- The locker room shall be thoroughly decontaminated after each shift with a 1:10 bleach and water solution. Decontamination shall include but not limited to wiping down all locker surfaces, as well as the surfaces of all benches, door handles, counters, sinks, faucets/handles, toilets, urinals, and mopping of the floor. The room walls shall also be cleaned at the end of each day.
- The breakrooms shall be thoroughly decontaminated after each shift with a 1:10 bleach solution. Decontamination shall include but not be limited to wiping down all flat surfaces, as well as the surfaces of all door handles, counters, sinks, faucets/handles, microwaves, coffee makers, cabinets/refrigerators, and their handles, and mopping the floors. The room walls shall also be cleaned at the end of each day.
- The facility office shall be thoroughly decontaminated twice each day, once at the start of each day and again at the end of the day with a 1:10 bleach and water solution. Decontamination shall include but not limited to wiping down all surfaces, to include all door handles, counters, desks/workstations, cabinets and their handles, and the computer mouse/keyboard.

### **ENHANCEMENT OF ROUTINE FACILITY HANDLING OF SHIPMENTS, PACKAGES AND MAIL**

- To stop the spread of coronavirus or other viruses, the CDC recommends applying social distancing when possible by avoiding large gatherings and maintaining a distance of 6 feet from other people. This reduces the chance of contact with those carrying the infection. Therefore, when receiving shipments maintain safe distance practices.
- Wear gloves when handling newly received or non-sanitized items.
- **Handwashing or hand sanitation as outlined above is required after handling any shipment, package or mail.**
- Preliminary data has shown that the COVID-19 and other virus can persist on certain surfaces for extended periods of time:

Virus persistence on paper/cardboard – up to 24 hours

Virus persistence on metal and plastic – up to 72 hours

- For items that are not time sensitive – keep these items in an undisturbed safe location for the above-mentioned time periods, as feasible. A staging area will be identified and labeled to minimize staff entry by the Facility Support Section in coordination with [Redacted by] Central Animal Facility management. For smaller packages and shipments, room B2E38 will be used. A label will be placed on each shipment/package with the date and time the item was received, in addition to the release date and time.

- If packages/items need to be unwrapped, uncrated, the designated personnel shall disinfect the outer surfaces as appropriate with a 1:10 bleach solution. Alternatively, individual plastic or glass containers or other items can be left undisturbed if possible, for the above time periods.

## **IDENTIFICATION OF CONTAMINATED LOCATIONS**

ORS Occupational Medical Service (OMS) will notify [Redacted by] Government Management of the confirmed presence of an infectious agent (i.e. COVID-19), including the dates the worker was believed to be shedding the virus. [Redacted by] Government Management will work with appropriate NIH staff to identify the locations the worker visited during that period. *\*See section below on related information for NIH COVID-19 testing procedures*

## **COMMUNICATION OF A POTENTIAL CONTAMINATION**

[Redacted by] Management will immediately notify staff via e-mail and/or telephone, providing the building(s) and room number(s) which the individual worked or visited while shedding the virus. While some literature indicates that many viruses die after three days (e.g., COVID-19), where possible, a conservative approach of more than three days will be used in administrative and other non-animal facility areas, unless otherwise directed by the Division of Occupational Health and Safety (DOHS). Management will also notify any ICs who may have shared the affected spaces.

## **CLEARING/SECURING THE LOCATION**

Affected area(s) will be immediately vacated by all occupants, the area shall be locked and secured, and signage stating "Closed for Decontamination" posted on all entry doors to the restricted area(s). The sign shall also contain facility contact information. Access shall be restricted until the area(s) is/are cleaned and disinfected in accordance with NIH DOHS requirements. Staff access to affected animal areas will be granted on a case by case basis during this time, based on the guidance of Government facility management, in consultation with OMS, DOHS and/or the SDs office. Only personnel involved in the decontamination process and critical animal care will be provided access without direct DOHS approval. With approval of the DOHS, a modified disinfection plan may be implemented in animal areas since staff routinely wear PPE in these areas and are at a decreased risk of spreading infection. Restrictions shall remain in place until a clearance is obtained from the DOHS.

## **CONTAMINATION RESPONSE PLAN**

IC Animal program management, in coordination with DOHS, shall review the space, perform a risk assessment, and determine the critical need for re- occupancy. During the review process, areas within the animal facility that are easily sanitized and routinely cleaned/disinfected, as per facility SOPs for sanitation, will be assessed to determine the methodology selected for additional cleaning and disinfection. Areas where the everyday cleaning processes has already addressed "high touch" surface areas, may be approved by DOHS for remediation by facility personnel.

[Redacted by] SOPs and sanitation practices shall meet or exceed the guidance provided by the CDC as found on the CDC website for Environmental Cleaning and Disinfection Recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>). SOPs and the guidance found below shall be strictly adhered to by [Redacted by] staff during the cleaning and disinfecting process.

Areas identified as not sanitizable per SOPs, and/or not approved for disinfection by personnel, shall be assessed by management in communication with DOHS, and a determination is made if critical or non-critical for immediate re-occupancy. Remediation for rooms that are not critical for immediate re-occupancy may be "remain closed for an extended period", as determined by facility management, in communication with DOHS, to allow environmental rest and required cleaning/disinfection before being cleared for occupancy.

To facilitate effective communication during the review process, maps that show the layout and room numbers of the animal facility are attached (Appendix A). Animal facility personnel will provide an up-to-date facility map delineating areas that are routinely cleaned/disinfected as per SOP and those areas that are not capable of having comprehensive sanitation performed by staff.



## **CONTAMINATION CLEANING AND DISINFECTING PROCEDURES**

Areas not capable of having comprehensive sanitation performed as per SOP, and/or not approved for disinfection by facility personnel, must be cleaned/disinfected by NIH ORS personnel.

Areas that are approved for cleaning/disinfection by facility personnel are cleaned and disinfected as per SOP with the additional guidance provided below, focusing especially on frequently touched surfaces.

### **DISINFECTANTS & CLEANING PROCEDURES:**

Disinfectants selected for use shall be determined to be effective against the targeted pathogen ensuring enough contact time can be maintained for the type of surface being disinfected. The EPA maintains a list of Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2. The list is updated frequently and can be found on the EPA website: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

Additional guidance from the CDC includes:

- Follow manufacturer's instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date.
- Surfaces that are dirty must be cleaned using a detergent or soap and water prior to disinfection.

#### **Hard, Nonporous Surfaces**

In most situations, a 1:10 bleach solution will be used when decontaminating hard, nonporous surfaces within Redacted by Alternatively, a 100 ppm Chlorine Dioxide solution may be used. Users must ensure a contact time of at least 1 minute for the bleach solution and 3-5 minutes for the Chlorine Dioxide solution, while allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. If the COVID-19 virus is the only infectious agent of concern, a more dilute bleach solution may be used:

- 5 tablespoons (1/3 cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

#### **Soft (Porous) Surfaces**

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 in coordination with ORS. Alternatively, if approved by DOHS, areas maybe fogged in accordance with facility SOPs. 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 that are EPA-approved for use against the COVID-19 virus

([https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list\\_03-03-2020.pdf](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf)) and that are suitable for porous surfaces.

#### **Electronics**

For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Allow surfaces to air dry. Care should be taken to avoid pooling of liquids.

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

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry. 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.

## **REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE) WHEN CONDUCTING DECONTAMINATION**

PPE shall be worn for all tasks in the cleaning process when cleaning after a suspect or confirmed infectious agent exposure, including thorough disposal of waste generated during the cleaning/disinfecting process.

PPE shall include at a minimum:

- Double gloves
- Face Mask
- Hair Cover
- Tyvek Jumpsuit
- Shoe covers
- Goggles or Hard Face Shield (Note: Non-disposable items must be thoroughly disinfected after each use.)

Additional guidance:

- 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.
- All disposable PPE shall be disposed of as MPW.
- Outer gloves should be removed after each room or area is cleaned.
- Hands should be washed/cleaned often, including immediately after removing the inner gloves, by washing hands with soap and water for 20 seconds. If at any time a breach is noted in your protective gloves, they should be immediately removed, and your hands washed thoroughly with warm water and soap for at least 20 seconds.

## **WASTE DISPOSAL**

Waste generated during the cleaning and disinfecting process shall be disposed of as MPW. Prior to removal from the facility, MPW boxes shall be labeled only with "Special Handling" (Do not write anything else, such as COVID-19, on the box).

## **RE-OPENING BUILDING LOCATIONS**

Locations closed due to exposure to the confirmed disease-causing agent must be cleaned/disinfected prior to reopening. The IC Animal Program, in coordination with the DOHS, will evaluate the space (including a visual inspection if necessary) to determine the if extent of the decontamination/cleaning was appropriate.

Facility personnel shall communicate completion of cleaning/disinfecting of each area to Government facility management who will, in collaboration with DOHS, determine if the space should be re-opened. Upon affirmation, posted signs can be removed and the staff and users notified that they are authorized to re- enter the area(s). ***Please note that cleaning of the space is not an absolute guarantee that all traces of the virus have been neutralized. In facility areas returned to use, staff should continue to practice safety measures, including hand hygiene and social/physical distancing when appropriate.***

## **COVID-19 SPECIFIC TESTING INFORMATION**

If a staff member is sick and has a reasonable concern that he/she may have been exposed to the coronavirus (SARS-CoV-2) within 14 days of reporting, they should fill out the OMS screening questionnaire. NIH Occupational Medical Service (OMS) will respond to your submission within 24-48 hours. If you have any questions, please email the NIH OMS Monitoring Program mailbox (OMSMonitoringProgram@mail.nih.gov).

Staff who work near an individual with confirmed COVID-19 and may have been exposed will be contacted by OMS and screened for symptoms. They will be asked to self-quarantine at home if their exposure constitutes a significant risk of infection according to Centers for Disease Control and Prevention (CDC) guidelines. OMS will monitor them closely for infection. If an individual has not been contacted by OMS, he/she are assumed to be not at risk.