



12/3/2020

GOAL: Implement Effective & Efficient Cleaning & Disinfecting Practices to Prevent Spread of COVID-19



PLAY STRATEGY

Communicable diseases pose a grave threat to congregate living facilities, especially in the case of COVID-19. Preventing the spread of infection is crucial to protecting the health and safety of residents, staff, and their families. Regular cleaning and disinfecting using approved disinfectants and equipment is a key component of every facility's plan. What should facilities clean? How should they clean? How often? Who should be responsible for cleaning?



HOW TO RUN THE PLAY

A. DEVELOP A PLAN

- **Ensure that all staff have a role in cleaning and disinfecting**
 - Leadership identifies, trains, and supervises at least one full-time registered nurse as the **designated infection preventionist**.
 - Shift supervisors are responsible for the implementation of the cleaning and disinfecting plan for their shifts.
 - Walkarounds help shift supervisors to understand how cleaning fits into the workflow of the facility, the time required for cleaning, and any barriers to completing effective and efficient cleaning.
 - Shift supervisors shadow staff as they clean, and monitor to ensure that staff have completed cleaning in accordance with the facility's policies.
 - Leadership gives all staff specific cleaning and disinfecting assignments that are based on their roles and that, in many cases, can be embedded into existing workflows.
 - All staff are trained on their specific roles and responsibilities and how to carry them out (see below: "Identify who will be responsible for cleaning and disinfecting")



- The infection preventionist will make lists detailing what to clean, how, when (how often), and by whom (specific roles/positions within the facility). These lists are described in more detail below.
- **Determine what needs to be cleaned and disinfected**
 - The designated infection preventionist, or their designee, makes a full and complete list of all surfaces, tools, and equipment that will need to be cleaned and disinfected.
 - These should be divided into two categories:
 1. Hard and non-porous materials (e.g., glass, metal, plastic)
 2. Soft and porous materials (e.g., carpets, rugs, material in seating areas)
 - Areas unoccupied for seven or more days need only routine cleaning.
 - Maintain existing cleaning practices for outdoor areas.
 - Focus on high-touch and high-risk surfaces such as door handles, light switches, chairs, etc. that should be cleaned and disinfected at least two times per day.
 - Focus on high-touch and high-risk tools/equipment such as stethoscopes, keyboards, walkers, etc. that should be cleaned and disinfected before and after each use.
 - Consult [CDC's Decision Tool](https://www.cdc.gov/decision-tool) (bit.ly/3ltQJ15) for additional information.
- **Determine how areas/surfaces will be cleaned and disinfected**
 - The infection preventionist or their designee will detail how each area/surface within the facility will be cleaned.
 - Consider the type of surface and how often the surface is touched.
 - For hard and non-porous materials like glass, metal, or plastic:
 - Make sure to use the [EPA list of approved disinfectants](#).
 - For each hard and non-porous surface item, list the EPA-approved disinfectant(s) and equipment (e.g., gloves, mop, etc.) available at your facility.
 - Provide instructions on how to apply/use each product:
 - Clean the surface first.
 - Generally go from cleaner areas on the surface to dirtier areas.
 - Generally go from top of the surface to bottom.
 - Clean dirty surfaces with soap and water prior to disinfection.



- Then apply the disinfectant, always following the instructions on the label for the product.
 - Know how long the disinfectant needs to remain on the surface to be effective (contact time) and follow this guidance.
 - For soft and porous materials like carpet, rugs, or material in seating areas:
 - Remove soft and porous materials in high-traffic areas, when feasible.
 - For each soft and porous material item, list the appropriate way of cleaning and disinfecting the material (e.g., laundering, use of disinfectant approved for that material, etc.) and the equipment used (e.g., spray, washer, etc.).
 - Thoroughly clean or launder materials.
 - Disinfect materials if appropriate [EPA-approved products](https://www.epa.gov/3mofwqx) (bit.ly/3moFwQx) are available.
- **Identify who will be responsible for cleaning and disinfecting**
 - Leadership identifies, trains, and supervises at least one full-time registered nurse as the **designated infection preventionist**. The infection preventionist will work with other staff to develop, implement, and improve upon the plan, including keeping abreast of any updates to federal, state, or county guidance.
 - The **infection preventionist** or their designee will match each role/position at the facility with cleaning and disinfecting assignments.
 - **Each staff member** will work to embed their cleaning and disinfecting assignments into existing workflow (where feasible).
 - **Shift supervisors** track and monitor cleaning and disinfecting for their shift.
- **Put it all together to make it easy to remember and track**
 - The infection preventionist or their designee will turn the what, how, when, and by whom (from above) into checklists (see the Using Cleaning and Disinfecting Checklists Mini-Play for more information).
 - Make cleaning and disinfecting easy to remember (and hard to forget).
 - Train staff on the plan (in the primary languages of each staff member).
 - Detail what, how, when (how often), and by whom.
 - Consider making a video so that staff can watch on their own time.
 - Update and revise the training and plan as needed.
 - Work elements of the plan into ongoing staff huddles and communications.



- Provide demonstrations on cleaning and disinfecting specific items/materials.
- Solicit questions and concerns about cleaning and disinfecting.
- Provide updates to guidance and/or the plan.
- Use posters, automated audio reminders, mini-checklists (e.g., in the area to be cleaned and disinfected) and other visualizations throughout the facility.
- Make more detailed instructions (e.g., this play) easily accessible.

B. IMPLEMENT THE PLAN

- Consider using checklists to guide and track cleaning and disinfecting.
- Use huddles to:
 - Provide ongoing training/re-training
 - Identify challenges, questions, concerns and new ideas
 - Decide which new ideas to test
 - Provide updates on the results of new ideas tested
 - Provide updated guidance, roles, checklists (including successful tests that have been incorporated into the guidance)
- The infection preventionist or their designee ensures that the following are readily available to staff:
 - Clearly marked supplies and equipment needed for cleaning and disinfecting
 - This play (including the links to additional resources)
 - Checklists by role/position:
 - In a language understandable to the person in the role
 - For each shift (for tracking and monitoring)
 - A method for staff to anonymously report challenges and issues
- Shift supervisors or their designees track and ensure that cleaning and disinfecting protocols and procedures are being followed:
 - Consider using daily, simple checklists for each staff member to help them remember their assignments and track completion of them.
 - Consider the use of a performance improvement process device (e.g., adenosine triphosphate (ATP) or fluorescent light testing) to ensure that cleaning is being done adequately.



C. MAINTAIN AND REVISE THE PLAN

- Infection preventionist checks for updated guidance at least weekly from:
 - Federal sources (CDC, EPA, etc.)
 - California Department of Public Health and California Department of Social Services
 - Contra Costa Health Services
- Infection preventionist maintains contact with other facilities to work on common challenges together and implement bright spots from other facilities.
- Shift supervisors and facility leadership use huddles to discuss the plan, and staff communication contains regular reminders about policies and procedures for cleaning and disinfecting.
- All staff use huddles to identify questions, concerns, and challenges, and to present new ideas.
- All staff use anonymous method to report concerns as needed.
- New ideas are tested (using small tests of change) and are incorporated into the overall guidance and checklist(s) should they prove successful.
- Infection preventionist updates the checklists for role/positions as the guidance changes and/or as staff develop more effective and efficient approaches to following this guidance.



TIPS AND TRICKS

- While time-intensive in the beginning, checklists for each role/position for each day make it easier and more efficient for all staff to complete their assignments.
- Encourage staff to find new ways to incorporate their cleaning and disinfecting assignments into their existing workflow (and to report back on what they find so it can be formally incorporated into the plan).
- Encourage staff to come up with new ideas to test to make cleaning and disinfecting more effective and efficient.
- Celebrate the work of staff for adhering to the guidance on cleaning and disinfecting.
- Learn from other facilities their best practices and consider adapting them for use at your facility.





ADDITIONAL RESOURCES

- [CDC Detailed Guidance for Cleaning and Disinfecting](https://bit.ly/33BBOM1) (bit.ly/33BBOM1)
- [CDC Decision Tool for Cleaning and Disinfecting](https://bit.ly/3o6mSgO) (bit.ly/3o6mSgO)
- [CDC Cleaning and Disinfecting Your Facility – Everyday Steps](https://bit.ly/36qk6Nq) (bit.ly/36qk6Nq)
- [EPA List of Approved Disinfectants](https://bit.ly/33Bu9NT) (bit.ly/33Bu9NT)
- [CDC: Sparkling Surfaces Webinar](https://bit.ly/39xOZBt) (scroll down to bottom of page) (bit.ly/39xOZBt)

PLAY 5.A – USING CLEANING AND DISENFECTING CHECKLISTS MINI-PLAYIST

- To help ensure regular and adequate cleaning and disinfecting at the facility, consider develop a series of checklists that include the following:
 - The item (e.g., area, equipment, etc.) to be cleaned
 - How each item on the list is to be cleaned (e.g., disinfectant wipes (name specific approved disinfectant), vacuuming, from top to bottom, etc.)
 - How often each item is to be cleaned (e.g., per shift, per use, once per day, etc.)
 - Who is responsible for cleaning each item (e.g., nurse, housekeeping, health aide, person using the equipment, etc.)
 - The resources and equipment to be used to clean each item
 - How the cleaning can be incorporated into existing workflows (where feasible)
 - A mechanism for tracking and monitoring that the assignment(s) have been completed as prescribed
- Consider making the following checklists:
 - **Infection Preventionist Cleaning and Disinfecting Checklist** for use by the infection preventionist
 - Tracking the work by shifts and the work of shift supervisors in monitoring the work of their shifts
 - Identifying challenges, questions, and concerns
 - Answering and disseminating answers to challenges, questions, and concerns
 - Reminders to check for updated federal, state, or county guidance



- **Shift Cleaning and Disinfecting Checklist** for use by shift supervisors (AM, PM, etc.)
 - Tracking the work done by role/position for their shifts
 - Ongoing training, problem-solving via huddles, etc.
 - Verifying that the required cleaning and disinfecting for their shift has been carried out
- **Facility Role/Position Cleaning and Disinfecting Checklists**
 - Each role/position within the facility has a customized checklist outlining their specific roles and responsibilities (e.g., list for nurses, list for housekeeping, etc.)
 - Each checklist includes:
 - What to clean
 - How to clean it
 - When (how often) to clean it
 - Tracking and documenting their cleaning (for each shift they work)
 - Tracking and documenting supplies, equipment, and orders for new supplies/equipment (applicable only to certain roles)

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