



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Charles D. Baker
GOVERNOR

Karyn E. Polito
LIEUTENANT GOVERNOR

Kathleen A. Theoharides
SECRETARY

Tel: (617) 626-1000
Fax: (617) 626-1081
<http://www.mass.gov/eea>

Memorandum

From: Executive Office of Energy and Environmental Affairs

Date: May 18, 2020

Subject: COVID-19 Outdoor Recreation Facility Restroom Cleaning Best Practices

These best practices detail the standards and processes for the cleaning and disinfecting of certain outdoor recreation facility restrooms.

Definitions

- ❖ *Germ*s are defined as a microorganism which causes a disease in a human host.
- ❖ *Virus* is defined as an infective agent that causes disease or infection in a human host.
- ❖ *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning includes but is not limited to wiping of surfaces, vacuuming, sweeping and mopping carpets and floors, and removing visible debris. Cleaning alone does not kill germs.
- ❖ *Disinfecting* works by using chemicals to kill germs and viruses on surfaces. This process kills more germs and viruses than sanitizers. A cleaning product is used first, then the surface is disinfected.
- ❖ *Surfaces* are the outside part or uppermost layer of something.

Cleaning and Disinfection of Surfaces (solid and porous)

Products

- ❖ Surfaces should be cleaned prior to disinfection.
- ❖ Solid surfaces shall be disinfected using products that meet [EPA's criteria for use against the COVID-19 Virus](#).
 - 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.

Personal Protective Equipment (PPE):

- ❖ **Wear disposable gloves and masks for all tasks in the cleaning process and disinfection process.**
 - Gloves and face coverings shall be compatible with the disinfectant products being used. Gowns and face shields are not required.
 - Check to see if the product manufacturer recommends additional PPE.
 - Beware of the risk of splash or backsplash.
 - Be sure to **clean hands** after removing gloves.
- ❖ Remove gloves and face coverings carefully to avoid contamination of the wearer and the surrounding area.
- ❖ Clean hands immediately after gloves are removed.

Other Cleaning Procedures

Section 1: Preparation

When preparing for restroom cleaning:

1. Review the supply checklist then organize all supplies that will be needed, such as soap and paper dispenser refills, cloths, bowl brush and other proper cleaning equipment.
2. Gather all the properly labeled cleaners that will be needed. Be sure that the correct dilution rates are used according to the manufacturer's recommendations.
3. Display the proper caution signs to warn of wet floors and close the restrooms to patrons before beginning to clean.

Section 2: Order of Tasks

Remember these three rules of restroom cleaning:

Rule #1: Always clean top to bottom.

Rule #2: Clean from dry to wet.

Rule #3: Work towards the exit door.

Cleaning Toilets and Urinals - Part 1

- ❖ Apply the proper disinfectant to the bowls ahead of time, which make it easier with cleaner results.
- ❖ First, flush each unit. This is done to ensure that the unit is free of contamination and determine if it's working properly. Report any damage or malfunctioning units to your supervisor or maintenance department.
 1. It is good practice to back-flush commodes before cleaning. Do this by inserting the bowl brush several times into the bowl throat, forcing the water up and over the bowl trap. This eliminates the water in the bowl, allowing more of the surface to be cleaned and less dilution of the cleaner.

2. For urinals, remove debris with picker tool and place the urinal screen on a paper towel while you clean.
3. Apply a disinfectant solution to the interior and exterior surfaces of all urinals and toilets.
4. Let it stand and move on to “dry cleaning.”

High Dusting

- ❖ Practicing the “top to bottom” rule, begin by using a long handled high duster to remove dust from ceiling corners, wall vents, tops of partitions, door frames, windowsills, light fixtures and other high areas that may gather dust.

Trash Removal

- ❖ Empty all trash receptacles and disposal units. Spray the receptacles with disinfectant spray.

Disinfect Dispensers:

- ❖ Clean the exterior of the soap dispensers with a damp cloth and a disinfectant solution. If necessary, remove any buildup around the delivery area. Allow it to air dry.
- ❖ Damp wipe the outside of the towel dispenser or the hand dryer with a disinfectant solution and allow it to air dry.
- ❖ Damp wipe the outside of toilet tissue dispensers with disinfectant solution.

Dry Floor Care

- ❖ Dust mop the floor starting at the farthest corner and working towards the door. Collect the dirt with a dustpan and place it in the proper trash receptacle.

Sinks and Countertops

- ❖ Clean sinks by first using a paper towel to remove any hair or debris. Spray disinfectant inside of the sink and exterior surfaces including all metal handles, faucets and the plumbing until covered. Allow the product to stand for at least 10 minutes for proper disinfection. Wipe using a paper towel, clean cloth or sponge.

Infant Changing Stations

- ❖ Clean changing stations by first using a paper towel to remove any debris. Spray disinfectant on all surfaces including interior and exterior sides of table. Allow the product to stand for at least 10 minutes for proper disinfection. Wipe using a paper towel, clean cloth or sponge.

Mirrors and Glass Surfaces

- ❖ Clean mirrors and glass surfaces.

Spot Cleaning

- ❖ Spot clean with disinfectant solution to remove any stains and dirt from walls and switches. Make sure to spray the cleaner on the paper towel, cloth or sponge when cleaning light switches or fixtures.

Cleaning Toilets and Urinals - Part 2:

- ❖ Now that the disinfectant has had ample contact time, you can continue cleaning the toilets and urinals.
- ❖ Clean the inside of the toilet with the bowl brush paying close attention to the underside of the flush rim. This prevents the accumulation of bacteria that can spread disease and create unpleasant odors.
- ❖ Flush toilet to rinse the bowl. Use the clean water to rinse your bowl brush.
- ❖ Flush toilet again.
- ❖ Wipe down the exterior surfaces of the fixture with a clean paper towel or cloth.
- ❖ Damp wipe all the flush handles and all other chrome. Allow the disinfectant to air dry.
- ❖ Use an acid bowl cleaner the flush rim once a week. Remove water by back-flushing with a bowl brush. Saturate the brush with the cleaner and wet all surfaces thoroughly. Rinse by flushing. Only use the acid bowl cleaner on the interior of the bowl and NEVER on the seat. Acid residue could cause harm to skin.
- ❖ For urinals, use a bowl brush and wash the pre-sprayed disinfectant from the top to the bottom.

Tubs and Showers

- ❖ When cleaning tubs and showers, first remove all gross soils.
- ❖ Apply a tub and shower disinfectant to the walls and floors of a tiled shower stall. Be sure to read the label for dilution recommendations. Thoroughly wet all surfaces including the door tracks, doors, walls, soap dish, faucets and showerhead.
- ❖ Allow approximately ten minutes of contact time. Wipe with a nonabrasive scrub pad or sponge.
- ❖ Rinse thoroughly.
- ❖ **Always use a nonacid disinfectant on fixtures.** Acid disinfectants are highly corrosive. Follow manufacturer's recommendations for fiberglass showers.
- ❖ Dry all surfaces carefully to prevent slips and falls.

Final Spot Cleaning

- ❖ Do final spot cleaning on the places that are most often touched in a restroom. Spray disinfectant on the handles of urinals, toilet seats, doors and towel dispensers as a final precaution to reduce cross-contamination.

Wet Mopping

- ❖ Wet mop the floor with a disinfectant solution starting from the farthest corner of the room working toward the exit door.
- ❖ Apply the solution from the mop bucket moderately with special attention given to toilet areas, urinals and sinks.
- ❖ Be sure to change the solution once it becomes visibly diluted or contaminated with soil; or at the very least after every three restrooms regardless of visible contamination.