
<table>
<thead>
<tr>
<th>Policy Title:</th>
<th>COVID-19 State Of Emergency Disinfection Plan - High Touch Surfaces and Public Areas</th>
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<tbody>
<tr>
<td>Responsible Department(s):</td>
<td>2Life Operations</td>
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<td>Effective Date:</td>
<td>03/31/2020</td>
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<td>Approved By:</td>
<td>2Life Protocol Team</td>
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I. **PROTOCOL STATEMENT:**
2Life Communities strives to ensure the safety of all our residents. This policy is designed to outline the appropriate actions for disinfecting high touch public surfaces in all facilities.

II. **SCOPE:** Maintenance, Facilities and Cleaning staff.

III. While in a Massachusetts State of Emergency the disinfection plan below is to be implemented. The goal is to disinfect all surfaces, twice a day, seven days per week.

IV. **IV. SURFACES TO DISINFECT**

- Door handles
- Handrails
- Elevator buttons
- Time Clocks
- Phones
- Keyboards/mouse
- Non-automatic water faucets / soap dispensers / paper towel dispensers
- Toilet Handles
- Radios
- Cell phones
- TV remote
- Walkers/wheelchairs
- Copy Machines
- Coffee maker / water cooler
- Light Switches
V. CHEMICALS TO USE
Hydrogen Peroxide wipes
Bleach wipes
All-purpose Disinfectant

VI. PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED
Gloves

VII OTHER EQUIPMENT NEEDED
Rags/cloths or paper towels

VIII PROTOCOL
Wash hands for 20 seconds before entering an area
Don gloves
Follow label instructions regarding kill times for viruses
Hydrogen Peroxide = Keep the surface wet for 30 seconds
Bleach Wipes = Keep the surface wet for 1 minute
Disinfectant = Keep the surface wet for 10 minutes
Begin at entrance and work through department/building (Restroom to be done last)
Spray 6-8 inches from the surface OR directly onto your cleaning rag/cloth
Spray until thoroughly wet
Allow disinfectant to sit on surface
Wipe stainless steel and mirrors with a dry cloth
When completed, remove gloves and wash hands for 20 seconds

REPEAT, at a minimum, every 4-6 hour