

Fitwel Enhanced Cleaning, Disinfecting, and Maintenance Policy



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This document provides project teams with a policy that can be used as a template and adopted in full to comply with requirements of the Fitwel Enhanced Cleaning, Disinfecting, and Maintenance Policy. Project teams can either use the exact content of this document to establish new policies, or update existing policies by adding any missing components from the below.

A qualifying enhanced cleaning, disinfecting, and maintenance policy must include the following:

1. Implementation

- when implementing the policy in multi-tenant commercial and residential buildings, the policy will apply to all areas under the control of the building management, including common elevator banks on tenant floors.
- when implementing the policy in single tenant buildings and commercial interior spaces, the policy will apply to all areas within tenant spaces.

2. Cleaning

The **twice** daily cleaning of the following areas, as applicable during a contagious disease outbreak, as defined by the national, regional, and/or local public health authority, and the **once** daily cleaning of the following areas during all other times:

- common activity spaces (for example, fitness and exercise rooms, lactation rooms, multipurpose rooms, break areas, game rooms, or other spaces designated for shared activity)
- shared kitchens (including kitchenettes, snack bars, or other areas that are used for shared eating or food preparation)
- shared bathrooms
- high-touch surfaces*.

3. Upkeep

The **twice** daily upkeep of the following during a contagious disease outbreak, as defined by the national, regional, and/or local public health authority, and the **once** daily upkeep of the following during all other times:

- soap
- toilet paper
- paper towels

4. Disinfection Guidelines

Disinfection guidelines must meet the following:

- require disinfection of all high-touch surfaces* **twice** daily during a contagious disease outbreak, as defined by the national, regional, and/or local public health authority.
- follow the CDC guidelines and manufacturer instructions for safe and effective disinfectant use.
- as available, limit disinfectant use to those listed on EPA List N that contain any of the following safer active ingredients:
 - Hydrogen peroxide
 - Ethyl alcohol/ethanol
 - Citric acid
 - L-lactic acid
 - Caprylic acid/
 - Thymol
- when chemical disinfectants with the active ingredients listed above are not available, select a disinfectant listed on EPA List N.
- limit use of chemical disinfectants to those that are not premixed with either peracetic acid or quaternary ammonium compounds.

The EPA List N can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

The CDC Guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

5. Inventory

Inventory must stock **all** of the following cleaning supplies:

- gloves
- paper towels
- multipurpose cleaning wipes or spray
- soap
- disinfecting wipes or spray
- trash bags

6. Provisions

All of the following must be provided for **all** cleaning, maintenance, and engineering staff:

- medical-grade masks
- reusable gloves
- eye protection.

7. Cleaning Logs

Must implement cleaning logs that:

- document cleaning and disinfection activity in all required areas
- outline a method for collecting feedback from building occupants.

8. Auditing

Must implement monthly auditing using **one** of the following methods:

- regular site inspections
- direct practice observation
- swab cultures
- fluorescent markers
- adenosine triphosphate (ATP) bioluminescence.

9. Confirmed or Suspected Case

Must implement the following steps after an occupant who is confirmed or suspected to be infected by a virus where no therapeutic or vaccine is currently available has left a space:

- closing of the area(s) used by the infected individual(s)
- waiting 24 hours before starting deep clean
- deep cleaning the space by disinfecting high-touch surfaces*, as per EPA guidelines above, and cleaning all area(s)
- opening of outside doors and windows and ensuring use of adequate ventilation, prior to reoccupancy.

*High-touch surfaces include, but are not limited to, door handles/knobs, elevator call buttons, handrails, light switches, faucets, drinking water stations, kitchen equipment, countertops, shared office equipment, and other surfaces that are frequently touched by occupants