

# ***Catholic Mutual... "CARES"***

## **Cleaning and Disinfecting Buildings**

Due to the rapid spread of COVID-19, there is a lot of information and misinformation regarding the cleaning and disinfecting of buildings. In addition, you may have questions on the use of commercial cleaning companies and the type of cleaning services that are being offered. This document was created to help you determine what is recommended and identify what to watch out for and be wary of.

The CDC has issued guidance and recommendations on the cleaning and disinfection of households, schools, community locations and businesses with confirmed COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>. These recommendations are aimed at limiting the survival of the virus in these environments.

You should practice routine cleaning of frequently touched surfaces (i.e. tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks) with household cleaners and EPA-registered disinfectants that are appropriate for these surfaces. All cleaning products contain instruction labels for the safe and effective use of the cleaning product, including precautions you should take when applying the product.

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Wash hands for 20 seconds immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. 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. Unexpired household bleach will be effective against coronaviruses when properly diluted.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3 cup) bleach per gallon of water, or
      - 4 teaspoons bleach per quart of water
    - Products with EPA-approved emerging viral pathogens are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - 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. After cleaning:
    - Launder 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.

- For your safety, please take precautions to ventilate each room while disinfecting. This will help reduce the potential of excess inhalation of fumes from the cleaning products. Should you feel you have been affected by the fumes, leave the area and seek medical advice.

### **Clothing, towels, linens and other items that go in the laundry**

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Wash hands for 20 seconds immediately after gloves are removed.
  - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
  - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  - Launder 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 from an ill person can be washed with other people's items.
  - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

### **Commercial Cleaning Services**

If you are able to follow the Cleaning and Disinfecting guidelines set forth above by the CDC and EPA, then the need for an outside cleaning vendor to come in to clean and disinfect your building is not necessary. If you do not have the capabilities in regards to proper cleaning supplies and/or the staff to thoroughly clean and disinfect your buildings, then you may need to contract with a reputable cleaning service. Be very cautious of anyone coming up to you offering special cleaning programs that you are not familiar with. A reputable cleaning service should complete the attached Addendum to Service Contract.

### **Watch out for Scams!**

Many State Attorney Generals offices are on the lookout for scammers going door-to-door selling coronavirus tests and cleaning supplies. You should be wary of anyone that comes by offering these supplies.

Here are a few example of the scams that you need to watch out for:

- People offering duct cleaning services or deep cleaning services to rid your home or business of the virus **(this is not necessary, traditional cleaning is enough)**.
- Disregard calls where people who claim to be from the health department saying someone you know has been infected and you can pay to have a kit mailed to you. **(There is no current process where you can order a kit and have it sent to you.)**
- Government agencies will not charge for any services, so be wary of people claiming to be from a governmental agency.

If someone comes up to your home or office and they claim to be a government official and they want to come in and check if you have the coronavirus or want more information to do a survey, do not let them in. The Health Department is not going to be going door-to-door to check to see if you have the coronavirus or not.

If you would like to have more information, please contact your Risk Management Representative.

# ADDENDUM TO SERVICE CONTRACT

**GENERAL LIABILITY INSURANCE:** While CONTRACTOR/SERVICE PROVIDER is performing operations at PARISH, CONTRACTOR/SERVICE PROVIDER shall maintain general liability insurance in the amount of not less than one million dollars (\$1,000,000) per occurrence. It is further agreed that the CONTRACTOR/SERVICE PROVIDER agrees to protect, defend, indemnify, and hold harmless the PARISH against and from any claim or cause of action arising out of or from any negligence or other actionable fault of the CONTRACTOR/SERVICE PROVIDER, or its employees, agents, members, or officers.

**WORKER'S COMPENSATION INSURANCE:** CONTRACTOR/SERVICE PROVIDER shall maintain worker's compensation insurance as required by law.

**EVIDENCE OF INSURANCE:** CONTRACTOR/SERVICE PROVIDER agrees to provide evidence of the above insurance coverage to the PARISH.

**NO WAIVER OF SUBROGATION:** PARISH does not waive or limit any rights of recovery against the CONTRACTOR/SERVICE PROVIDER for any damages resulting from the negligent acts of the CONTRACTOR/SERVICE PROVIDER associated with the contract. PARISH and CONTRACTOR/SERVICE PROVIDER agree that CONTRACTOR/SERVICE PROVIDER'S financial responsibility is limited to the amount of CONTRACTOR/SERVICE PROVIDER'S liability insurance in the event CONTRACTOR/SERVICE PROVIDER causes damage or loss to PARISH.

**CONTRACT OVERRIDE AND SEVERABILITY PROVISION:** CONTRACTOR/SERVICE PROVIDER and PARISH agree that this addendum overrides any and all portions of previous agreements between CONTRACTOR/SERVICE PROVIDER and PARISH that contain language in contradiction with this contract. If any portion of this Addendum to Service Contract is deemed or is determined to be in conflict with local or state or national statutes, both CONTRACTOR/SERVICE PROVIDER and PARISH agree that the portion of the Addendum to Service Contract which is in conflict with the statute will be stricken from the Addendum to Service Contract with the remainder of the Addendum to Service Contract remaining binding for both parties.

**CONTRACTOR/SERVICE PROVIDER:**

**PARISH:**

\_\_\_\_\_

\_\_\_\_\_  
(PARISH is understood to include the (Arch)/Diocese of \_\_\_\_\_)

**BY:**

**BY:**

\_\_\_\_\_

\_\_\_\_\_

NAME

NAME

\_\_\_\_\_

\_\_\_\_\_

DATE

DATE

**START DATE OF CONTRACT (Understood to be date signed if left blank):** \_\_\_\_\_

*Instruction to Parish (Parish Use Only): This Addendum to Service Contract stands on its own as a legal contract between PARISH and CONTRACTOR/SERVICE PROVIDER should this addendum not be incorporated or attached to a contract.*