



MEMORANDUM

Date: June 2, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Cleaning and Disinfecting County Departments and Agencies**

Attached please find a May 22, 2020 memorandum from our Facilities Management Director Lisa Josker regarding cleaning services provided to County buildings and areas of increased public traffic. These services are provided by our contracted janitorial companies. There has been a significant increase in janitorial service levels related to the coronavirus which has included concentration on frequency of disinfecting surfaces that have frequent use such as, doorknobs, stairwell rails, elevator buttons, etc. In addition, frequency of cleaning certain facilities and locations has been significantly increased, our janitorial service employees are now wearing masks and gloves, have color codes for specific surfaces and are employing use of the EPA registered cleaning and disinfecting products designed to kill viruses.

Facility Management also deploys their staff to building areas requiring immediate or intense cleaning and disinfecting, including whole room, building fogging and disinfection where the virus may have been present.

Cleaning products that are EPA approved are being used by our janitorial service companies and also procured by Facilities Management department and made available to County departments and agencies. Most of the requests for deep cleaning and fogging is done after hours or just prior to the workday. Any department or agency requesting deep cleaning can do so by making appropriate arrangements and scheduling such with the Facilities Management department.

CHH/lab

Attachment

c: Jan Leshar, Chief Deputy County Administrator
Lisa Josker, Director, Facilities Management



Date: May 22, 2020

To: C.H. Huckelberry
County Administrator

From: Lisa Josker, Director
Facilities Management

Re: **Response to Cleaning and Disinfection Products Provided to All County Departments and Agencies**

In follow up to your May 27 memorandum, since early March 2020, Facilities Management has worked with Pima County contracted janitorial services to ensure cleaning practices are consistent between contracted janitorial service companies. Cleaning practices were reviewed and refined to provide safe environments for both the contracted services staff and Pima County employees. Service levels in building areas were increased and in most cases did not result in greater costs.

Increased service levels include a concentration on and increased frequency of wiping down surfaces that incur frequent use such as doorknobs, stairwell rails and elevator buttons throughout each janitorial shift. We realize employees may not want to touch elevator control buttons, but the use of feet and punching of buttons with objects is not appropriate and causes damage to these mechanisms.

The contracted janitorial service employees are now wearing masks and gloves, using color-coded rags for specific surfaces and continue to employ the use of EPA registered cleaning and disinfecting products.

In addition to the cleaning done by contracted services staff, Facilities Management deploys staff members to building areas requiring immediate and intense cleaning and disinfecting. They are responsible for all special requests (via Service Requests) for thorough disinfection of building areas by employing fogging, spraying and wiping techniques.

As soon as the stay-at-home orders came from the State, Facilities Management redeployed staff to provide deep cleaning and disinfecting of public areas including lobbies, large gathering areas such as public conference rooms, jury assembly rooms, BOS Hearing Room and Libraries. Fabric chairs in these public areas received a deep cleaning. Facilities Management staff also fogged and disinfected in specified building areas where the virus may have been present. During this time FM helped other departments such as the Libraries, the Courts and others to identify appropriate EPA registered disinfecting products and their appropriate use.

To reduce the risk of viral exposure it is important to both clean and disinfect surfaces per CDC guidelines using EPA registered products which, if used correctly, kill viruses more resistant than COVID-19. The CDC differentiates between cleaning and disinfecting in that normal cleaning involves the use of soap and water which removes dirt and most germs from surfaces. EPA registered disinfecting products kill viruses. The contracted janitorial and Facilities Management staff use only EPA registered products.

Many of our Pima County Departments have requested more frequent cleaning. Some departments have made a conscious decision to create their own "cleaning crews" which is certainly an option for departmental non-public

areas. Most products are now available through Pima County and no one should have to mix, make, purchase or bring in their own products.

Below are some "Cleaning Disinfecting Guidelines"

- **Use EPA registered disinfectants listed for use against coronavirus** – most of the products now available to Pima County are in large quantities (pallets) and must be diluted and/or placed into smaller containers for use. Large departments may be able to buy these items, smaller departments should not. Departments can contact FM through Service Requests or a call into our main reception line if an emergency and we will provide these products appropriately diluted. FM has acquired EPA registered disinfecting products and will provide to departments and elected officials when requested.
- **Per the CDC: Disinfectants must be used in accordance with label requirements.** Some products require surfaces to remain wet for 10 minutes and allowed to air dry. Although a bleach solution is an option per CDC, we do not recommend using it in a public setting. Some people are affected by the fumes. This is the same reason why using a "Lysol" type spray in the workplace is not recommended. In addition, bleach solutions will damage clothes and some surfaces. Most importantly, mixing these solutions should only be done in areas specifically set up to do so.
- **Per the CDC: Most surfaces need to be disinfected only once a day.** Other frequently touched surfaces by multiple people should be wiped down after each use. This would include items such as library keyboards. Other frequently touched surfaces and objects that may need more than once a day disinfection could be breakroom tables, conference room/breakroom chair arms and adjustment handles, doorknobs, light switches, countertops/transaction surfaces, interior departmental door handles and phones used by more than one person. Departments should not have to spend an inordinate amount of time cleaning. Focus should only be on surfaces used by many people during the course of a day.
- **Hand Sanitizers** – This is another item bought in bulk. Facilities Management has recently been able to acquire hand sanitizers. The Purell gel brand is still not available but the hand sanitizers we have are an EPA registered alcohol-based solution. We will provide to departments upon request.
- **Disinfection Wipes** – This item is still not available. We will continue to use the diluted spray solutions for now. When wipes become available we will stock up on them.

The larger departments are fully capable of purchasing bulk cleaning disinfecting products and hand sanitizers for themselves and Facilities Management will provide for others. Requests for cleaning and disinfecting solutions, hand sanitizers and such provided by the Facilities Management department will not result in a charge to the requesting department.

All special requests for deep cleaning and fogging is done after hours or just prior the work day start time and FM will make arrangements with the requesting department.

LJ/dlm