

BPS STANDARD OPERATING PROCEDURE FOR CLEANING AND DISINFECTING BODY FLUID SPILLS

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

PURPOSE

This standard operating procedure (SOP) will be implemented to ensure BPS custodians safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Employees should always treat any body fluid response action as potentially infectious and always wear proper personal protective equipment when cleaning and disinfecting body fluid spills.

PROCEDURES

1. Contain the affected area.
 - Discontinue food service operations if a spill occurred in food preparation or service areas.
 - Remove students and staff from the affected area or classroom.
 - Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.

- Send sick students and staff to the school nurse.
 - Excuse (e.g., send home) food service employees with symptoms of vomiting or diarrhea from food service operations. Refer to the TFER Exclusions and Restrictions for Ill or Infected Food Service Employees for guidance. Please refer to the food service employee reporting agreement.
 - Allow only food service employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area.
2. Put on personal protective equipment (PPE), including:
- Wear disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
 - Consider double-gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from the face while wearing gloves.
 - Wear a face mask and eye protection (goggles or protective glasses).
3. Remove visible body fluid.
- Put on new disposable gloves. Consider double gloving.
 - Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids and surfaces that may have been contaminated with body fluids. Before disinfecting, all surfaces should be thoroughly cleaned (i.e., not visibly soiled).

- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves and discard in a plastic garbage bag.
- Wash hands.

Food contact surfaces:

- Put on new disposable gloves. Consider double gloving.
- Clean the affected area with soap and water.
- Rinse thoroughly with plain water.
- Wipe dry with paper towels.
- Dispose of paper towels in a plastic garbage bag.
- Disinfect surfaces.
- Prepare and apply a solution of $\frac{3}{4}$ cup concentrated bleach + 1 gallon of water.
- Leave the surface wet for at least 5 minutes.
- Rinse all surfaces intended for food or mouth contact with plain water before use.
- Wipe down with sanitizing solution concentration for food contact surfaces to air dry.
- Wash your hands thoroughly with soap and water.

Non-absorbent surfaces (i.e., tile, stainless steel):

- Prepare a disinfecting solution. The disinfecting solution shall be an EPA registered hospital grade disinfectant.*
- Wear all PPE, including the face mask and eye protection or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
- Prepare a disinfecting solution per manufacturer's recommendations immediately before applying it to surfaces. It is recommended that this solution be used on surfaces that have had any direct contact with body fluids.
- Transfer solution to a spray bottle.
- Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that may have been contaminated with body fluids.
- For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
- Use in a well-ventilated area.
- Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the food service area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.
- Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes. If another EPA-approved

disinfectant is used, follow the manufacturer's instructions.

- Rinse surfaces with clean water and paper towels and/or a disposable mop head.
- Allow surfaces to air dry.
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves and dispose of them in a plastic garbage bag.
- Wash hands.

** EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at www.osha.gov/sites/default/files/publications/norovirus-factsheet.pdf. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants.*

Absorbent surfaces (i.e., carpet, upholstery, cloth):

- Disinfect with a chemical disinfectant when possible or remove and dispose of the affected material. The material will be double-bagged and disposed of through mainstream waste disposal.
- Steam clean for a minimum of 5 minutes at 1700F.

- Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- Remove gloves and dispose of them in a plastic garbage bag.
- Wash hands.

4. Discard potentially contaminated food.

- Put on new disposable gloves. Consider double gloving.
- Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
- For incidents involving vomit, discard all food within 25 feet of the spill. Food stored in intact, sealed containers (i.e., cans) may be salvaged if adequately cleaned and disinfected.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

5. Dispose of PPE and cleaning and disinfecting materials.

- Put on new disposable gloves. Consider double gloving.
- Securely tie garbage bags containing all of the disposed of materials.

- Place garbage bags in a second garbage bag (double bag).
 - Clean all non-disposable items (bucket, mop handle, etc) with soap and water; then disinfect. Allow these items to air dry.
 - Remove PPE, including disposable gloves, and place in a second garbage bag.
 - Securely tie the second garbage bag.
 - Discard the bag(s) in the dumpster.
 - Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
6. Wash hands, arms, and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol-based hand sanitizer to hands.
7. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 5 of this SOP, and food contact surfaces that contained food discarded in step 6 of this SOP.
8. Restock supplies for cleanup.

MONITORING

Standard daily cleaning of food services areas shall include:

- *Custodial Staff:* Sweep and clean the cafeteria floors with a neutral cleaner. Cafeteria walls and ceilings shall be cleaned on an “as needed” basis.
- *Food Service Staff:* Clean and disinfect cafeteria tables with a solution of bleach and water.

NOTE: Cleaning of body fluid spills in food services areas will be done by the school's custodial staff. This will include any bodily fluid spill on the cafeteria tables. In this case, only the affected table(s) will be cleaned by the custodial staff. All other cafeteria tables will be cleaned by the food service staff.

1. The senior custodian is designated and trained to implement this SOP and trained in the use of necessary supplies. They will ensure that:
 - Necessary supplies are available at all times.
 - Custodians are:
 - Educated on illnesses and symptoms that must be reported to their building service area manager or 617-635-9162.
 - Monitored for signs and symptoms of illness.
2. The food service manager will ensure that food service employees are:
 - Educated on illnesses and symptoms that must be reported to managers.
 - Monitored for signs and symptoms of illness.

Adapted from USDA document [Cleaning and Disinfecting Body Fluid Spills](#) (Miami County Public Health website).

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