



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

13 Apr 20

MEMORANDUM FOR DISTRIBUTION

Subj: EMERGENCY OPERATIONS CENTER DIRECTIVE 20-002B: DISINFECTING YOUR FACILITY WITH A SUSPECTED OR CONFIRMED COVID-19 CASE

Ref: (a) NAVMED COVID-19: General Guidance for Cleaning and Disinfecting for Non-Health Care Settings
(b) EOC Directive 20-004 (Series)

Encl: (1) JBPHH COVID-19 Cleaning and Disinfecting Your Facility Guide
(2) Resource Request Message (ICS 213 RR)

1. Purpose. To provide tenant commands with guidance on how to safely disinfect facilities that may have been exposed to COVID-19.
2. Cancellation. This directive cancels Emergency Operations Center (EOC) Directive 20-002A.
3. In an effort to standardize response plans and slow down the spread of COVID-19 on Joint Base Pearl Harbor-Hickam (JBPHH), tenant commands are directed to implement daily disinfecting procedures. All commands are responsible for disinfecting areas of facilities exposed to suspected or confirmed cases of COVID-19. Enclosure (1), Center for Disease Control and Prevention (CDC) Guidance, is updated frequently and should be reviewed for changes prior to disinfecting; this directive will not be revised with each update. Tenant commands should check for the latest CDC guidance to ensure compliance.
4. Reference (a) provides BUMED guidance for cleaning and disinfecting spaces in non-health care settings where suspected or confirmed COVID-19 persons have visited while potentially infectious. As a last resort, if tenant commands are incapable of self-disinfecting their areas, they may elect to purchase these services through outside agencies that comply with CDC disinfecting standards. Tenants who are Commander, Navy Installations Command-funded customers (this includes Air Force Joint-Base-Supported-Command units), and are unable to self-disinfect, may submit an ICS Form 213 RR with specific information on area(s), size and location(s) to the EOC via email at JBPHH.EOC@us.af.mil. A detailed Trace Report as directed by reference (b) must be submitted with the ICS 213 RR and should provide specific information as to how the areas were verified as contaminated. These areas must be isolated and reported to the EOC Information Cell via email immediately at JBPHH-EOC-INFOCELL@navy.mil. Tenant commands should make every effort to establish the independent ability to self-clean/disinfect their areas.
5. JBPHH, in coordination with medical staff, have developed a local video that provides examples of proper Personnel Protective Equipment use and disinfecting spaces. Use the following link for COVID-19 Proper Decontamination Instruction video:
<https://www.cnic.navy.mil/regions/cnrh/om/coronavirus-disease-2019.html>

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6. For any questions or concerns regarding this matter, please contact the JBPHH EOC Medical Team via email: albert.j.lee23.mil@mail.mil or mitchell.g.murphy2.mil@mail.mil.



T. L. HARRIS
By direction

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

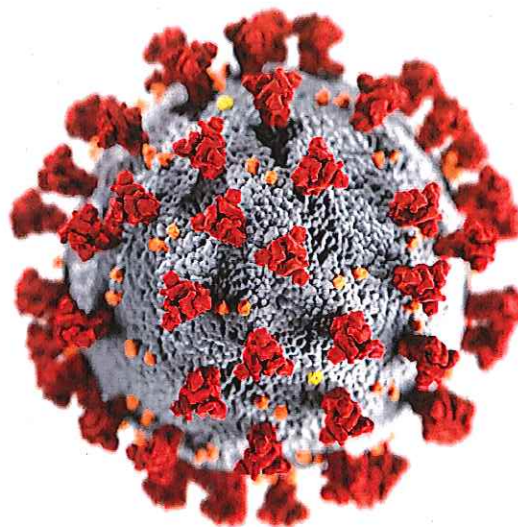
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



	1. Incident Name:		2. Date/Time		3. Resource Request Number:	
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):					
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time Requested Estimated	
						Cost
5. Requested Delivery/Reporting Location:						
6. Suitable Substitutes and/or Suggested Sources:						
7. Requested by Name/Position:			8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low			
9. Section Chief Approval:						
Logistics	10. Logistics Order Number:			11. Supplier Phone/Fax/Email:		
	12. Name of Supplier/POC:					
	13. Notes:					
Finance	14. Approval Signature of Auth Logistics Rep:			15. Date/Time:		
	16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC					
	17. Reply/Comments from Finance:					
18. Finance Section Signature:			19. Date/Time:			

ICS 213 RR, Page 1