

# MNHS Historic/Adjunct Properties Workplace Enhanced Cleaning Guidance for COVID-19

Facilities & Risk Management is recommending targeted cleaning as a precautionary effort to help prevent Coronavirus (COVID-19). Facilities & Risk Management will continue to provide essential services and support to all MNHS managed properties and will work closely with Minnesota Department of Health (MDH) and monitor the CDC to ensure that the most current recommendations regarding Coronavirus and building operation is communicated to all Historic Properties.

Facilities & Risk Management has created a PO for MNHS-managed and operated historic properties for the sole use in purchasing cleaning supplies that are used in following these guidelines. Staff should ensure that the supplies remain in stock to the maximum extent that funding limits and supply chains will allow.

The following guidelines are an adaptation of those provided by the MN Dept of Admin Facilities Management Division to be utilized at all state agencies. The following guidelines apply to all MNHS staff and contracted cleaning service providers (MCM, KLG, LHS) vendors with the exception of the MN History Center and the State Capitol, both of which are part of the MN State Capitol Complex and receive services through MN Facilities Management Division.

## Workplace Cleaning and Coronavirus

**Cleaning can help control the spread of the virus, but prevention starts with all of us.**

- The virus can survive on environmental surfaces and **can infect a person after being deposited on the surface.**
- Individuals may become infected by touching objects that have viruses on them and then touching their nose, mouth or eyes.
- **Enhanced cleaning of frequently touched surfaces** (door knobs, stair rails, faucet handles, elevator buttons, etc) with an EPA registered disinfectant, **hand hygiene, cough etiquette and proper tissue and waste disposal** can help reduce the risk of virus transmission.
- Extraordinary cleaning and decontamination of floors and other *minimal* touch

surfaces (e.g., bookcases, filing cabinets, etc.) is **not necessary**.

## **Changing priorities during a pandemic may require the implementation of the following:**

- **Routine cleaning tasks such as vacuuming, sweeping, dusting, floor and window cleaning will be very limited in order to ensure that thorough disinfection activities can occur.** Dry dusting or sweeping may create aerosols carrying viruses. Damp cleaning methods must be used where possible for dusting surfaces. Refer to the “Historic Surfaces Cleaning Guidance” before cleaning or wet dusting any historic surface.
- Available cleaning staff will **focus on frequently touched surfaces** utilizing [EPA registered disinfectants](#). Historic Surfaces must follow the cleaning and disinfecting guidance in the section below titled “Historic Surfaces Cleaning Guidance”.
- **Trash and recycling collection, restroom cleaning and disinfection and stocking of restroom supplies will continue as usual. Trash containers should be lined and centralized trash pick-up** locations must be identified. Employees must bring their trash to that location. Post information [signage](#) on proper hand washing techniques ([MN Dept of Health resources](#)).
- **We encourage employees to maintain a clean workspace. Employees are asked to assist with cleaning their work areas.** Cleaning products (EPA registered disinfectants) will be made available for staff to clean their work areas. Shared equipment and work surfaces in these areas should be cleaned after each use and the end of the day. **Be sure to wear provided gloves when cleaning surfaces.**
- \* **Disinfect all frequently touched building surfaces such as door knobs, elevator buttons, push plates, stair rails, faucet handles and water fountains.** Focus should be on public and common areas. Staff should clean frequently touched areas within their dedicated space such as break areas and conference rooms.

## **General cleaning considerations (refer to Historic Housekeeping Handbook for Historic Surfaces):**

- Wear provided gloves. Wet-dust surfaces using clean paper towels moistened with disinfectant or use ready-to-use disinfecting wipes. Avoid breathing spray mist when moistening paper towels.
- Do not mix any other cleaners or chemicals with the disinfectant.
- Do not spray rooms with disinfectant. This is a potentially dangerous practice that has no proven disease control.

- Do not clean with dry dusting or sweeping as this may create aerosols carrying viruses.
- Clean frequently touched items – telephones, equipment buttons, light switches, chair arms, desk touch points, etc.
- Use paper towels moistened with disinfectant or wipes to clean electronic items (e.g., phones and computers) that are touched often. Avoid excessive use of disinfectant or sanitizer on electronic equipment. **Do not reuse dishcloths, paper towels, or sponges.**
- Contact your Supervisor for additional cleaning supplies.

\*It is recommended that all persons who have been in contact with contaminated surfaces should, after removing their gloves, **wash** their hands thoroughly. **Hand hygiene guidelines** involve 6 steps: wet, soap, wash for 20 seconds, rinse, dry, and turn off water with a paper towel. Alcohol based sanitizer can also be used if available and hands do not look dirty (organic matter inactivates the alcohol-based hand rub).

### Glove removal technique:



## Historic Surfaces Cleaning Guidance

Cleaning and disinfecting historic surfaces may have certain restrictions on products that can safely be used. If there are any immediate questions or an emergency arises please contact the F-HP Sites Collections and Exhibits Liaison. Please reference the [Historic Housekeeping Handbook \(Revision 2019\)](#) for more information.

The following guidelines apply to historic non-porous surfaces. Examples of these include:

- shellacked or varnished wood furniture, paneling, doors, floors
- Patinated bronze, brass
- Brass, bronze door hardware
- Crystal and cut glass
- Glazed porcelain (excluding sinks and toilets that are still used)
- Gilt frames and oil paintings

The following product ingredients **MAY NOT BE USED** on the above listed non-porous surfaces:

- Shellacked and varnished wood: Any with 'alcohols', e.g. isopropyl alcohol (isopropyl) or ethyl alcohol (ethanol)
- Copper alloy metals (brass, bronze fixtures and door hardware: Chlorinated products
- Wood surfaces, metals: Peroxides
- Ammoniated products on copper alloy metals, e.g. brass, bronze, or copper

In the case of metal historic door hardware that is continually handled, disinfectant wipes ([list with SDS](#)) such as **Purell Professional Surface Disinfectant Wipes** and **Clorox Disinfecting Wipes** may be used. The Purell wipes contain both ethyl and isopropyl alcohols, so avoid finished wood surfaces, if possible. Follow label instructions when using all disinfecting products. Products must be allowed to dry for full effectiveness.

If you think that other historic and permanent collections object surfaces, particularly wood, might have become contaminated due to a staff or visitor interaction that normally would not occur, prevent further contact with the surface or object and contact the F-HP Collections and Exhibits Liaison for advice before proceeding with cleaning. Provide photos and clearly describe the object and what occurred.

**For the most accurate and up-to-date information, please visit the Center for Disease Control (CDC) and the Minnesota Department of Health's (MDH) websites:**

<https://www.health.state.mn.us/diseases/coronavirus/index.html>

<https://www.cdc.gov/coronavirus/index.html>