



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
INSTALLATION SAFETY OFFICE  
851 WRIGHT AVENUE, BUILDING 106, WHEELER ARMY AIRFIELD  
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

26 March 2020

SUBJECT: US Army Garrison (USAG) Hawaii Temporary Policy Letter #02 - COVID-19  
Clean Team and Workforce Cleaning Guidance

1. Applicability. This guidance is to ensure proper implementation of COVID-19 cleaning control measures and compliance with Temporary Policy Letter #01 – Customer Service and Sales Point Sanitization to Prevent the Spread of COVID-19. All tenant units and garrison elements will permit access to Safety, Public Health Inspectors, and Clean Team Coordinators when requested. In controlled access areas, entry will be acquired through coordination prior to gaining access to evaluate and service a potential contaminated area.

a. Clean Team will assess and clean assigned areas. When possible, the area(s) that need to be disinfected will be closed off and ventilated for at least 24 hours before the team begins the disinfectant process.

b. Clean Team will be under the direction of a company grade officer or senior non-commissioned officer for the unit/organization assigned.

c. On order, Clean Team will send a team to thoroughly clean points of interests identified by either a Trace Task Force or a confirmed contaminated workplace.

2. Clean Team Standard Procedures. Teams will consists of 6-8 personnel.

a. Mixing Team - Prepare Bleach Solution: 1/3 Cup of Bleach with 1 Gallon of Water to Fill Spray Bottle(s). **Note: Only mix enough solution for daily use. Bleach solution loses its effectiveness after 24 hours.**

b. Dosing Team.

- (1) Take the Spray Bottle(s) douse the areas that will need to be clean/disinfected.
- (2) Evenly spray the areas so it is wet with the mixture.
- (3) The Team leader will start the timer to assure the minimum contact time requirement of 10 minutes is met.
- (4) Items to be sprayed are identified in the lists below (not all inclusive).

c. Wiping Team.

- (1) After contact time is met, the wiping team will enter and wipe up all liquids off of surfaces.

(2) Items to wipe (list not all inclusive): keyboard & mouse, telephones, remote controls, door knobs/handles, paper towel dispensers, wall mounted hand sanitizers

d. Floors.

(1) Dosing Team will enter again and douse floor areas. The surface must remain wet 10 minutes. Ensure proper ventilation is maintained at all times.

(2) After contact time has ended, the wiping team will mop up any remaining wet spots and let the floor air dry.

(3) For soft surfaces such as carpeted floor and rugs, will need to be cleaned. Use of a floor machine and cleaning solution is acceptable cleaning method.

e. Clean/Disinfect Verification. An Officer or SNCO in charge will verify cleaning was completed and inform the Emergency Operation Center (EOC) prior to the Clean Team departing the area. The EOC primary phone number is (808) 656-0617 or 0676.

f. At the end of each day, the Clean Team leader will send a report to the Garrison Safety Office at [usarmy.wheeler.id-pacific.list.usag-hi-safety-office@mail.mil](mailto:usarmy.wheeler.id-pacific.list.usag-hi-safety-office@mail.mil) and report the total number of locations by facility and room number that was disinfected. The Garrison Safety Office and Preventive Medicine staff may spot check the Clean Team operations at any time.

3. Personal Protective Equipment (PPE). Comply with the PPE requirements in the Safety Data Sheet (SDS) for the cleaner/disinfectant used.

a. Wear disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be compatible with the disinfectant products used.

b. Wear goggles when mixing cleaning solution, and apron (if required by SDS).

c. Gloves, goggles or eye pro and aprons should be removed carefully to avoid contamination of the wearer and the surrounding area. Clean hands after removing all PPE.

d. Wear non-slip footwear (recommend rubber over boots).

e. Team members should wear assigned wet weather gear versus duty uniform. Damaged wet weather gear can easily be reissued by the Central Issuing Facility (CIF).

f. Clean Team personnel should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor or team leader.

g. Facemask. The primary purpose of a facemask is to prevent individuals who are SICK from spreading germs to others. If you are healthy, you only need to wear a facemask when in contact with a person who has COVID-19. There is no evidence that wearing a facemask prevents infection outside of healthcare settings.



h. All assigned PPE needs to be properly cleaned at the end of each shift.

#### 4. Cleaning & Disinfection Recommendations.

a. Coronavirus, due to its cellular structure, is one of the easiest types of viruses to kill. Using the correct disinfectant is an important part of preventing and reducing the spread of illnesses. Regardless of the product used, pay close attention to the contact time. This is the amount of time the product must remain WET on the surface to be effective. Contact times may vary per manufacturer and product; this information can be found on the back of the product container or on the manufacturer's website. If the product evaporates prior to the recommended time, apply more product.

b. Typical household cleaners should be sufficient to kill the virus. Examples of approved household disinfectants are listed below. A more exhaustive list of products can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>.

Examples of EPA-Registered Household Disinfectants	
Clorox Disinfecting Wipes	Lysol Clean & Fresh Multi-Surface Cleaner
Clorox Disinfection Spray	Lysol Disinfectant Max Cover-Mist
Clorox Multi-Surface Cleaner + Bleach	Lysol Heavy-Duty Cleaner Disinfectant
Clorox Commercial Solutions®	Klercide 70/30
CloroxPro™ Clorox Germicidal Bleach	Lonza Formulation
Oxycide Daily Disinfectant Cleaner	Peak Disinfectant Wipes
Peroxide Disinfectant and Glass	Purell Professional Surface Disinfectant Wipes
Sani-Prime Germicidal Disposable	Sani-Prime Germicidal Spray

c. Additionally, a bleach solution can be made with regular, unscented bleach. Mix 1/3 cup of bleach with 1 gallon of water (for spray surfaces). Bleach solutions applied to non-porous surfaces require 10 minutes of contact time to be effective. \* *When using bleach be sure to have open doors and windows; never mix with ammonia or any other cleaner \**

d. Surfaces that are visibly soiled should be cleaned with soap and water prior to disinfecting. Wash hands with soap and water thoroughly for 20 seconds after removing gloves. 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 prior to leaving the location.

#### 5. Common areas to be cleaned/disinfected.

a. Home, Office, and Conference Room High Touch Areas Clean Twice Daily

Office Door handles/knobs	Cubicle draw handles/knobs
Light switches and air condition control units	Table and Desktops
Telephone (receiver, receiver cradle, dial pad, other buttons)	Computer keyboards & mouse, monitors
Armchair/arm rests	Cabinet surfaces and handles
Window handles	Remote controls, VTC Touch screens
Microwave, fridge, coffee pots, etc	Food-contact surfaces
Drinking fountains and vending machines	Handrails in stairs

b. Bathroom High Touch Areas Clean Twice Daily

Entrance, exit, and restroom door handles/knobs	Restroom light switches
Restroom handicap rails	Toilet paper dispenser
Toilet flush handles and door latches for toilet stall	Hand wash sink fixtures
Soap dispensing levers	Diaper changing surfaces
Paper towel dispensing levers	Forced-air hand drying control buttons

c. Barracks High Touch Areas Clean Twice Daily

Entrance, exit door handles/knobs	Light switches
Drinking fountains	Vending machines
Laundry room fixtures & appliances	Shower doors, water handles/lever, shower head
Bathroom high touch areas from above list	Handrails on stairs

6. Cleaning Supply List

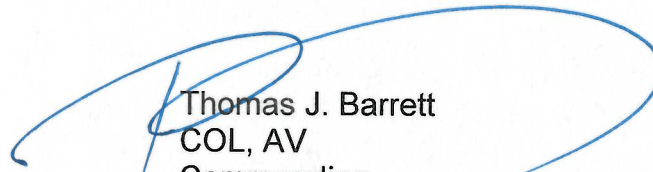
Bleach	One gallon bucket to mix bleach
Approved disinfectant wipes	Measuring Cup
Hand soap	4 Spray Bottles
Soap mixture to clean soiled areas	2 Mop Heads and 1 Mop Bucket
Approved floor cleaner	Carpet Cleaner
Carpeted areas (Floor Machine and floor cleaner)	Trash Bags

7. A facility manager can request other locations be disinfected by the Clean Team in the event of a confirmed contamination or potential exposure. The contaminated area should be cordoned off and a sign posted on the door "Possible Contaminated Room, Keep Out" until the Clean Team can respond.

8. Clean Teams and/or facility managers will ensure waste that is generated in the cleaning process is double bagged and disposed of immediately in a dumpster or trash bin outside the facility.

9. For assistance in identifying specific locations within your area of operations, contact your organization's Safety & Health Officer or the USAG Hawaii Occupational Safety and Health Office at (808) 656-1173 or 1166, or email:

[usarmy.wheeler.idpacific.list.usag-hi-safety-office@mail.mil](mailto:usarmy.wheeler.idpacific.list.usag-hi-safety-office@mail.mil)



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