

# Standard Operating Procedures for

## *Cleaning and Disinfecting after Vomiting or Diarrheal Incidents*

*(Task of Food Process)*

<b>Purpose</b>	<i>Why are these procedures written?</i>
<i>To prevent the spread of Norovirus from vomiting or diarrheal incidents.</i>	
<b>Role</b>	<i>Who is responsible for following these procedures?</i>
<i>Certified Food Managers (CFMs) or other Person-in-Charge, and any other employees instructed to follow these procedures.</i>	
<b>Instructions &amp; Frequency</b>	<i>How and where will these procedures be completed properly? What are the step by step procedures? When and how often do we follow these procedures?</i>
<p><i>In the event of an incident involving body fluids, the following steps should be taken immediately:</i></p> <ol style="list-style-type: none"> <li><i>1. Contain the affected area</i> <ul style="list-style-type: none"> <li><i>-Discontinue foodservice operations if spill occurred in food preparation or service areas.</i></li> <li><i>-Block off the area of the spill from staff and students until cleanup and disinfection are complete.</i></li> <li><i>-For incidents involving vomit, contain all areas within 25 feet of the spill.</i></li> </ul> </li> <li><i>2. Sick staff and/or customers should be excluded from the facility.</i></li> <li><i>3. Contact workplace administrators (i.e. in school settings, this would be building principal and district superintendent; in restaurants this would be manager or owner).</i></li> <li><i>4. Foodservice employees with symptoms of vomiting or diarrhea must be excluded from the foodservice operation or sent home. See Employee Health and Hygiene Policy.</i></li> <li><i>5. Affected area should be cleaned by designated foodservice employees and/or custodial staff with training in how to clean and disinfect body fluid spills.</i></li> <li><i>6. Cleaning Process</i> <ul style="list-style-type: none"> <li><i>-Retrieve the Body Fluid Cleanup Kit (*See list of suggested supplies below). Put on personal protective equipment (PPE), including:</i> <ul style="list-style-type: none"> <li><i>• 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 face while wearing gloves.</i></li> <li><i>• Disposable gown or apron and disposable shoe covers.</i></li> <li><i>• Face mask with eye protection, or goggles.</i></li> </ul> </li> <li><i>-Remove visible body fluid</i> <ul style="list-style-type: none"> <li><i>• Pour sand, or liquid spill absorbent material, on body fluid spill.</i></li> <li><i>• Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces. Do not vacuum material.</i></li> </ul> </li> <li><i>-Clean the affected area</i> <ul style="list-style-type: none"> <li><i>• Put on new disposable gloves. Consider double gloving.</i></li> <li><i>• Clean the affected area with soap and hot water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that</i></li> </ul> </li> </ul> </li> </ol>	



*may have been contaminated with body fluids, such as door knobs and toilet handles. Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.*

- *Work from clean to dirty surfaces*
- *Always begin cleaning in the least dirty areas and clean toward the known, dirtier areas.*
- *If you are cleaning up any bodily fluids (such as vomit), you should clean from the edges of the spill toward the center.*
- *Bathrooms should be cleaned last.*
- *Clean from top to bottom*
- *Carpets and floors should be cleaned last.*
- *Carpets should be cleaned with a chemical disinfectant that is effective against Norovirus and then steam cleaned at 158°F for 5 minutes or 212°F for 1 minute for complete inactivation.*
- *Separate clean linens from dirty or soiled linens.*

#### *7. Disinfecting Process.*

*-Disinfect the cleaned, affected area:*

*a) Wash hands. See Handwashing SOP.*

*b) Put on new disposable gloves. Consider double gloving.*

*c) Non-absorbent Surfaces (i.e., tile, stainless steel)*

*-Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).*

*- Prepare a chlorine bleach disinfecting solution:*

*Prepare solution immediately before applying it to surfaces using unscented, household bleach (5.25% concentration hypochlorite) or concentrated bleach (8 % concentration of hypochlorite) with water.*

- *Mix about 1/3 cup household bleach or 1 2/3 Tablespoon concentrated bleach with 1 gallon of water at temperature of about 75 ° F to achieve a solution concentration of 1000 parts per million (ppm) for use on non-porous hard surfaces such as countertops and utensils. Mix in a bucket designated for chemical use.*
- *For porous surfaces such as natural stone or unsealed concrete, a solution with 5000 parts per million (ppm) is needed. Mix 1 and 2/3 cups household bleach or about 1 cup concentrated bleach with a gallon of water.*

*Note that once opened, household bleaches lose their effectiveness after 30 days. Use a new, unopened bottle of bleach every 30 days for preparing solutions.*

*-Transfer solution to a spray bottle. Spray disinfecting solution on 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.*

*-Allow at least 5 minutes contact time.*

*-Rinse disinfected surfaces with potable water.*

*-Allow surfaces to air dry.*

*-Keep area well-ventilated.*

#### *8. Post-disinfection cleaning and sanitizing affected food contact surfaces*

*-Food contact surfaces in infected area should be treated as soiled surfaces.*



*-Clean and sanitize following regular mechanical or manual procedures (See SOP Cleaning and Sanitizing).*

#### *9. 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 in intact, sealed containers (i.e., cans) may be salvaged if adequately cleaned and disinfected.*

*-Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food and record.*

*-Remove gloves. Dispose of gloves in a plastic garbage bag.*

*-Wash hands.*

#### *10. Handling clean-up materials-Laundering of dirty linens/clothing*

- Items containing bodily fluids (such as vomit) that need to be laundered should be double-bagged.*
- Handle laundry carefully and avoid shaking it as this can spread the virus.*
- Launder with hot water in a laundry detergent solution and bleach if recommended for the longest available cycle length. Laundry should then be machine dried.*
- Disposal of PPE and cleaning and disinfecting materials.*
- Put on new disposable gloves. Consider double gloving.*
- Securely tie garbage bags containing all materials disposed of.*
- Place garbage bags in a second garbage bag*
- Discard the bag(s) in disposal area identified by administration.*
- Clean all non-disposable items (bucket, mop handle, etc.) with soap and water; then disinfect. Allow these items to air dry. Ensure water, soap, and mop head are changed after cleaning body fluids.*
- 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.*
- Remove gloves. Dispose of gloves in a plastic garbage bag.*
- Wash hands. See Handwashing SOP.*

#### *\*Body Fluid Kit Contents:*

- 'Caution! - Wet Floor' signs or safety cones*
- Eye protection*
- Disposable gloves (vinyl, latex or rubber)*
- Disposable mask*
- Disposable plastic apron*
- Biohazard clean-up kits which would include:*
  - Liquid spill absorbent material*
  - Disposable shovel or scrapper*
  - Disposable bags and bag ties*



- *Disinfectant rated for Noroviruses (such as bleach)*
- *Paper towels*
- *Several plastic trash bags and bag ties*
- *Disinfectant and applicators (effective against viruses, including norovirus)*
- *Sanitizing solution*
- *Mop and mop buckets (note: mops are not recommended for clean-up, unless mop head is immediately discarded after use)*
- *Buckets for cleaning solutions*
- *Spray bottles and/or portable hand pump spray applicator*

**Monitoring**

*What documentation activities are we using to verify & track the procedures?*

- 1. Review practices with all employees as part of new employee orientation.*
- 2. Complete an incident report.*
- 3. Review inventory list of damaged or discarded food.*
- 4. Ensure that the Body Fluid Cleanup Kit is properly assembled at all times and restock after incidents as needed.*
- 5. Ensure that at least one foodservice employee per shift is:*
  - Designated and trained to implement this SOP, and*
  - Trained in the use of the Body Fluid Cleanup Kit.*
- 6. Establish protocols to contain affected area and communicate these with other stakeholders.*
- 7. Ensure that foodservice employees are:*
  - Educated on illnesses and symptoms that must be reported to managers.*
  - Retrain/educate foodservice employees in Employee Health.*
  - Restrict or exclude ill foodservice employees in accordance with Employee Health Policies.*

**Corrective Actions**

*What actions are necessary to take if we did not follow the correct procedures?*

- 1. Stop the employee who did not follow these procedures correctly.*
- 2. Continue following the procedure correctly or start the process again if needed.*
- 3. Follow up and re-train employees on proper procedures as necessary.*

**Prepared By (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed & Tested By (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

