



State of New Jersey

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Division of Property Management & Construction (DPMC) Facility Cleaning Protocols For Confirmed and Suspected COVID-19 Cases

This document describes the two types of cleanings performed by approved specialized cleaning vendors or on-site janitorial staff at **Treasury owned and leased locations that are managed by DPMC** during the COVID-19 pandemic.

Consistent with the recommendations of the Centers for Disease Control (CDC) and the New Jersey Department of Health (NJDOH), DPMC has implemented the following procedures in the event of a confirmed or suspected COVID-19 case at State-owned and leased buildings that it manages.

Please note that DPMC has removed the Custodial Detailed Cleaning process as it was not a CDC requirement, it was a cleaning procedure that Treasury DPMC added in as a level of comfort to the employees. However, due to the increased case load being experienced State wide of positive COVID cases, we are unable to continue with this cleaning procedure. Please note that each Department and Agency should have procedures in place for employees to clean their individual work locations which is what the custodial detailed cleaning involved.

DEFINITIONS:

- **Confirmed COVID-19 case** – where an individual has tested positive for COVID-19.
- **Suspected COVID-19 case** – where an individual exhibits symptoms of COVID-19 but has not obtained a positive test result.
- **Custodial Routine Cleaning** – Normal daily routine cleaning and disinfection following CDC and EPA guidelines at frequent touch points (see link at end of document).

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- **COVID-19 Positive Cleaning** -- Emergency cleaning performed by an approved vendor in accordance with CDC guidelines and Industry standards in response to a suspected or confirmed COVID-19 cases. This cleaning will entail a direct application of a COVID-19 disinfectant, and in many cases a misting/fogging/spraying will be performed.
- Agencies should confirm with DPMC in advance and in writing any special instructions regarding access to areas or concerns regarding confidential material.

NOTIFICATION PROCEDURES:

As soon as an agency learns of a confirmed or suspected case of COVID-19, they must notify DPMC using the following procedures:

- In the case of a State-owned building, the agency should contact DPMC's Office of Building Management and Operations (OBMO) at (609) 777-3256 during normal business hours, and (609) 658-6393 during off hours.
- In the case of a leased building, the agency should contact Lease Compliance at (609) 468-3949.

In addition to the phone notification, agencies should complete DPMC's Revised Cleaning Request Form (attached). It is imperative that the agency gather and then relay to DPMC as much detail as possible about the individual's workspace and movements within the facility. Treasury's Health and Safety Office will arrange for the appropriate cleaning. When COVID-19 Positive Cleaning is required, the agency must provide DPMC with a contact name and cell phone number of a designated employee who will meet the contracted vendor on site.

CLEANING PROTOCOLS

Cleaning protocols for both confirmed and suspected COVID-19 cases (State employee)

If the employee is a confirmed or suspected COVID-19 case and has reported to work within 3 days of the notification, a COVID-19 Positive cleaning will be scheduled immediately. Deviation from the 3 day cleaning will be evaluated on a case-by-case based on certain conditions as defined by CDC. Upon notification of a Confirmed Positive COVID-19 case, the agency must close and isolate the individual's workspace, locations frequented by the employee **with the exception** of restroom(s) and common areas frequented by the employee within the first 24 hours. After the first 24 hours and up to three days following an impacted employee being on site a cleaning/disinfecting will be conducted without isolation of the impacted areas.

In order to minimize exposure to respiratory droplets, COVID-19 Positive Cleaning will commence as soon as possible after the 24-hour isolation period or sooner. The agency and DPMC will review and confirm any special instructions or concerns regarding access to areas designated for cleaning.

The agency will be responsible for notifying co-workers and any other persons known to have been in contact with the positive COVID- 19 person. (Please refer to the Governor's Office memorandum dated (December 23, 2020)

With recent CDC recommendations related to the variant and vaccinated individuals, DPMC will perform a Positive COVID-19 Cleaning for COVID-19 suspected individuals who are symptomatic but awaiting test results. Positive COVID-19 cleaning will occur according to the timeframes noted previously.

DPMC will notify the agency once a COVID-19 Positive Cleaning has been completed. The Agency will be responsible for notifying their employees, and with the assistance of DPMC may notify other agencies in the facility. The agency can re-occupy four hours after the cleaning process has been completed.

Cleaning protocols for both confirmed and suspected COVID-19 cases (Visitor/Vendor Employee)

If DPMC is notified that a visitor or an employee of a vendor (cleaning company, security company, etc.) has tested positive for COVID-19, DPMC's OBMO will notify individuals who came in close contact (the CDC defines close contact as contact within 6 feet of a positive person for a cumulative total of 15 minutes or more over a 24 hour period). Agencies are advised that, at a minimum, a COVID-19 Positive Cleaning will be performed on locations within a facility where an individual frequented.

Confidential and Sensitive Materials

Agencies should maintain protocols to secure sensitive and confidential information in all areas that may be designated for cleaning.

Should you have any questions, please contact Georgette E. Bunch at (609) 203-7546 or Lisa Weitz at (609) 575-4627.

Please see link below for the latest CDC cleaning and disinfecting protocol.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>