



# U. P. HEALTH SERVICE

University of the Philippines  
Diliman, Quezon City



May 4, 2020

## MEMORANDUM

**FOR: ALL DEANS, DIRECTORS AND HEADS OF UNITS**

**SUBJECT: CLEANING AND DISINFECTION OF BUILDINGS AND OFFICES**

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Pursuant to DOH Department Memorandum No. 2020- 0157 or Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure against COVID- 19, the following protocol should be strictly adhered to in cleaning and disinfection of buildings, including offices, as part of post-ECQ measures to be observed on campus.

### I. Safety of Cleaning Staff

1. All workers who will perform tasks in cleaning and disinfection process must wear appropriate Personal Protective Equipment (PPE), consisting of impermeable or disposable gloves and gowns.
2. Gloves and gowns should be carefully removed after cleaning and disinfection to avoid contamination of the wearer and the surroundings.
3. Wash hands with soap and water immediately after removal of gloves or use at least 70% alcohol if soap and water is not available and hands are not visibly soiled.

### II. Cleaning and Disinfection

1. **Cleaning** involves the removal of microbes and dirt from surfaces while **disinfection** makes use of chemicals in decreasing the number of microbes to lower the risk of spreading infection.
2. Hard surfaces must first be cleaned and then disinfected at least once daily.
  - a. Routine cleaning of frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desk, toilets, faucets, sink, etc. should be done using soap and water.
  - b. Mop the floor using regular household detergent and water at least once daily.
  - c. Disinfection of the floor and the aforementioned surfaces may be done using diluted household bleach (.5% hypochlorite solution) or at least 70% alcohol solution. The desired hypochlorite solution is achieved by mixing 1 part of commercially available household bleach and 9 parts of clean water.
  - d. Prepared solutions must be changed every day. One must not prepare too much solution at a time to prevent wastage.
  - e. It is best to practice the three-bucket system for routine cleaning and disinfection of floor: one bucket contains the detergent or cleaning agent, another bucket contains water for rinsing, and a third bucket contains the diluted household bleach or disinfecting agent.
3. For soft surfaces such as carpeted floor, rugs and drapes/curtains:
  - a. Clean with soap and water or with appropriate cleaners, at least once a week. Launder curtains and drapes if possible and allow to dry completely.
  - b. Disinfect with any FDA registered household disinfectant.



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4. For electronic items including tablets, touch screens, keyboards, remote control, ATM machines:
  - a. Put a wipeable cover on its surfaces, whenever possible.
  - b. Follow manufacturer's instructions for cleaning and disinfecting. In the absence of such instructions, use alcohol-based wipes or solutions containing at least 70% alcohol. Dry surface thoroughly.

For strict compliance.

**JESUSA T. CATABUI, MD, DPPS**  
Acting Director  
UP Health Service

Noted:

**JOSE ERNIE C. LOPE**  
Vice Chancellor for Community Affairs