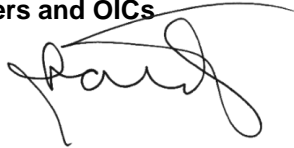




# PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR: 2020-0018

FOR : Economic Zone Developers / Locator Enterprises  
Economic Zone Administrators, Managers and OICs

FROM : BGen CHARITO B. PLAZA, MNSA, PhD   
Director General

SUBJECT : Guide to Disinfect the Workplace Premises using Products known to be effective against the Human Coronavirus

DATE : 27 March 2020

It has come to our attention that several pest control companies have been touting products and methods for disinfecting the workplace. This guideline is provided for the efficient and cost-effective cleaning and disinfection of the workplace using DOH and internationally-accepted procedures. References are provided at the end of this document so that the Safety Officers / Pollution Control Officers may be able to make their own recommendations that will best address the needs of the company.

## Scope

Developers / locator enterprises who have yet to develop their own Infectious Disease Preparedness and Response Plan are enjoined to immediately clean and regularly disinfect the workplace, production facilities, common use areas in compliance with the government's COVID-19 prevention and quarantine measures. This is on top of the implementation of Basic Infection Prevention Measures such as proper hand hygiene, thermal scanning, encourage respiratory etiquette and social distancing measures.

## Salient points

- Cleaning and Disinfection.** The DOH as well as the US Center for Disease Prevention and Control (CDC) recommends surface cleaning and disinfection of areas reasonably expected to catch respiratory droplets during coughing, sneezing or hand contact. These areas include walls, floors, windows, toilet bowl, bathroom surfaces, doorknobs and the like. Though the use of misting and spraying solutions may help, this process is not mandatory, since traditional cleaning and disinfection with the use of ordinary bleach or 70% ethyl alcohol is known to be effective against surface-deposited virus. A sample Cleaning and Disinfection Protocol is provided as **Annex A**.
- Chemicals for Disinfection.** Ordinary bleach is effective against the human coronavirus, if other cleaning agents will be used, the US Environmental Protection Agency (EPA) has listed more than 350 products that meet the EPA's criteria for use against SARS-Cov-2 or the human coronavirus which causes COVID-19. The list provides the active ingredient, product name, type of formulation and suggested contact time to make the product application effective. The EPA regularly updates the list through this link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Safety of Cleaning Staff.** It is suggested that the Safety Officer shall ensure that the cleaning staff shall use appropriate Personal Protective Equipment (PPE) and check up on the proper use and disposal of PPEs. It is also strongly recommended that the cleaning staff shall be under 60 years old with no underlying health conditions since they have higher infection rates than younger individuals and if infected, will have more serious outcomes.

The references are provided as **Annex B**. For questions or concerns, please send an email to the Environmental Safety Group at [ensd@peza.gov.ph](mailto:ensd@peza.gov.ph)

For your guidance.

## ANNEX A

### Sample Protocol for Routine Cleaning and Disinfection

1. Disinfection staff shall use appropriate PPEs prior to cleaning and disinfection. The Safety Officer shall ensure that the disinfection staff is aware of the correct procedure for the use of the PPEs.
2. Determine areas to be cleaned and disinfected. These areas include walls, floors, windows, toilet bowl, bathroom surfaces, doorknobs and the like.
3. Open doors and windows to increase air circulation in the area to be cleaned.
4. If surfaces are dirty, this should be cleaned with soap and water before disinfection.
5. To disinfect, wipe all surfaces that may be reasonably touched by an infected person. This is usually from head height down to the floor. Disinfection products may be applied using manual pump spray bottles, lightly wetted cloth or mop for floors. Allow the surface to air dry for 30 minutes. Disinfection may be done with the use of the following:
  - a. Bleach solution – 0.1% sodium hypochlorite solution or as suggested by the DOH, one-fourth (1/4) cup of bleach to one gallon of water.
  - b. Alcohol solution – for surfaces that may be damaged by bleach such as metal surfaces or electronics (e.g. computer screens, keyboards and the like), 70% alcohol may be used using lightly wetted clean cloths.
  - c. Other solutions – if other products will be used to disinfect, it is suggested that the “US EPA List N: Disinfectants against SARS-CoV 2” be consulted to ensure that the product meets the US EPA’s criteria for use against SARS-CoV-2. Currently, this is the most exhaustive list available in the web.
6. Disposable gloves and gowns used by the disinfecting staff should be treated as potentially infectious material and disposed in accordance with national rules. Non-single use PPE such as safety goggles or face shield should be decontaminated using the available products (e.g. 0.1% sodium hypochlorite or 70% ethanol).
7. Ensure that the disinfection staff are aware of proper removal of PPEs to minimize contamination. Safety Officers shall also ensure that the disinfection staff are aware of the proper hand hygiene before, during and after the cleaning and disinfection process.

### Sample Enhanced Protocol for Workplace with Confirmed COVID-19 Case

The following enhanced disinfection actions are recommended only after notification of a confirmed COVID-19 case in the workplace. Most likely a long time period will have passed between the time the confirmed COVID-19 positive individual would have been in the area and management personnel became aware of the individual’s COVID-19 status. Therefore, in most cases, disinfection should begin immediately upon receipt of notice. It is also recommended to close off all areas suspected to have been contaminated by the affected individual(s) prior to beginning the disinfection process.

Staff assigned disinfection work should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the confirmed COVID-19 case, focusing especially on frequently touched surfaces. Use only EPA-approved disinfecting agents following manufacturer’s label directions.

1. Identify all employees having close contact (within six feet) of the ill customer and instruct them to return home and self-quarantine for 14 days.
2. Disinfection staff shall don appropriate PPE prior to working on disinfection projects. At a minimum this should include N-95 respirators, safety glasses, and gloves (latex or nitrile).
3. Determine as close as possible, all paths traveled and areas visited or used by the ill person during their time in the facility and cordon off using signs and physical barriers such as caution banner tape, safety cones etc.
4. Using an EPA-approved disinfection product, wipe all horizontal surfaces reasonably touched by all persons in the facility. This is usually from head height down to the floor. Follow manufacturers’ directions and allow to air dry for at least 30 minutes. Disinfection product may be applied using pump spray bottles or lightly wetted clean cloths.
5. Wipe down PPE (safety glasses, respirators, etc.), dry, and store appropriately. Place used applicators, wipes, cloths, and gloves into plastic trash bags, seal well, and dispose in normal trash.
6. Depending on the length of time in the facility and the areas traversed by the confirmed COVID-19 case, consideration may be given to using a professional cleaning/disinfection service and extreme measures such as ozonation, UV disinfection, and/or ULV fogging.

SOURCE: Lab Manager. COVID-19. What you need to know and what you should know.

## ANNEX B

### Definition

- Cleaning – refers to removal of dirt, impurities and some germs from surfaces but this may not be enough to kill majority of the germs;
- Disinfection – use of chemicals to kill majority of germs on surfaces. To be effective, cleaning has to be done before disinfection so that chemicals applied on the surface will be able eradicate the remaining germs and further reduce the risk of spreading infection.
- Safety Officer – personnel in-charge of occupational safety and health (OSH) programs in the workplace as defined in the OSH Act or RA 11058 and its implementing rules and regulations.

### References

CDC. Environmental Cleaning and Disinfection Recommendations. US Center for Disease Prevention and Control (CDC). <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

EPA. List N: Disinfectants for Use Against SARS-Cov-2. US Environmental Protection Agency. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

EU. Interim Guidance for Environmental Cleaning in Non-Healthcare Facilities exposed to SARS-CoV-2. European Center for Disease Control. <https://www.ecdc.europa.eu/sites/default/files/documents/coronavirus-SARS-CoV-2-guidance-environmental-cleaning-non-healthcare-facilities.pdf>

Lab Manager. COVID-19: What You Need to Know and What You Should Know. <https://www.labmanager.com/lab-health-and-safety/covid-19-what-you-need-to-know-and-what-you-should-do-now-22022>

OSHA. Guidance for Preparing the Workplace for COVID-19. US Occupational Safety and Health Administration. <https://www.osha.gov/Publications/OSHA3990.pdf>