

## Cleaning and Disinfecting Body Fluid Spills (Sample SOP)

**PURPOSE:** This standard operating procedure (SOP) should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Employees should always wear personal protective equipment when cleaning and disinfecting body fluid spills.

**SCOPE:** This procedure applies to school nutrition employees that would clean a bodily fluid spill.

**KEY WORDS:** Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus

### INTRUCTIONS:

1. Contain the affected area
  - Discontinue foodservice operations if spill occurred in food preparation or service areas.
    - Refer to the school district’s Alternate Meal Service SOP to safely continue meal service.
  - Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
  - Send sick staff and students to the school clinic/nurse for assistance.
  - Exclude (i.e., send home) school nutrition employees with symptoms of vomiting or diarrhea from foodservice operations. Refer to the school district’s Exclusions and Restrictions for Ill or Infected School Nutrition Employees.
  - Allow only school nutrition employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
2. Retrieve the Body Fluid Cleanup Kit.
  - Refer to the Food Safety Sample SOP *Assembling a Body Fluid Cleanup Kit*.
3. Put on personal protective equipment (PPE), including:
  - 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.
  - A disposable gown or apron, and disposable shoe covers.
  - A face mask with eye protection, or goggles.

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## Cleaning and Disinfecting Body Fluid Spills, continued (Sample SOP)

### INSTRUCTIONS, continued:

4. Remove visible body fluid
  - Pour sand, or liquid spill absorbent material, on body fluid spill.
  - Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.
  - Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
  - Remove gloves. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
5. Clean the affected area
  - Put on new disposable gloves. Consider double gloving.
  - Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids. **Before disinfection (Step #6), all surfaces should be thoroughly cleaned (i.e., not visibly soiled).**
  - Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
  - Remove gloves. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
6. Disinfect the affected area
  - Put on new disposable gloves. Consider double gloving.

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

  - Prepare a chlorine bleach disinfecting solution.\*
    - Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
    - Prepare solution immediately before applying it to surfaces using unscented, household bleach (8.25% sodium hypochlorite concentration)\*\* and water. Once opened, household bleaches lose their effectiveness after 30 days. Use anew, unopened bottle of bleach every 30 days for preparing solutions.
    - Mix 4 tablespoons of bleach with 1 gallon of water (solution concentration of about 1000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1 cup of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids (5,000 ppm).
    - Transfer solution to a labelled spray bottle.
  - Using the spray bottle, generously apply the disinfecting solution to 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.
    - Use in a well-ventilated area.

# HACCP-Based SOPs

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## Cleaning and Disinfecting Body Fluid Spills, continued (Sample SOP)

### INSTRUCTIONS, continued:

- Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.
- **Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes.** If another EPA-approved disinfectant is used, follow the manufacturer's instructions.
- Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
- Allow surfaces to air dry.
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

\*EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at [www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus](http://www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus). CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at [www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1](http://www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1).

\*\*Household bleach products have previously been available in 5.25% and 6% sodium hypochlorite concentrations. Ensure you are using the correct solution depending on the concentration of bleach you have. Best practice is to use high strength chlorine test strips to ensure a chlorine concentration of 1,000 - 5,000 ppm. Check with your chemical supplier to obtain test strips.

#### Absorbent Surfaces (i.e., carpet, upholstery, cloth)

- Disinfect with a chemical disinfectant when possible.
- Steam clean for a minimum of 5 minutes at 170 °F.
- Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

# HACCP-Based SOPs

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## Cleaning and Disinfecting Body Fluid Spills, continued (Sample SOP)

### INSTRUCTIONS, continued:

7. 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
    - Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a *Damaged or Discarded Product Log*.
  - Remove gloves. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
8. Dispose of PPE, and cleaning and disinfecting materials.
  - Put on new disposable gloves. Consider double gloving.
  - Securely tie garbage bags containing all materials disposed of in steps 4-7 of this SOP.
  - Place garbage bags in a second garbage bag (double bag).
  - Clean all non-disposable items (bucket, mop handle, etc.) with soap and water; then disinfect. Allow these items to air dry.
  - Remove PPE, including disposable gloves, and place in second garbage bag.
  - Securely tie the second garbage bag.
  - Discard the bag(s) in the disposal area identified by school officials.
  - 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.
9. Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
10. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 6 of this SOP, and food contact surfaces that contained food discarded in step 7 of this SOP. Refer to the Food Safety Sample SOP *Cleaning and Sanitizing Food Contact Surfaces*.
11. Restock the contents of the Body Fluid Cleanup Kit.
12. Complete an incident report.

### MONITORING

The school nutrition manager will:

1. Ensure that the Body Fluid Cleanup Kit is properly assembled at all times.
2. Ensure that at least one school nutrition employee per shift is:
  - Designated and trained to implement this SOP, and
  - Trained in the use of the Body Fluid Cleanup Kit.

# HACCP-Based SOPs

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## Cleaning and Disinfecting Body Fluid Spills, continued (Sample SOP)

### MONITORING , continued:

3. Ensure that school nutrition employees are:
  - Educated on illnesses and symptoms that must be reported to managers.
  - Monitored for signs and symptoms of illness.

### CORRECTIVE ACTION

The school nutrition manager will:

1. Restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Retrain designated school nutrition employees in application of this SOP, and use of the Body Fluid Cleanup Kit.
3. Retrain/educate school nutrition employees in the school district's *Exclusions and Restrictions for Ill or Infected School Nutrition Employees*. Restrict or exclude ill school nutrition employees in accordance with SOPs.

### VERIFICATION AND RECORD KEEPING

The school nutrition manager will:

1. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
2. Verify that Damaged or Discarded Product Log was completed. Keep log on file for a minimum of one year.
3. Document training sessions for school nutrition employees on applicable SOPs using an *Employee Food Safety Training Record*.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVISED BY: \_\_\_\_\_ DATE: \_\_\_\_\_