

**ATTACHMENT 1-SCOPE OF WORK**  
**RFQ20200486**  
**STATEWIDE COVID-19 SANITATION SERVICES**

Cleaning techniques below have been taken off the CDC website <https://www.cdc.gov/> and are meant to be a guideline for conducting COVID-19 Cleaning. No one way is this Scope of Work an exhaustive list to conduct COVID-19 Cleaning and the Contractor must reference the CDC website for COVID-19 Cleaning techniques not mentioned in this solicitation. The State has a limited supply of personal protection equipment (PPE), including gloves and face masks, that may be available for use by the awarded contractor(s) the State's supply of PPE is very limited and there is no guarantee a Contractor will be able to obtain PPE from the State. It is the Contractor's responsibility to ensure their employees have the proper PPE to conduct COVID-19 Cleaning under this contract.

The Contractor must complete services following these requirements:

**1 Cleaning Practices- Most Sanitation Services will be conducted during normal business hours (8a-5p MT, Monday-Friday). However, state agencies may require after hours or weekend cleaning. The agency will notify the Contractor when the Sanitation Services will be conducted.**

- 1.1 Wear disposable gloves to clean and disinfect.
- 1.2 Clean surfaces using soap and water.
- 1.3 Contractor will be responsible for Sanitizing frequently touched surfaces. **High touch surfaces include:**
  - 1.3.1 Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, floors, carpets, holpostered chairs etc.**
- 1.4 **Common cleaning areas will include: Restrooms, conference rooms, break rooms, cubicles, lobbies, etc.**
- 1.5 **Agencies will advise the Contractor what surfaces and areas need to be Sanitized.**
- 1.6 **Clean Hands Often:**
  - 1.6.1 **Wash your hands often** with soap and water for 20 seconds.
    - 1.6.1.1 Always wash immediately after removing gloves and after contact with a person who is sick.
  - 1.6.2 **Hand sanitizer:** If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.
  - 1.6.3 **Additional key times to clean hands** include:
    - 1.6.3.1 After blowing one's nose, coughing, or sneezing
    - 1.6.3.2 After using the restroom
    - 1.6.3.3 Before eating or preparing food
    - 1.6.3.4 After contact with animals or pets

1.6.3.5 Before and after providing routine care for another person who needs assistance (e.g. a child)

1.6.4 **Avoid touching** your eyes, nose, and mouth with unwashed hands.

## 2 Disinfect

2.1 Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

2.2 Recommend use of [EPA-registered household disinfectant external icon](#).

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

2.2.1 Keeping surface wet for a period of time (see product label)

2.2.2 Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

3 **Diluted household bleach solutions may also be used** if appropriate for the surface.

3.2 Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

3.3 Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

3.4 Five (5) tablespoons (1/3rd cup) bleach per gallon of water  
OR

3.5 Four (4) teaspoons bleach per quart of water

4 **Alcohol solutions with at least 70% alcohol may also be used.**

4.1 [Complete Disinfection Guidance](#)

## 5 Soft Surfaces (optional service—complete if requested by Agency)

For soft surfaces such as carpeted floor, rugs, and drapes

5.1 **Sanitize the surface using soap and water** or with cleaners appropriate for use on these surfaces.

5.2 **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

5.3 **Disinfect with an EPA-registered household disinfectant.** [These disinfectantsexternal icon](#) meet EPA's criteria for use against COVID-19.

## **6 Electronics (optional service- complete if requested by Agency)**

For electronics, such as tablets, touch screens, keyboards, and remote controls.

6.1 Consider putting a **wipeable cover** on electronics

6.2 Follow **manufacturer's instruction** for cleaning and disinfecting

6.2.1 If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

## **7 Laundry (optional service- complete if requested by Agency)**

For clothing, towels, linens and other items

7.1 Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

7.2 **Wear disposable gloves** when handling dirty laundry from a person who is sick.

7.3 Dirty laundry from a person who is sick can be washed with other people's items.

7.4 **Do not shake** dirty laundry.

7.5 Clean and **disinfect clothes hampers** according to guidance above for surfaces.

7.6 Remove gloves, and wash hands right away.