

April 29, 2020, Volume 22, No. 40

## Special COVID-19 Edition

### General Cleaning Of Temporary Sneeze Guards

Please share with plant and district leadership, operations, maintenance, and other personnel as needed.

Daily and as needed cleaning and disinfecting of temporary sneeze guards is required to prevent potential COVID-19 cross contamination.

Personal Protective Equipment (PPE) and hand hygiene:

- Staff should wear disposable gloves for all cleaning tasks, including handling trash.
  - Gloves should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and if there is a risk of splashing.
  - Remove gloves carefully to avoid contamination of the wearer and the surrounding area. [Clean hands](#) immediately after removing gloves.
  - Should gloves become torn or damaged, wash hands immediately with soap and water for 20 seconds and obtain replacement gloves.

#### NOTE

Gloves and an additional disposable or washable outer layer (to cover torso) are now recommended if cleaning after a confirmed COVID-19 case.

- Remove gloves after cleaning sneeze guard. [Clean hands](#) immediately after removing gloves.
- Custodians and others who perform cleaning should [clean hands](#) often, including immediately after removing gloves by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

#### Sneeze Guard Surface Cleaning and Disinfecting

How to clean and disinfect plastic/acrylic/vinyl material used for sneeze guarding:

- If surfaces are dirty, clean using a detergent or soap and water prior to disinfection.
- Products with [EPA-approved emerging viral pathogens claims](#) are expected to be effective against COVID-19 based on their effectiveness against harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, contact time, etc.).
- Review and understand all Safety Data Sheets (SDS) before using any cleaning or disinfection solutions.

*Continued*

## **Cleaning Procedures for Plastic Sheeting**

### **NOTE**

If plastic sheeting cannot be safely cleaned, remove material from its hanging position and clean it on a stable platform. If plastic cannot be cleaned due to discoloration or damage, replace it with new material.

If plastic sheeting (clear shower curtain, vinyl door strips, etc.) is used:

1. Clean the material with a detergent or soap solution (ex: PortionPac 102 green solution).
2. Using a green microfiber or disposable microfiber cloth, spray enough cleaning solution on the cloth to wet, but not saturate it.
3. Using the wet green microfiber or disposable microfiber cloth, place one hand behind sheeting to make a sturdy base while wiping the opposite side of sheeting in one direction.
4. Continue to wipe sheeting in one continuous direction by moving one hand down the back while continuing to wipe the opposite side of the plastic.
5. Continue these steps until the entire first side of the plastic sheet has been cleaned.
6. Use the same technique to clean the second side of the plastic sheeting.

## **Disinfecting Procedures for Plastic Sheeting**

Disinfect the material with a USPS approved disinfectant solution: for example, alcohol 70% or greater, properly mixed bleach solution, and/or Bioesque disinfectant solution.

1. Using a microfiber cloth or disposable microfiber cloth, spray enough disinfectant solution on the cloth to wet, but not saturate it.

### **NOTE**

DO NOT use microfiber cloth with bleach solution. Bleach will damage the material and render it unusable. A Huck towel or disposable cloth is recommended when using a bleach solution.

2. Using the wet green microfiber cloth, Huck towel (with bleach solution), or a disposable microfiber cloth, place one hand behind sheeting to make a sturdy base while wiping the opposite side of sheeting in one direction.
3. Continue to wipe sheeting in one continuous direction by sliding one hand down the back while continuing to wipe the opposite side of the plastic.
4. Continue these steps until the entire first side of the plastic sheet has been disinfected.
5. Use the same technique to disinfect the second side of the plastic sheeting.

## Cleaning Procedures for Plastic Plexiglas

### NOTE

For facilities currently on the CTC Program, follow normal cleaning procedures for cleaning windows, mirrors, and flat surfaces per the MS-47 guidelines. If Plexiglas cannot be cleaned due to discoloration or damage, replace it with new material.

Due to the chemical composition of some disinfectants, sites should test the disinfectant on one corner of the Plexiglas prior to full use to avoid damaging the surface of the Plexiglas.

1. Clean the material with a detergent or soap solution (ex: PortionPac 102 green solution).
2. Using the wet green microfiber or disposable microfiber cloth, spray enough cleaning solution on the cloth to wet, but not saturate it.
3. Wipe down surface to be cleaned by squaring off the border, starting at the top corner and working down to the bottom.
4. Wipe from side to side using a figure 8 motion, in one continuous direction to avoid leaving any dirt and debris on the surface.

## Disinfecting Procedures Plastic Plexiglas

### NOTE

DO NOT use microfiber cloth with bleach solution. Bleach will damage the material and render it unusable. A Huck towel or disposable cloth is recommended when using a bleach solution.

Due to the chemical compositions of some disinfectants, sites should test the disinfectant on one corner of the Plexiglas prior to full use to avoid damaging the surface of the Plexiglas.

Disinfect the Plexiglas with a USPS approved disinfectant solution: for example, alcohol 70% or greater, properly mixed bleach solution, and/or Bioesque disinfectant solution.

1. Using the wet green microfiber cloth, Huck towel (with bleach solution), or disposable microfiber cloth, spray enough disinfectant solution on the cloth to wet, but not saturate it.
2. Wipe down surface to be disinfected by squaring off the border, starting at the top corner working down to the bottom.
3. Wipe from side to side using a figure 8 motion, in one continuous direction to avoid leaving any dirt and debris on the surface.

*HQ Maintenance Operations*

**Maintenance Update** is a weekly publication provided by the Maintenance Technical Support Center. The information herein does not take precedence over official Postal Service documentation.

© 2020, United States Postal Service  
Maintenance Technical Support Center

USPS/MTSC  
600 W. Rock Creek Rd.  
Norman, OK 73069  
(405) 573-2123  
(800) 366-4123  
[Maintenance.line@usps.gov](mailto:Maintenance.line@usps.gov)

