

**J. Paul Getty Trust
Facilities
Cleaning and Disinfecting Plan
January 2022**

General cleaning and disinfecting plan:

- Uniserve continues with their rigorous cleaning operations and response to staff needs.
- High touch areas including handrails, door handles, elevator buttons etc.
 - To be cleaned 5 times per day or at least hourly whichever is greater.
- Use of Electrostatic Sprayer with sanitizer throughout the site as appropriate including public areas, and restrooms.
- Public Restrooms
 - To be cleaned 4 times per day.
- Tram and NEP
 - Prior to first use, to be cleaned with electrostatic sprayer.
 - NEP: Area to be cleaned hourly with electrostatic sprayer.
 - End of day, to be cleaned with electrostatic sprayer.
- Security Control including nearby restroom
 - To be cleaned 3 times per day.
- Docent and Volunteer Lounge
 - To be cleaned 3 times per day.
- Central Plant Office and restrooms on L4
 - To be cleaned 4 times per day.

Steps to be taken when an illness is reported:

- Close off areas used by the sick person.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc. Pay attention to high touch areas, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with an ill person.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. **However, if hands are visibly dirty, always wash hands with soap and water.**

Other considerations:

For soft surfaces such as carpeted floors, rugs, and drapes (non-collection areas)

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.

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

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.