



Maintenance Management Order

SUBJECT: Influenza Cleaning Contingency

DATE: September 24, 2009

NO: MMO-109-09

- TO:**
1. Maintenance Capable Offices
 2. Plant Manager, Maintenance Capable Offices
 3. Manager, Maintenance Support, Area Offices
 4. Manager, Safety & Health, District Offices
 5. Safety Specialist, Plant
 6. Human Resource Analyst/Safety Area Offices
 7. Manager, Safety & Health, Headquarters
 8. District Homeland Security Specialists
 9. Manager, Western Services CMC
 10. Area Emergency Preparedness Manager
 11. Additional distribution locally as needed

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This Maintenance Management Order (MMO) **supersedes MMO-087-07**. This MMO contains updated information reflecting the latest guidance issued from the Centers for Disease Control and Prevention (CDC) regarding methods to reduce the spread of infection during the current 2009 to 2010 Influenza (Flu) season. This includes seasonal and H1N1 influenza. The CDC has updated their previous issued guidance on workplace cleaning during an influenza pandemic, reducing the requirements for the use of bleach and other harsh disinfectants in managing the spread of the influenza virus.

The CDC is currently recommending routine cleaning of surfaces in common areas that are frequently touched by numerous individuals. Adhering to the cleaning requirements contained in Handbook MS-47 will ensure a safe and healthful work environment under normal circumstances. However, during the current flu season with H1N1 circulating, certain cleaning methods must be adopted to protect the safety and health of postal employees and postal customers. Given the concern regarding the spread of influenza through contaminated objects and surfaces, measures will be required to minimize the transmission of the virus from frequently touched common surfaces. These cleaning requirements must be performed until the flu season (Fall of 2009 to April 2010) has ended, unless otherwise notified.

The latest CDC recommendations require the use of routine cleaning agents (e.g. detergents, spray cleaners, and sanitizers) used in normal cleaning processes and not bleach and other harsh disinfectants that were required in MMO-087-07. Attachment 1 provides information on the cleaning requirements and other infection control strategies. The table in Attachment 2 provides a list of surfaces that require cleaning and the frequencies to perform these cleaning tasks.

If custodial resources are not available for these tasks in facilities in which the cleaning services are performed by career maintenance bargaining unit employees, including those facilities covered by relief from another office, the Senior Postal Official (SPO) may require non-custodial personnel to perform them. However, before non-custodial postal employees can perform these cleaning requirements, they must be trained on the proper use of the cleaning chemicals and provided with any necessary Personal Protective Equipment (PPE).

Maintenance Managers should assist the SPO at postal facilities that utilize contract custodial services to ensure these cleaning requirements are addressed. The SPO should coordinate these requirements with the contracting officer.

There is much that is still unknown on how the H1N1 influenza pandemic will develop. At this point the CDC does not expect the H1N1's severity to increase this flu season and therefore the cleaning tasks and infection control strategies contained in this MMO should suffice. However, this can change. Should CDC's guidance change, additional information from Safety and Environmental Performance Management (SEPM) and/or the National Operation Center (NOC) will be issued. If additional guidance is issued, it will supersede or have priority over this MMO.

Direct any questions or comments concerning this bulletin to the HelpDesk, Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070-1600; telephone FTS 2000 (405) 573-2123 or toll free (800) 366-4123. For your convenience, a copy of this bulletin's distribution list can be found at http://www.mtsc.usps.gov/equipment/bulletin_Mlist/bulletin_Mlist.cfm.



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Maintenance Policies and Programs

- Attachments:
1. Infection Control Strategies
 2. Cleaning Tasks Required During a Pandemic
 3. Resources and Links for Additional Information

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ATTACHMENT 1**INFECTION CONTROL STRATEGIES****1. GENERAL INFORMATION**

Influenza viruses may live up to 48 hours on hard surfaces. To control the spread of influenza viruses in postal facilities, the actions in this section are required. These actions include cleaning tasks and the use of strategically placed disinfecting surface wipes and hand sanitizers. Evidence shows that the spread of influenza is increased when employee's hands touch contaminated surfaces and then touch their nose, mouth, and eyes. To reduce the transmission of the flu virus from contaminated surfaces, sites must address the requirements in the following sections.

2. CLEANING REQUIREMENTS

During the current flu season, the Centers for Disease Control and Prevention (CDC) recommends cleaning frequently touched surfaces and commonly shared items at least daily and when visibly soiled, using routine cleaning agents (e.g. detergents, spray cleaners, and sanitizers). Bleach and other harsh disinfectants are not required and should not be used.

To address the CDC's current recommendations, priority should be given to surfaces in locations where there is the most human traffic, e.g. cafeterias, lunch rooms, break rooms/areas, meeting rooms, and lobbies. Attachment 2 contains a list of frequently touched surfaces in these areas that must be cleaned. Attachment 2 also provides the frequency of cleaning for these areas and surfaces. Depending on a facility's normal cleaning schedules, these surfaces and frequencies may already be addressed. If they have not been addressed, this cleaning is necessary. MS-47 cleaning routes usually specify either a detergent or a disinfectant be used; while policing routes do not necessarily specify anything beyond damp wiping. For the duration of these cleaning requirements, it is recommended that a detergent be used when performing policing routes that require damp wiping.

A concern in reducing the spread of influenza viruses is the use of used cleaning solutions. Cleaning solutions, usually a cleaning agent mixed with some portion of water, should be freshly mixed on frequent occasions. Using highly soiled solutions can unknowingly spread viruses and bacteria. Detergents, sanitizers, and disinfectants lose their cleaning capabilities as the mixtures become more soiled. Do not reuse used cleaning solutions. Disposal of used and unused cleaning products should be done in accordance with all applicable federal, state, and local regulations.

Custodians and others doing the cleaning should wear the appropriate personal protective equipment (PPE) as required by the Material Safety Data Sheet (MSDS) for the cleaning solutions used. Custodians emptying trash receptacles must be advised to wear impermeable gloves. Trash should be bagged and disposed of according to normal routines. Custodians should remove the gloves by peeling away from the wrist to fingers, avoiding touching the outside surface, and should immediately wash their hands after completing cleaning activities.

3. **DISINFECTING SURFACE WIPES AND HAND SANITIZERS**

Infection control starts with maintaining good personal hygiene. This is the most effective way to prevent catching the flu. CDC recommends frequent hand washing to reduce the spread of influenza. This recommendation is especially important if employees are required to frequently touch items that are also frequently touched by others. However, having employees frequently leaving their work areas to wash their hands can put a strain on workplace productivity. Other options can be utilized to control the spread of influenza viruses in place of employees washing their hands. These options include the use of disinfecting surface wipes and/or hand sanitizers.

Disinfecting surface wipes should be used by all employees to clean shared items in the work space such as phones, computer keyboards/key pads, copiers, and etc. They should also be available in lunchrooms and break areas to clean items such as refrigerator door handles, microwave door handles and buttons, and vending machine buttons. Window clerks should also have access to disinfecting wipes to clean their individual counter areas after serving customers, who appear to be experiencing flu-like symptoms. Disinfecting wipes should also be strategically placed in service lobbies for customer use.

Hand sanitizer provided through strategically placed bottles or hand dispensers, can be used when the employees need to clean their hands and use of soap and water is not feasible. Suggested areas for placement include near time clocks and outside of restroom doors and workroom floor areas distant from rest rooms; however, there may be additional areas identified locally. The goal is to provide a substitute when washing with soap and water is not feasible.

Disinfecting surface wipes and hand sanitizers are available through the Grainger's and Cleanwise's national contracts. Below are the recommended items. However, Grainger and Cleanwise may offer other similar appropriate items for order.

Disinfectant Surface wipes

Grainger - Disinfectant Wipe – Item number – 1AU21

Cleanwise - Disinfecting Wipe – Item number – 88420

Hand Sanitizer

Grainger:

- Touch-Free Dispenser, W.W. Grainger SKU# 1PKP9 to be filled with Purell TFX Foam Sanitizer 1200 ml refill, W.W. Grainger SKU # 1PKP6
- Purell Original Gel, 3 Oz Military Snap-Cap Bottle, W.W. Grainger SKU # 2RA54
- Purell Original Gel, 8 Oz Pump Bottle, W.W. Grainger SKU# 5FZ19

Cleanwise:

- Purell Dispenser, (Starter Kit w/2 Refills), Cleanwise SKU # 58600, to be filled with Purell Instant Hand Sanitizer 1000 ml, SKU # 55293
- (Cleanwise, LLC) Stoko Gel Instant Hand Sanitizer, 4 Oz Flip-Top Bottle, Cleanwise SKU # 43448
- Purell Instant Hand Sanitizer, 12 Oz Bottle, Cleanwise SKU # 55296

ATTACHMENT 2

CLEANING TASKS REQUIRED DURING A PANDEMIC

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Common Area	Items to be Cleaned	Frequency
Cafeterias/Lunch rooms and Break rooms	<ul style="list-style-type: none"> ▪ Door knobs or handles ▪ Paper towel dispenser knobs or handles ▪ Refrigerator door handles ▪ Microwave door handles and buttons/keypads ▪ Vending machine buttons ▪ Table tops ▪ Drinking fountain ▪ Faucet handles 	EACH OPERATING TOUR
Work Room Floor	<ul style="list-style-type: none"> ▪ Door knobs or handles ▪ Employee entrance turnstiles ▪ Drinking fountain ▪ Time clock buttons ▪ Elevator call and operating buttons ▪ Handrails (frequently used) ▪ Telephones (shared) 	DAILY
Lobbies	<ul style="list-style-type: none"> ▪ Door knobs or handles ▪ Table tops ▪ Handrails ▪ Vending machine buttons ▪ Automated Postal Centers (APC) ▪ Scales 	DAILY
Rest Rooms	<ul style="list-style-type: none"> ▪ Door knobs or handles ▪ Paper towel dispenser knobs or handles ▪ Faucet handles 	DAILY
Locker Rooms	<ul style="list-style-type: none"> ▪ Door knobs or handles 	DAILY
Meeting Rooms	<ul style="list-style-type: none"> ▪ Door knobs or handles ▪ Table tops 	DAILY

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ATTACHMENT 3

RESOURCES AND LINKS FOR ADDITIONAL INFORMATION

MTSC Clean

<http://www.mtsc.usps.gov/equipment/clean/>

USPS Safety Resource Page

<http://safetytoolkit.usps.gov/resources/resources.aspx>

CDC - Influenza (Flu) Avian Flu

<http://www.cdc.gov/flu/avian/index.htm>

HHS Pandemic Flu Page

<http://www.pandemicflu.gov/>

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