



24 August 2021

MEMORANDUM CIRCULAR NO. 89
Series of 2021

T O: All VSU Constituents

**R E: Reiteration of OP Memorandum Circular No. 36 dated 16 March 2020
providing guidelines on Environmental Cleaning and Disinfection Guidelines**

This is to reiterate and requiring every office to conduct general cleaning and disinfection of your respective offices and areas of responsibility tomorrow, August 25, 2021. Below are the guidelines for your reference:


- Clean and disinfect high-touched surfaces and common areas in the office, household/dormitories, classrooms, and eateries.
- Clean and disinfect common areas where apparent mass gatherings usually take place including conference halls, meeting rooms, and public access roads.

• **How to Clean and disinfect:**

1. Surfaces

- a. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Wash hands immediately after gloves have been removed.
- b. If surfaces are dirty, they should be cleaned first using a detergent or soap and water prior to disinfection.
- c. For disinfection, used diluted household bleach or alcohol (70%) solution.
 - Diluted household bleach solution may be prepared as follow:
 - 5 tablespoons or ¼ cup bleach per gallon of water or
 - 4 teaspoons of bleach per liter of water or
 - 10 table spoons of 70 % chlorine to 20 Liters of water and wait for 30 minutes before using
- d. For soft (porous) surfaces such as carpeted floors, rugs and drapes remove first visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

Please be guided accordingly.


EDGARDO E. TULIN
President