



16 March 2020

**MEMORANDUM CIRCULAR NO. 36**

Series of 2020

**T O: All VSU Constituents**  
**R E: Environmental Cleaning and Disinfection Guidelines**

In view of our continued efforts to prevent the spread of COVID-2019, with the guidance of the VSU COVID-19 Taskforce, everyone is enjoined to conduct general cleaning and disinfection of your respective areas of responsibility. Please find below guidelines adopted by CDC/DOH & provided to us by our University Health Services:

- Clean and disinfect high-touch surfaces and common areas in the offices and 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, use **diluted household bleach or alcohol (70%) solutions**
  - Diluted household bleach solutions may be prepared as follow:
    - 5 tablespoons or ¼ cup bleach per gallon of water or
    - 4 teaspoons bleach per liter of water or
    - 10 tablespoons of 70% chlorine to 20 liters of water and wait for 30 minutes before use
- 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