

County of Elgin

Section: **8**

Human Resources Policy Manual

Subject: **Fungal Growth / Mould in
County Locations**

Code – **A**

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The purpose of this Policy is to protect County employees, clients and the public from exposure to fungal growth by:

- Ensuring all fungal growth is promptly and properly remedied in order to ensure a healthy environment in all buildings occupied by County employees.
- Ensuring the ongoing prevention of fungal growth in all buildings occupied by County employees.

Where fungal growth (mould) is present:

- The Supervisor/Manager of the department will immediately be informed of the situation.
- The Department Supervisor/Manager will inform the Corporate Facilities Officer, who will review the situation and make his/her recommendations regarding the clean-up procedures to be followed.
- Elgin County Homes and Seniors Services – The Director of Senior Services or his/her designate will contact the local Public Health authorities for any clean-up recommendations specific for the environment. The Director of Senior Services will ensure a report is completed and forwarded to the Ministry of Health and Long-term Care.

Recommended Fungal Growth Clean-up Procedures:

- Follow the recommendations of the Corporate Facilities Officer in regards to the clean-up keeping in mind the following clean-up suggestions:

Small Isolated Areas (10 sq. ft or less):

1. Use respiratory protection (e.g. 3M 8210 disposable dust mask). Glove and eye protection must be worn.
2. The work area should be unoccupied. It is not necessary to vacate the building however it is recommended that persons that work close by or those who are immune-suppressed, those with chronic lung problems (asthma, allergies, etc.), people recovering from surgery or infants less than 12 months old not be in the immediate area.
3. Containment of the work area is not necessary. Dust suppression methods such as lightly misting the surface prior to clean-up are recommended.

4. Contaminated materials that cannot be cleaned should be removed from the building in a sealed plastic bag. (No special requirements are necessary for the disposal of mouldy materials).
5. Clean the area with, at a minimum, water and detergent. A bleach cleanser of one part bleach to four parts water and a small amount of a non-ammonia based dishwashing detergent to cut surface dirt is recommended. (DO NOT mix chlorine bleach and ammonia).
6. All areas should be left dry and visibly free from contamination and debris.

Mid-Sized Isolated Areas (10 – 30 sq. feet)

1. Use respiratory protection (e.g. 3M 8210 disposable dusk mask). Glove and eye protection must be worn.
2. The work area should be unoccupied. It is not necessary to vacate the building however it is recommended that persons that work close by or those who are immune-suppressed, those with chronic lung problems (asthma, allergies, etc.), people recovering from surgery or infants less than 12 months old not be in the immediate area.
3. The work area should be covered with a plastic sheet(s) and sealed with tape before the cleaning begins to contain dust/debris.
4. Dust suppression methods such as lightly misting the surface prior to clean-up are recommended.
5. Contaminated materials that cannot be cleaned should be removed from the building in a sealed plastic bag. (No special requirements are necessary for the disposal of mouldy materials).
6. The work area and areas used by the clean-up workers should be HEPA vacuumed (a vacuum equipped with a High-Efficiency Particulate Air filter) then cleaned using, at a minimum, water and detergent. A bleach cleanser of one part bleach to four parts water and a small amount of a non-ammonia based dishwashing detergent to cut surface dirt is recommended. (DO NOT mix chlorine bleach and ammonia).
7. All areas should be left dry and visibly free from contamination and debris.

Large Isolated Areas (30 – 100 sq. feet) , Extensive Contamination (greater than 100 continuous sq. feet) or Remediation of HVAC Systems

- The Corporate Facilities Officer will contact and arrange for trained professionals to assess and perform the clean-up activities as required.

General Precautions during clean-up:

- Chlorine is one of the most commonly used chemicals that will kill mould on contact. Chlorine (bleach) is a **CORROSIVE** chemical and must be handled properly. All appropriate personal protective equipment must be used when handling chlorine.
- Always ventilate the area when working with bleach.
- **NEVER** mix bleach with ammonia or ammonia-based products (detergents).
- Vacuuming may increase exposure to mould and spores by making them airborne. Vacuums equipped with high-efficiency particulate air filters (HEPA) will minimize this exposure.
- Use of proper personal hygiene procedures (e.g. hand washing) at the completion of any clean-up activities is required.

Source documents include:

- Canadian Centre for Occupational Health and Safety – Indoor Air Quality – Moulds and Fungi
- New York City Department of Health and Mental Hygiene / Bureau of Environment and Occupational Disease Epidemiology – Guidelines on Assessment and Remediation of Fungi in Indoor Environments