

## Building Cleaning Protocols

Campus Environmental Services (Custodial and Housekeeping) staff has been preparing for the fall semester by deep cleaning all campus buildings with disinfecting products that are approved for use against COVID-19. Our Facilities and Environmental Services staff follow the guidance established by the CDC to insure a clean and safe environment. All Environmental Services staff will wear masks and gloves while cleaning. Staff are assigned to specific buildings and are responsible for cleaning the building. Staff from other areas of the Facilities Department have been trained to complete cleaning tasks to provide assistance if needed and for redundancy.

### Classroom Buildings

- Cleaning of classrooms will take place between classes to reduce the risk of transmission.
- Staff assigned to the building will be available to enter the classroom as soon as it is empty.
- Environmental Services staff will be scheduled to allow classroom cleaning for evening classes.
- Faculty will instruct students not to linger in the classrooms. For many classes there is only a twenty-minute window for cleaning and any delay could affect start time of subsequent classes in that room and or building.
- Classroom doors are to be locked during cleaning. "Cleaning in Process" signs will be posted on the outside of the classroom doors while cleaning is taking place. Cleaning staff will be the only individuals present during cleaning.
- Our Environmental Services team will specifically focus on cleaning frequently touched surfaces, like doorknobs, light switches, desktops, chairs, personal barriers, and computer keyboards.
- Each classroom will be provided with additional cleaning supplies be utilized by individuals in the room who may feel unsafe or need reassurance the space is clean. Material Safety Data (MSD) sheets for the cleaning products will also be provided to each classroom.
- Once cleaning is completed the cleaning log located on the inside of the classroom door will be updated noting the date and time of cleaning. The log will be an important aspect of contact tracing as it will assist in determining who may have come in contact with a potentially COVID-19 positive individual.
- The cleaning staff will lock the classroom door as they leave the room. The room should remain locked until the next faculty member opens it for their class.
- Any changes to classroom assignments need to be processed through the Registrar's Office. The Registrar will notify Environmental Services to insure cleaning schedules are updated and all classrooms will be cleaned.
- Unused classrooms should remained locked and not be used as gathering or study areas unless scheduled through the Events Coordinator. The Events Coordinator will notify Environmental Services to insure classrooms are cleaned after use.
- Restrooms in classroom building will be cleaned a minimum of twice between 8am and 4 pm. Staff assigned to the building will be checking the restrooms and common areas frequently when classes are in session and provide additional cleaning if needed.
- Signs on restroom doors denote the social distancing occupancy is one person.
- Signs have been placed in all restrooms reminding occupants to wash their hands.
- Additional supplies will be placed in restrooms for use by individuals using the space.
- Wall mounted hand sanitizers in all buildings will be monitored and refilled as needed. Signage has been placed above all the hand sanitizer units on campus to draw attention to the units.

### Office Buildings/floors

- Staff retrieving trash will clean their way in and out of offices.
- Trash in offices will be picked up Tuesday and Thursdays. Food trash should not be left in office trash cans. Faculty and staff who do not want cleaning staff to enter their offices should leave their trash bins in the hallway at the end of the day on Monday and Wednesday.

- Restrooms in office buildings will be cleaned daily and trash will be removed.
- Signs on restroom doors denote the social distancing occupancy is one person.
- Signs have been placed in all restrooms reminding occupants to wash their hands.
- Additional supplies will be placed in restrooms for use by individuals using the space.
- Wall mounted hand sanitizers in all buildings will be monitored and refilled as needed. Signage has been placed above all the hand sanitizer units on campus to draw attention to the units.

#### Residence Halls

- Cleaning of residence hall common areas will take place (how many times a day)
- Students should keep their rooms locked when unoccupied to maintain additional social distancing.
- Restrooms will be cleaned (how many times as day).
- Residence halls which are classified "independent living" will be provided with additional cleaning supplies.