

# COVID Enhanced Cleaning and Disinfection Protocol for Offices, Classrooms and Labs

## Custodial Capacity

Facilities Operations has increased Custodial Day Shift staffing to clean, sanitize, and disinfect priority areas as result of the COVID-19 pandemic. These areas include:

1. Occupied Classrooms and Teaching Labs
2. Restrooms
3. Frequently Touched Surfaces - Door handles/knobs, faucets, door push bars, elevator buttons, handrails, automatic door plate buttons, etc.

## Increased Cleaning and Disinfection Equipment

All Facilities Operations (Fac Ops) Custodial cleaning, sanitizing, and disinfecting systems use EPA-List N registered products proven effective in neutralizing COVID-19 virus. Fac Ops Custodial Services utilizes the following sanitizing equipment:

1. Fac Ops traditional spray and wipe protocols using an EPA registered disinfectant
2. Small area hand held electrostatic sprayer to disinfect high touch surfaces using a hypochlorous acid solution.
3. CDC approved hand sanitizer liquid and/or foam dispensers located in high traffic public spaces and occupied classrooms/labs
4. Disposable sanitizing wipes (with 70% alcohol content) and dispenser stands located in occupied classrooms/labs
5. Two liter and personal size CDC approved hand sanitizer gel available for lower traffic areas and offices
6. Vacuum cleaners equipped with HEPA units

## Classroom/Labs: Assessment

In-person Labs/Classrooms scheduled for Fall Quarter use have been assessed by Facilities Operations staff, EH&S, Planning and Academic department representatives to determine space occupancy, physical distancing requirements, and cleaning / disinfection protocols:

1. Equipment and chemicals used
2. Presence of any sensitive equipment in the space
3. Cleaning and disinfection tasks completed by Custodial staff and department staff / users

## Standard Cleaning Protocols for Classrooms/Labs and Offices

### Classrooms/Labs and Offices: Routine Cleaning

*Daily* routine cleaning includes emptying trash, spot mopping, spot vacuuming carpets, and dust mopping floors.

*Weekly* routine cleaning includes daily tasks in addition to dusting horizontal and high reach surfaces, sweeping and dry mopping floors (or vacuuming carpets) and damp mopping floors.

*Note:* The above is independent of disinfection protocols described below.

### Classrooms/Labs: Sanitization

In addition to routine cleaning, classrooms and labs will be disinfected by custodial staff after each use based on usage and resource availability.

**Note:** Labs with **less than one hour** between classes utilize DIY sanitization by occupants using campus provided supplies. Please verify with instructor.

Disinfected areas include:

1. Horizontal Surfaces - Including, but not limited to, tables, chairs, sinks, countertops, shelves, cupboard handles, and podiums.

2. High Touch Areas - Including, but not limited to, doors/handles, handrails, light switches, and AV controls.
3. Routine cleaning protocols and procedures apply to all other areas.
4. All Lab equipment is subject to disinfection procedures by academic department personnel, instructor, and students.

## **Department Offices/Suites**

Regular cleaning frequency is dependent upon office usage as determined by Custodial walk through.

## **Private Offices / Work Stations / Multi-Person Offices / Cubicles**

Private offices will continue under routine custodial service. Disinfection products will be provided for occupant usage in private offices. Daily service of *unoccupied* private offices is reduced to increase cleaning and disinfection efforts in higher use and thus higher risk areas of campus. Routine monthly service includes;

- Dust and spot clean building and furniture surfaces
- Vacuum completely and remove carpet stains
- Dust and damp mop non-carpeted floors

**Note:** *Waste receptacles in private offices are serviced monthly.*

Please note that protocols and procedures are subject to change based on CDC, CDPH, State, and CSU recommendations Please note that regular service of *unoccupied* spaces may be reduced or temporarily suspended in order to increase cleaning and sanitation services in other areas.