

COVID-19 SAFETY

Custodial Protocol



Custodial Manager/ Supervisors will work with Police & Campus Safety to immediately close and post signage communicating the closure of the affected areas. They will continue to communicate over the next 48 hours to determine if initial areas have expanded.

Chief of Police or designee will notify Custodial Manager regarding affected areas of exposure. All impacted areas will be part of the scope of work.

- ❖ Custodial Manager will notify Custodial Supervisors, who will notify on campus Custodial Staff and report information to proceeding shifts.
- ❖ If possible, open outside doors and windows to increase air circulation in the area. Ensure ventilation systems are operating properly and increase circulation of outside air.
- ❖ Wait 24 hours after exposure before cleaning and disinfecting.
- ❖ Cleaning Response Team:
 - A Custodial Supervisor will coordinate the Cleaning Response Team to include **only** employees who are trained on the custodial services pandemic playbook.
 - A Lead Custodian will be assigned a ratio of 1 lead to 5 custodians whenever possible to ensure effective social distancing, effective techniques and performance.
 - **Note:** Supervisor will inform team if cleaning response is a COVID-19 or Suspected COVID-19 case for the purpose of transparency, as there is no difference in the response protocol.

- ❖ Before working in the affected area, employees will wear the required Personal Protection Equipment (PPE):
 - Nitrile gloves
 - KN95 mask
 - Eye protection
 - Tyvek suit
- ❖ Cleaning guidelines (ScrubPac All-Purpose Cleaner)
 - Wear disposable gloves to clean and disinfect.
 - Clean surfaces using ScrubPac All Purpose Cleaner. Cleaning with ScrubPac All Purpose Cleaner reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
 - Clean all high touch points and surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- ❖ Disinfecting guidelines (PortionPac Germicidal or Clorox Germicidal Wipes)
 - **Using PortionPac Germicidal Cleaner and allow 5 minutes of wet contact time on the following surfaces:**
 - Horizontal surfaces, including counters, desks, tables, window sills, board trays, floors. All hard floors should be vacuumed before mopping with disinfectant.
 - Vertical surfaces, including doors, walls, barriers, cabinets, whiteboards, mirrors. Note: **do not** use paper towels to clean barriers as this will scratch and damage them.
 - Fixtures (sinks, urinals, toilets, drinking fountains)
 - Miscellaneous items (trash cans and recycle bins; re-line)
 - **Use Clorox Bleach Germicidal Wipes and allow 1 minute of wet contact time on the following surfaces:**
 - Electronics and office equipment (computer keyboard, mouse, mouse pad, printer, stapler, pencil sharpener, projector, radios, telephone)
 - Miscellaneous items (phones, air conditioner control, light switches)

- General lab equipment, such as touch points on fume hoods or sash, sinks, towel and soap dispensers, etc.
 - Instructor and student workstation, lectern, table, chair, etc.
 - Specialized equipment cleaning (manikins, machinery, test tubes, etc.) is covered by students and faculty in the Classroom COVID-19 Safety Plan
- ❖ Vacuuming:
 - Vacuum the space. Use vacuum equipped with high-efficiency particulate air (HEPA) filter.
 - Do not vacuum an occupied space. Wait until the room or space is empty before vacuuming.
 - ❖ Mopping:
 - Mop hard surface floors with PortionPac Germicidal Cleaner after vacuuming.
 - ❖ Removing and disposing of PPE:
 - Carefully remove all PPE, place in a trash bag and properly dispose.
 - Dispose of all PPE at an exterior trash bin, always wear gloves when handling contaminated PPE.
 - ❖ Once affected areas have been cleaned and disinfected, a Supervisor or Lead will conduct a final walkthrough.
 - ❖ Any posted signage will be removed.
 - ❖ The Custodial Manager will notify the Vice President of Administrative Services, and campus safety.
 - ❖ Police & Campus Safety will notify the manager/dean, who can then communicate with the impacted faculty and staff.
 - ❖ The Compliance Task Force will initiate an incident debrief with the staff involved and update plans accordingly.

	Cleaning ScrubPac All-Purpose Cleaner: high touch surfaces	Disinfectant: PortionPac Germicidal Cleaner	Disinfectant: Clorox Bleach Germicidal Wipes
Horizontal surfaces	Horizontal surfaces	Horizontal surfaces	
Desks, tables	X	X	
Floors		X	
Window sills		X	
Board trays		X	
Countertops	X	X	
Vertical surfaces	Vertical surfaces	Vertical surfaces	
Doors Doorknobs	X	X	
Walls		X	
Barriers		X	
Cabinets		X	
White boards		X	
Windows		X	
Mirrors		X	
Fixtures	Fixtures	Fixtures	
Sinks, faucets	X	X	
Urinals		X	
Toilets	X	X	
Drinking fountains		X	
Office equipment	Office equipment		Office equipment
Phone	X		X
Radios			X
Projectors			X
Pencil sharpeners			X
Printers			X
Computer high touch: keyboard, mouse, mouse pad	X		X
Stapler, hole punch, misc. office equipment			X
Miscellaneous	Miscellaneous	Miscellaneous	Miscellaneous
Thermostat/ HVAC controls, light switches	X		X

Handles	X		
Trash cans		X and reline	
Recycle bins		X	
Lab equipment			
<i>Common/ break area?</i>			
<i>Refrigerator exterior</i>			