

North Carolina State University Facilities Services

University Housekeeping – SOP

Disinfection Protocol COVID-19– Return to Campus

**Purpose:** To provide specific protocol and guidance regarding the proper cleaning and disinfection of building spaces in preparation of the return of faculty, staff and students to the NC State University campus community after the lifting of the Governor’s Stay-at-Home ordinance enacted to combat the COVID-19 Coronavirus pandemic in 2020.

**General Response: Guidance/Assumptions:**

1. The cleaning and disinfection measures identified in this protocol are for the general cleaning, sanitation and disinfection of building spaces not known to be contaminated with the COVID-19 Coronavirus bacteria.
2. Refer to the SOP #509 COVID-19 Human Coronavirus Protocol for the cleaning and disinfection of spaces suspected to be contaminated by the virus.
3. All Zone Manager (ZMs) will attend an in-person or virtual training session conducted by a Deputy Assistant Director prior to training/briefing their staff employees.
4. All ZMs will thoroughly review this protocol in its entirety with all staff prior to implementing it in their assigned buildings. ZMs will also ensure staff sign a unit training roster after completing the review.
5. ZMs will ensure that all staff members follow the cleaning and disinfection procedures outlined in this protocol.
6. ZMs will inspect all spaces after cleaning and disinfection to ensure proper detail cleaning of spaces. Once the spaces have passed inspection, ZMs or their GUWs will upload spaces into the Google *Disinfect Submission Form* -on a daily basis.

**Important Reminders:**

Make sure that all staff have adequate quantities of PPE and disinfectant to include gloves, goggles or safety glasses, and Virex II 256 Disinfectant.

Stress to the staff the importance of changing out their gloves regularly, especially after cleaning/disinfecting a restroom.

Remind staff to refrain from touching their face and to wash their hands thoroughly after removing their gloves and prior to taking breaks or eating.

Pay special attention to common-use areas where contamination is most likely to occur.

For proper disinfection, hard surfaces must first be wiped down with Virex II 256 or another cleaner such as Orbio MultiSurface Cleaner, and then thoroughly wet with Virex II 256 Disinfectant for a minimum 10 minutes.

Do not spray disinfectant into the air; instead, spray directly onto cleaning cloths or towels to avoid spray getting into your eyes. Proper PPE should be worn to protect eyes.

Do not move around any personal materials, such as papers, books, knick-knacks, etc. in order to disinfect surfaces underneath (especially in offices). Clean and apply cleaner and disinfectant only to bare or exposed surfaces.

Give special attention to:

Light switches, dispensers, fixtures, stair rails, door handles and surfaces, door glass, push plates, counter tops, tables chairs etc.

When cleaning and disinfecting a space follow established Detail cleaning/disinfection procedure. Refer to COVID-10A Disinfection Matrix.

#### Cleaning and Disinfection:

The objective is to conduct detailed cleaning and disinfection of the cleanable building spaces prior to the return of faculty, staff and students using the following guidance:

- a. Office and Personal Spaces- offices should be detail and cleaned to include high and low dusting, complete vacuuming of carpeting and/or sweeping and mopping of floors, cleaning/disinfection of surfaces and fixtures, disinfection of keyboards and mice, emptying of trash and recycling and sanitizing of receptacles.

Private Restrooms – should be detailed and disinfected according to normal detail cleaning/disinfection procedures: a Kaivac should be used where applicable.

- b. Classrooms and Teaching Labs – these spaces should be detail cleaned and disinfected according to normal detail cleaning/disinfection procedures to include complete dusting of building surfaces and fixtures, disinfection of keyboards and mice., cleaning and disinfection of tables desks, and/or work benches, or carpet extraction when feasible, emptying of trash and cleaning of receptacles as needed and disinfection of light switches and door fixtures.
- c. Stairs and Stairwells – should be first completely dusted from top to bottom to include light covers, pipes, ducts, vents, ledges and blinds; handrails cleaned and disinfected, all stairs and ledges swept and mopped completely; and mats and carpets vacuumed.
- d. Common Spaces – should be cleaned and disinfected according to normal detail cleaning/disinfection procedures with much focus on disinfection of all touch surfaces in these areas to include the outside of refrigerators, microwaves, vending machines, tables, chairs, railings, fountains, light switches, push plates and bars, glass, door knobs and handles, countertops, reception desks, door key pads, etc.

- e. Restrooms- restrooms should be cleaned and disinfected using a Kaivac machine and Kaibosh disinfectant at (when applicable), else use normal detail cleaning and disinfection procedures using microfiber tools and Virex II 256 disinfectant.
- f. Elevators – Special attention should be given to cleaning and disinfection of all elevator surfaces due to their heavy usage and confined area. Disinfect all vertical surfaces including interior and exterior doors and control panels. **Do not spray disinfectant directly on control panel to avoid possible electrical shock.**
- g. Corridors – all corridors should be swept or dust mopped and either machine scrubbed or wet mopped completely. All corridor fixtures, furniture and railings should be cleaned and disinfected with Virex 256 disinfectant.
- h. Research Labs – normal detail cleaning and disinfection procedures should be followed when cleaning research labs. At a minimum, all floors should be completely swept and or dust mopped, then either machine scrubbed or wet mopped completely with a neutral floor cleaner. Disinfect all light switches and door handles, and empty trash receptacles and replace liners.

Documenting Progress:

Once a building space has been cleaned and disinfected and passed inspection, ZMs or their GUW will upload room data into the Google Disinfect Submission Form for the date completed.

Contact Mat Trickle 513-7577 for any questions about the Google Disinfect Submission Form.

Contact your DAD for concerns about the cleaning and disinfection of any spaces within your buildings.