

**Building Preparation Protocol**

**8 June 2020**

In preparation for resumption of on-campus classes in the Fall, Facilities Management has developed the plan described in this document. We want to assure faculty, staff, and students that Lamar University is implementing best practice protocols in response to the COVID-19 pandemic. Facilities Management and our Custodial Department is committed to stopping chains of infection and limiting the opportunities for pathogens to spread throughout the University.

Custodial uses Buckeye Terminator, with the active ingredient, Quaternary Ammonium, which is approved by the Environmental Protection Agency to be effective against the COVID-19 virus. As a part of pandemic planning, our Custodial department has completed or is in the process of completing the following steps to combat COVID-19 within University facilities:

* Conduct a survey of all direct and indirect high-touch surface areas throughout campus buildings. This includes tables, doorknobs, light switches, elevator buttons, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
* Implement a check list to ensure that these surfaces are cleaned regularly.
* Provide custodial staff with additional training and instruction on proper disinfection protocols.
* Stockpile additional cleaning and disinfection supplies.

Custodial teams meet on a regular basis and have been instructed to increase disinfection to all high-touch surface areas within the buildings they are assigned. During this challenging time, Facilities Management asks for the ongoing cooperation of the campus community; by disposing of trash appropriately and returning chairs, desks, and workstation to their original positions our staff will be able to shift more of their energies from housekeeping duties to focus on cleaning and disinfecting. We will continue to monitor and update cleaning protocols to comply with recommendations from the Centers for Disease Control (CDC) and other agencies offering best practice advice.

**Cleaning Responsibilities:**

The Custodial Disinfection and Cleaning table below illustrates the different disinfection levels our custodial department expects to maintain in relation to the various phases of opening the campus. During Phase 1, thirty-seven facilities were partially closed, as staff and faculty members were able to work from home and classes were held online. These closures allowed our custodial staff to reprioritize cleaning efforts, focusing less on general housekeeping duties, and place more emphasis on disinfecting high-touch surface areas. With the lighter workload, all disinfection levels were easily maintained. Also, with many buildings virtually vacant, the custodial staff were able to focus on deep-cleaning classrooms and other educational facilities.

In Phase 2, most of the educational buildings are reopened, creating a slightly higher demand for custodial services. However, since most students have not returned, the amount of daily cleaning required in these buildings is greatly reduced, allowing the custodial staff to satisfactorily maintain all levels of disinfection, and continue their deep-cleaning efforts on educational facilities.

In Phase 3, all buildings are opened, and all employees have returned. On-campus classes have resumed and demand for daily routine custodial services is high. To ensure all disinfection levels are maintained, custodial will strategically place hand sanitizer stands at high-traffic areas throughout the campus. Additionally, they will place disinfecting wipe stands at computer labs and around other high-traffic high-touch surface areas.

Faculty and staff may see less vacuuming and are asked to please note the inability of Custodial Services staff to consistently clean your personal area such as desks and personal computer keyboards. Cleaning staff will not move papers and items on surface areas to clean these personal spaces. You can greatly assist by cleaning your personal space on a regular basis. To achieve maximum effectiveness in Phase 3, support of the entire Lamar Community is necessary. By informing and engaging students, faculty, and staff we can establish a campus culture that creates a safer environment for everyone.

**Cleaning Outdoor Areas:**

Outdoor areas generally require normal routine cleaning and do not require disinfection. Per CDC guidance, spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas. There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19.

**Disinfecting Area After Suspected Contamination:**

In the event a suspected or confirmed COVID-19 case occurs;

* Cordon off areas used by the person who is sick with tape or similar means and post signage so the community is aware that they should not enter. Signage will include directions to nearest alternative facilities when restrooms or computer labs or closed. Operations to the facility does not need to cease, so long as the affected area can be isolated.
* Ensure 24-hours have passed since the sick individual used the facility before disinfecting.
* Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared equipment etc.
* Once an area has been appropriately disinfected, it can be opened for use.
* If at the time a person is identified as COVID19 positive more than 7-days have passed since the person used the facility, additional cleaning and disinfection is not required.
* Above activities will be reported to and tracked by Environmental Health & Risk Management.

**Disinfection Procedures for Common Areas and Shared Equipment:**

As on-campus classes resume, it will become more difficult for the Custodians to monitor all high touch areas and perform their normal cleaning services as expected. To minimize the chance of infectious transmission, Facilities will provide disinfecting wipe stations and hand sanitizer stations at high-traffic locations, such as elevators, computer labs, auditoriums, etc. Individuals will need to take personal responsibility to ensure the touch points at these locations are sanitized before and after each use.

* Hand washing stations will be available at strategic locations as determined. Individuals are encouraged to sanitize hands upon entering and leaving these areas.
* Disinfecting wipe stations will be available at computer labs and around other high-traffic high-touch surface areas. Personnel will wipe down the touch points after each use.
* Hand washing and wipe stations will include signage with contact information if stations need refill or maintenance
* Custodians will wipe down high-touch surfaces with an EPA approved disinfectant at least daily.

**Disinfectant Material Requests:**

Facilities will provide upon request, disinfectant, paper towels and disinfecting wipes for use on shared equipment, such as for computer labs and other similar situations. To receive disinfectant products for a specific area, please submit a Facilities Work Request online, or by calling the Facilities Customer Center at extension 880-8470. If the request is approved, supplies, depending upon availability, will be delivered to the requested department referenced on the work request.

Facilities Management will strategically place bulk hand sanitizer stations at high-traffic locations throughout the campus, particularly in areas where hand washing capabilities are not readily available. Additional stations will be available for special events as required. The university will not be providing gloves specifically for COVID prevention, as good hand washing practices, using soap and water, remain the best method for preventing the spread of infection. However, each department will be responsible for providing gloves for any task specific jobs as required.

**Custodial Staff Disinfection and Cleaning Responsibilities During Phases 1-3**

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| --- | --- | --- | --- |
|  | **Phase 1** | **Phase 2** | **Phase 3** |
| **Guidelines** | Minimum manning. Classrooms closed. Many buildings offline | Most buildings are opened. Most employees have returned to work. Most students have not returned. | All buildings are open. Employees have returned to work. On-campus classes have resumed. Social distancing and sanitizing in place. |
| **Disinfection Level 1 –**  **Precautionary**  Increased disinfecting of high touch points  Focus placed on horizontal services in common areas, food surfaces, work areas  Restrooms: Disinfection/cleaning | **Frequency -**  Two times per day  Two times per day  Three times per day | **Frequency -**  As determined | **Frequency -**  As determined |
| **Disinfection Level 2 –**  **Enhanced Disinfection**  Increased disinfecting of high touch points  Focus placed on horizontal services in common areas, food surfaces, workspaces  Restrooms: Disinfection/cleaning | **Frequency -**  Two times per day  Two times per day  Three times per day | **Frequency -**  Two times per day  One time per day  Two times per day | **Frequency -**  One time per day  One time per day  Two times per day |
| **Disinfection Level 3 –**  **Positive Contact Areas**  These measures are implemented when a presumed or confirmed COVID-19 case occurs. This procedure will be applied where the positive contact occurred in addition to the traced path of the individual. Areas to be disinfected will be determined on a case by case basis.  Isolated area will be closed 24-hours prior to and during this procedure. Occupancy may be allowed immediately after the completion of the procedure. This may be an outsourced service. | **Frequency –**  As determined | **Frequency –**  As determined | **Frequency –**  As determined |
| **Service Level** | Reprioritized general cleaning. Focus on high contact/traffic areas in buildings. **Trash Removal:** Daily  **Floors:** As needed **Shared Workspaces:** Daily  **Individual Office Space/Floors:** As needed.  **Classrooms and Educational Buildings:** Deep cleaned/preparation for Fall semester | Reprioritized general cleaning. Focus on high contact/traffic areas in buildings. **Trash Removal:** Daily  **Floors:** As needed **Shared Workspaces:** Daily  **Individual Office Space/Floors:** As needed.  **Classrooms and Educational Buildings:** Deep cleaned/preparation for Fall semester | Normal service campus wide.  **Trash Removal:** Daily  **Floors:** As needed **Shared Workspaces:** Daily **Individual Office Space/Floors:** As needed. **Classrooms and Educational Buildings:** Daily |

**Signage:**