



"Institutions of higher education (IHE), working together with local health departments, have an important role in slowing the spread of diseases, and protecting vulnerable students, staff, and faculty to help ensure a safe and healthy learning environment." –CDC

Capital University's Office of Facilities Management, in collaboration with WFF Facility Services, has created a detailed Campus Facilities Readiness Plan to integrate the realities of fluctuating space usage and attendance alongside the pressing needs for an enhanced cleaning and overall facilities approach. We will work as a team to present the clearest path forward to address the concerns of faculty, staff, students, alumni, corporate partners, visitors and families. We create safe environments that support Capital's living and learning communities. Safety requirements and community perception require increased attention to facilities services. By integrating cleaning and building operations tasks, each campus can mitigate the dangers of COVID-19. Reducing the threat while enhancing community wellbeing is the goal of Capital University's Office of Facilities Management.

We have created a planning document to leverage our industry experience, changing regulations and shared best practices. The following steps represent our path forward to respond and adapt to the coming months and years.

Level 1- Response Services refer to possible COVID-19 exposure and/or proactive planning stage.

Level 2- Response Services refer to probable COVID-19 contamination while testing occurs or during an outbreak at another section of campus

Level 3- Response Services refer to confirmed contamination

Level 1 Integrated Disinfection Team Response Services

Level 1 Response Services refer to possible COVID-19 exposure and/or proactive planning stage. Every campus is currently at least at Level 1.

Capital University

Aspect	CDC requirements	Plan of response	Products	References
Academic buildings				
Classrooms	Clean and Disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within IHE facilities at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.	Daily (M-F) cleaning with Alpha HP and Microfiber cloths, additional disinfection with Virex, weekly high touch point disinfection with Penetrexx, full monthly disinfection with Penetrexx by Electrostatic Sprayer Gun. Hand sanitizing dispensers will be installed in each classroom.	Daily: Alpha HP / Virex Disinfectant Weekly/Monthly: Penetrexx	www.Diversey.com (Alpha HP /Virex) www.squareonesolutions.org (Penetrexx)
Offices	Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within IHE facilities at least daily or between use as much as possible.	Cleaning of the offices will be full responsibility of staff and faculty. Set of hand sanitizer, spray bottle of disinfectant and cleaning rag will be provided by Capital University		

<p>Common areas</p>	<p>Clean and Disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within IHE facilities at least daily or between use as much as possible.</p>	<p>Daily (M-F) cleaning with Alpha HP and microfiber cloths, additional disinfection during the day with Virex, weekly high touch point disinfection with Penetrexx, full monthly disinfection with Penetrexx via Electrostatic Sprayer Gun.</p>	<p>Daily: Alpha HP / Virex Disinfectant Weekly/Monthly: Penetrexx</p>	<p>www.Diversey.com (Alpha HP /Virex) www.squareonesolutions.org (Penetrexx)</p>
<p>Administrative buildings</p>				

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Residence Halls prior to move in				
Neighborhood properties	Shared bathrooms should be cleaned regularly using EPA-registered disinfectants at least twice per day (e.g., in the morning and evening or after times of heavy use). Clean and disinfect shared areas (laundry facilities, elevators, shared kitchens, exercise rooms, diningrooms) and frequently touched surfaces using EPA-registered disinfectants more than once a day if possible.	All propertied will be cleaned with Alpha HP and Microfiber cloth and disinfected using Stari-Fab disinfectant and fogger. "Disinfected" door seal will be placed an all entrance doors with completion date	Alpha HP / Steri-Fab	www.Diversey.com (Alpha HP /Virex)
Traditional Residence Halls	Shared bathrooms should be cleaned regularly using EPA-registered disinfectants at least twice per day (e.g., in the morning and evening or after times of heavy use). Clean and disinfect shared areas (laundry facilities, elevators, shared kitchens, exercise rooms, diningrooms) and frequently touched surfaces using EPA-registered disinfectants more than once a day if possible.	All resident rooms as well as bathroom/shower rooms will be cleaned and disinfected using Stari-Fab disinfectant and fogger. "Disinfected" door seal will be placed an all entrance doors with completion date. Additional hand sanitizing stations will be installed	Alpha HP / Steri-Fab	www.Diversey.com (Alpha HP /Virex)
		Portable hand washing stations will be installed in each residence hall		
Residence Halls during school year				

<p>Neighborhood properties</p>	<p>Shared bathrooms should be cleaned regularly using EPA-registered disinfectants at least twice per day (e.g., in the morning and evening or after times of heavy use). Clean and disinfect shared areas (laundry facilities, elevators, shared kitchens, exercise rooms, diningrooms) and frequently touched surfaces using EPA-registered disinfectants more than once a day if possible.</p>	<p>Set of cleaning supplies will be provided for each property. Set will include: bottle of disinfectant, glass cleaner, and 2 cleaning rags. Daily cleaning and disinfection after move in will be full responsibility of the students. In case of suspected or confirmed case please refer to Level 2 and 3 plans</p>		
<p>Traditional residence Halls (Common Areas & Common Restrooms)</p>	<p>Shared bathrooms should be cleaned regularly using EPA-registered disinfectants at least twice per day (e.g., in the morning and evening or after times of heavy use). Clean and disinfect shared areas (laundry facilities, elevators, shared kitchens, exercise rooms, diningrooms) and frequently touched surfaces using EPA-registered disinfectants more than once a day if possible.</p>	<p>Full clean with Alpha HP and Microfiber Cloth/disinfection with Virex of Residence Hall SHARED Restrooms and Common Areas - 2 times per day - 7 days per week.</p>	<p>Daily: Alpha HP / Virex disinfectant</p>	<p>www.Diversey.com (Alpha HP /Virex) www.squareonesolutions.org (Penetrexx)</p>
<p>Capital University Centers</p>				
<p>Capital Center</p>	<p>Clean and Disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroomstalls, dining hall tables) within IHE facilities at least daily or between use as much as possible.</p>	<p>Daily cleaning with Alpha HP and microfiber cloths, additional disinfection during the day with Virex, weekly high touch point disinfection with Penetrexx, full monthly disinfection with Penetrexx via Electrostatic Sprayer Gun.</p>	<p>Daily: Alpha HP / Virex Disinfectant Weekly/Monthly: Penetrexx</p>	<p>www.Diversey.com (Alpha HP /Virex) www.squareonesolutions.org (Penetrexx)</p>
<p>Campus Center</p>	<p>Clean and Disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroomstalls, dining hall tables) within IHE facilities at least daily or between use as much as possible.</p>	<p>Daily cleaning with Alpha HP and microfiber cloths, additional disinfection during the day with Virex, weekly high touch point disinfection with Penetrexx, full monthly disinfection with Penetrexx via Electrostatic Sprayer Gun.</p>	<p>Daily: Alpha HP / Virex Disinfectant Weekly/Monthly: Penetrexx</p>	<p>www.Diversey.com (Alpha HP /Virex) www.squareonesolutions.org (Penetrexx)</p>
<p>Outside events</p>		<p>Portable hand washing stations as well as hand sanitizing stations will be provided by Capital University</p>		

Aspect	CDC requirements	Plan of response	References
<p>Air quality in the buildings</p>	<p>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility.</p>	<p>Increased outdoor air ventilation increases the effective dilution ventilation per person. Open outdoor air dampers, as high as 100%, eliminating recirculation. CDC has recommended increasing the air exchange in campus buildings through the next several months especially as people return to the.</p> <p>Regulate relative humidity between 40-60%. This range optimizes the ability of immune system to fight viral and Bacterial infections.</p> <p>Enhanced touring frequencies for mildew and moisture using these new operations requirements.</p> <p>Balance against touring and physical distancing.</p> <p>Evaluate and revise operating plan to reflect building and usage occupancy.</p> <p>Adjusted operating frequencies support Preventive Maintenance - filter change, operations adjustments and building usage.</p>	<p>ASHRAE Position Document on Airborne Infections Disease of Feb 5th, 2020</p>
<p>Building Water Systems</p>	<p>To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, and decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and disinfected, but encourage faculty, staff and students to bring their own water to minimize use and touching of water fountains</p>	<p>Water systems- all outlets, sinks, facets, and toilets flushed one time a week, Flush toilets twice. Running all hot and cold-water for 5 minutes.</p> <p>Ice machines- are shut down and are emptied, they will be cleaned and disinfected according to manufacturer's recommendations before being put back in service, and the water filter will be replaced.</p> <p>Water fountains- are out of order until further notice. Facilities are modifying all 19 bottle fillers stations to remain operational.</p>	



Virex 256

- Weekly Application
- Kills microorganisms including HIV-1, VRE, MRSA, GRSA, MRSE, VISA, PRSP, Herpes Simplex Types 1&2, Influenza Type A2, Adenovirus, Rotavirus and many more
- Kills the organisms that cause odors and works as an odor counteractant to further eliminate odors not associated with bacteria.
- Highly concentrated quaternary formula provides excellent one-step, cost-effective cleaning and disinfection



SABRETECH/Penetrex

- Monthly Application
- MediDefense Total Touch Protection can help medical and healthcare related facilities create a cleaner, healthier environments by reducing the risk of germ transmission in patient rooms, operating rooms, public areas, exam rooms, restrooms, emergency and triage areas, nursing stations, treatment rooms, labs, cafeterias, dietary services and ambulance interiors.
- Biostatic surface treatment reduces risks of germ-transfer
 - Around the clock germ protection
 - Environmentally safe, non-toxic, and non-leaching Supports patient protection mandates



Alpha HP

- Daily Application
- An all-in-one, multi-surface disinfectant cleaner based on proprietary Accelerated Hydrogen Peroxide (AHP) technology. One product cleans and brightens surfaces safely and easily. Use on walls, countertops and most other water washable hard surfaces.
- EPA registered hospital grade disinfectants, bactericidal and viricidal
 - Hydrogen peroxide active ingredient breaks down to oxygen and water
 - Excellent cleaning performance
 - Excellent environmental profile



STERI-FAB

- Daily Application
- Kills bed bugs, bed bug eggs, mold, bacteria, fungus and mildew on contact
 - For indoor use in the home, restaurants, schools, nursing homes, warehouses, offices, apartments, hotels, motels, kennels, and hospitals
 - Great to sterilize mattresses and box springs
 - Dries in less than 15 minutes with no residual effect
 - Will not stain water-safe fabrics and surfaces
 - Kills Bed Bugs on wood, ceramic surfaces and carpet
 - Kills on contact Non-irritating, non-staining water-based formula*



Capital University
Response Services

Level 2 Integrated Disinfection Team

Level 2 Response Services refer to probable COVID-19 contamination while testing occurs or during an outbreak at another section of campus

Aspect	CDC Requirements	Plan of Response	Enhanced Services
Possibly Contaminated Space	See Level 3	See Level 3	See Level 3
Residence Hall Restroom and Common Areas Increased Cleaning and Disinfection Frequency Due to Level 2.	Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, and dining hall tables) within IHE facilities at least daily or between use as much as possible.	Multiple Times Daily	Multiple times daily / include disinfection of walls and lower touch surfaces weekly.

Aspect	CDC Requirements	Plan of Response	Enhanced Services
Campus-Wide (Classroom, Common Areas, Offices) Increased Cleaning and Disinfection Frequency Due to Level 2.	N/A		
Carpet Care	<p>Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.</p> <p>Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the Facility.</p>		
Proactive Disinfection: Spray Application of Penetrex or Similar	N/A	Perform every 30 days	Perform Weekly.
Proactive Biotesting / ATP	N/A	Weekly	Daily

Aspect	CDC Requirements	Plan of Response	Enhanced Services
GoSpotCheck Quality Assurance Standard Reporting Included	N/A	Enhanced Reporting to Include Community-Wide Reporting	Enhanced Reporting to Include Community-Wide Reporting
GoSpotCheck + Disinfection Validation	N/A	Disinfection Mission Enabled in GoSpotCheck	Disinfection Mission Enabled in GoSpotCheck with Real-time Reporting

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Capital University **WFF** Facility Services

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Level 3 Integrated Disinfection Team Response Services

Level 3 Response Services refer to confirmed contamination.

Aspect	CDC Requirements	Plan of Response	Enhanced Services
Defining Affected Areas	<p>CDC: In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as Applicable.</p>	<p>Expanded decontamination footprint for safety and confidentiality.</p>	<p>Expanded decontamination footprint for safety and confidentiality.</p>

Aspect	CDC Requirements	Plan of Response	Enhanced Services
Space Preparation	CDC: Close off areas used by the affected person. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.	WFF Installation of Barriers and Operational Support	WFF Installation of Barriers and Operational Support
Decontamination	CDC: Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 affected person focusing especially on frequently touched surfaces. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	WFF Full Clean and Decontamination and Disinfection of Spaces	WFF Full Decontamination and Disinfection of Spaces
Quarantine Space Support: WFF Support of Spaces During Quarantine (Trash Removal, Basic Cleaning)	Individuals with COVID- 19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials.	WFF Staff Provides Support Services to Space	Defined by Client

Aspect	CDC Requirements	Plan of Response	Enhanced Services
ATP Testing	N/A	N/A	Before and after
GoSpotCheck Quality Assurance Standard Reporting Included	N/A	QA Within 2 Hours Of Work Completion	QA Within 2 Hours Of Work Completion

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