

# COVID-19 Enhanced Cleaning and Disinfection Protocols for [College Name]

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## I. Introduction

Enhanced cleaning and disinfection is critical to reducing the spread of COVID-19 at [college name]. These procedures have been developed to provide consistent practices for enhanced cleaning and disinfection in accordance with New York State Department of Health regulations, CDC recommendations, and guidance available from safety and industry associations.

It is expected all employees, students, visitors and contractors will follow these procedures to protect their own health as well as other members of the campus community.

These procedures are in effect until further notice and are subject to change at any time as additional guidance becomes available.

## II. Custodial Department Cleaning and Disinfection Procedures

The following procedures describe the cleaning procedures to be followed by the Custodial Department.

### A. Routine Cleaning

Routine cleaning of occupied areas shall be continued according to departmental standards and includes actions such as:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Note: the frequency of routine cleaning standards may be relaxed, as needed, in order to allow for greater focus on high risk locations. Cleaning measures such as vacuuming, removing trash, sweeping or cleaning walls may be performed less frequently to allow for increased cleaning and disinfection of frequently touched surfaces.

## B. Disinfection of Frequently Touched Surfaces

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using products found on the Department of Environmental Conservation (DEC) [list of products](#) registered in New York State and identified by the EPA as effective against COVID-19. When such products are temporarily not available, disinfectants labeled for effectiveness against Human Coronaviruses must be used.

Examples of frequently touched surfaces include:

- Breakroom tables and chairs
- Breakroom refrigerator and microwave doors and handles
- Door handles and push plates
- Stair Handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains

Particular focus should be paid to the **[Example: Day Care Center]** and areas of higher traffic such as: **[list specific spaces here]** and any academic spaces in use. These higher use areas should receive cleaning of restrooms and water fountains and disinfection of high touch surfaces at least twice per day.

**[One portable electrostatic sprayer is being used on a rotating schedule to provide a quicker disinfection of surfaces throughout a building. This unit is being used on a rotating basis to clean and disinfect several buildings per night. REMOVE THIS ENTIRE STATEMENT IF NOT BEING USED]**

## C. Cleaning and Disinfection for Re-Occupancy of Buildings

This section is intended to address the re-occupancy for administrative functions and limited academic course offerings anticipated for the Summer and Fall of 2020.

Non-academic spaces will gradually return to use during the NYFORWARD Phased Recovery Period, with certain academic spaces anticipated to return to use in the Summer and Fall of 2020. The following section describes the cleaning and disinfection procedures necessary for re-occupancy of vacated spaces. Once buildings and departments have been re-occupied, they should receive the same level of cleaning and disinfection described above.

CDC Guidance indicates that coronaviruses on surfaces and objects naturally die within hours to days. Therefore, areas that have been unoccupied for 7 days or more only need normal routine cleaning to reopen the area

**[Physical Plant or appropriate department name]** must be provided with at least one week of notice prior to re-occupancy of an area in order to allow time to properly clean and disinfect the space. Notice should be provided by submitting a request in the Work Order

System. **[Physical Plant or appropriate department name]** will notify the requestor when the space is approved for re-occupancy and will maintain a listing of requests and approved areas. Once re-occupied, the space will remain on the routine cleaning and disinfection schedule as described in the sections above.

**[College Name]** spaces will be cleaned and disinfected as follows prior to re-occupancy:

1. Spaces in buildings that have remained partially occupied
  - As feasible, remove soft and porous materials in high traffic areas.
  - Conduct routine cleaning of all spaces to be reoccupied
  - Clean and disinfect all bathrooms
  - Clean and disinfect high touch surfaces in common spaces such as hallways, stairways and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc.)
  - Clean and disinfect high touch surfaces in departments or common office areas occupied during PAUSE (e.g. breakroom tables and chairs, refrigerator and microwave doors and handles, office suite door handles and light switches, buttons on vending machines and copiers, etc.)
  - Provide disinfecting materials and instructions in each department space or office suite to be reoccupied
2. Buildings that have remained unoccupied for at least seven days with entrances and rooms/offices secured (other than an occasional brief entry)
  - As feasible, remove soft and porous materials in high traffic areas.
  - Conduct routine cleaning of all spaces to be reoccupied
  - Clean and disinfect all bathrooms
  - Clean and disinfect high touch surfaces in common spaces such as hallways, stairways and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc.)
  - Provide disinfecting materials and instructions in each department space or office suite to be reoccupied

#### **D. Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19**

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive testing or timely notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19.

The procedures for cleaning and disinfection following a suspected or confirmed case of COVID-19 are found in Appendix A of this document.

## E. Custodial Department Personal Protective Equipment

Personal Protective Equipment (PPE) and practices for routine enhanced cleaning and disinfection:

Hands- Custodial employees should wear disposable nitrile or latex gloves while removing trash, cleaning restrooms, hand-cleaning any surfaces and using any chemical products.

When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination: hands should be washed before putting on gloves; touching the face or uncontaminated surfaces should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated outside of the gloves.

Eyes - Chemical goggles should be worn if splashing of chemicals into the eye is possible. During this period of increased precautions, goggles should be disinfected or washed with soap and water after using. Hand washing with soap and water should be performed for at least 20 seconds after handling goggles.

Face – A face covering or mask is required to be worn when cleaning, when working within six feet of anyone else and when in common areas or shared spaces. While face coverings may not prevent the wearer from becoming infected, they might help prevent the spread of COVID-19 from people who have the virus and are unaware.

When wearing a face covering, employees should:

- Make sure that they fit snugly and cover the nose and mouth
- Avoid touching the mask surface. Try to handle by the straps only
- Store in a clean, dry place when not in use
- Wash cloth face masks frequently, especially when soiled or wet. Masks can be washed in warm water and tumbled dry on the high setting
- Replace disposable surgical-style face masks when torn, dirty or wet. Supplies are limited and replacements may not be readily available
- Do Not become complacent with other protective measures
  - Avoid touching the mask or face
  - Continue to be vigilant with thorough and frequent hand washing
  - Practice respiratory etiquette and cover coughs or sneezes
  - Frequently disinfect high touch surfaces and shared equipment
  - Practice social distancing – even when wearing masks

If an employee is not able to wear a face mask for medical reasons, the employee should contact the **[specify the correct campus contact]**. No additional documentation is required. If supplies permit and if there are no medical restrictions, the employee will be issued a face shield to be used instead of a mask.

### III. Departmental Disinfection of Frequently Touched Surfaces (Non-Custodial Employees)

#### A. Administrative Spaces

Building occupants should use disinfectant wipes or spray provided by **[Physical Plant or appropriate department name]** to frequently disinfect high touch surfaces in their own work space or shared spaces such as:

- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Service counters
- Light switches
- Break area refrigerator and microwave handles
- Vending machine buttons
- Door handles and push bars
- Copy machine controls
- Shared tools and equipment

##### 1. Disinfecting Wipes

The following steps should be taken when using disinfecting wipes:

- If surface is visible dirty, use one wipe to wipe it clean and then discard
- Use a second wipe to wipe the surface to be disinfected. Use enough wipes for surface to remain visibly wet for the amount of time specified on the label
- Discard all wipes in trash
- Wash hands thoroughly or use an alcohol-based hand sanitizer
- Let the surface dry before using it

##### 2. Disinfection Spray

The following steps should be taken when using **[Morning Mist®]** disinfecting spray:

- If needed, pre-clean to remove visible dirt
- Spray disinfectant liberally to thoroughly wet surfaces. **Leave for 10 MINUTES** to allow disinfectant to work properly. Wipe off any residual disinfectant remaining on surface
- Dispose of used paper towels in trash
- Wash hands thoroughly or use an alcohol-based hand sanitizer

A Department Cleaning and Disinfection log should be posted in each department and completed following disinfection.

#### B. Academic Spaces

Instructors and students should use disinfecting supplies provided to disinfect their own learning spaces and high touch surfaces in the room before and after using the space:

- Desks
- Chairs
- Instructor console

- Computer keyboards and mice
- Light switches
- Door knobs and handles
- Shared tools and equipment

Instructions provided in the previous section should be followed when using disinfecting supplies. A Classroom Cleaning and Disinfection log should be posted in each learning space and completed by the faculty member following disinfection.

### **C. Department-Specific Procedures**

Additional departmental cleaning and disinfecting procedures are described in Appendix C and will be re-started or implemented as those operations resume

### **D. Personal Protective Equipment**

Gloves are not required to be worn by employees and students wiping down their own spaces or common spaces with disinfecting wipes unless the safety data sheet (SDS) or label advises the use of gloves to protect against the chemicals in the wipes.

Individuals may choose to wear gloves while using disinfecting products, especially if soap and water is not available in the area. When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination: hands should be washed before putting on gloves; touching the face or uncontaminated surfaces should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds or hand sanitizer used after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated outside of the gloves.

## **IV. Cleaning and Disinfection Logs**

Cleaning and disinfection logs listing the date, time, location, scope of cleaning and name of person cleaning must be maintained.

1. A general log should be kept for each building by the custodial department
2. A log should be posted in each restroom and completed by the custodial department
3. A log should be posted in each department and completed by the owning department and custodial department
4. A log should be posted in each classroom and completed by faculty using the room and the custodial department

## Appendix A

### Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive testing or timely notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19.

In the event of a suspected or confirmed case of COVID-19, the following steps should be taken to disinfect the space:

- 1) Determine whether the individual was symptomatic while on campus, the length of time since the individual was last on campus and the date when symptoms appeared.
- 2) For individuals who were present on campus within the last 7 days, identify locations the individual occupied in the 48 hours prior to the start of symptoms (Human Resources, Department Head, Registrar, Scheduling assistance may be needed to help identify).

Examples may include areas such as:

- Employee's office, departmental spaces
  - Break areas, copy rooms, common rooms
  - Restrooms throughout building
  - Meeting rooms
  - Classrooms
  - Cafeterias
  - Other spaces
- 3) The extent of any office, department or building closures should be determined by reviewing the information gathered in steps one and two and available guidance from the New York State Department of Health and the Centers for Disease Control:

Guidance from the New York State Department of Health indicates people who eventually develop symptoms of COVID-19 are believed to be able to spread the virus for up to 48 hours prior to developing any symptoms. Therefore, the increased cleaning and disinfection described in these procedures should be considered for all locations in which an individual routinely spent time in the 48 hours prior to showing symptoms of COVID-19.

Guidance from the CDC advises that the virus that causes COVID-19 has not been shown to survive on surfaces longer than seven days. Therefore, if it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Closing the space(s) frequently occupied by the potentially infected individual for at least 24 hours prior to cleaning should be strongly considered and may be required by the Health Department. Decisions on building and campus closures will be made in conjunction with the Health Department for confirmed cases. Decisions on building closures and scope of cleaning should be communicated to the Health Department for suspect cases.

- 4) Implement the closure of spaces by notifying occupants and posting signs on spaces. Open doors and windows, if possible. Campus e-mails or notification systems should be considered in the event of a building or campus closure.
- 5) Determine if the college or the college's vendor will conduct the disinfection
- 6) Define scope of areas to be disinfected and develop strategy. The exact scope will be determined after identification of the locations occupied by the potentially infected individual, with consultation of available guidance from the Health Department, SUNY and the CDC, and approval of the local Health Department. The scope will typically include a thorough disinfection of all spaces (offices, classrooms, bathrooms, common areas, etc.) used by the potentially infected person as well as frequently touched surfaces (stair rails, door handles, elevator buttons, etc.) throughout the entire building or buildings occupied by the potentially infected individual during the 48 hours prior to diagnosis or symptoms.

The order of disinfection should generally go from clean to less clean or from areas the individual may have only passed through to spaces where the potentially infected individual spent significant portions of the day, e.g. common hallways to office suites to offices. The disinfection order should end with a restroom or other location with running water to allow for washing hands after removal of PPE.

- 7) Disinfection team should be assembled and provided with personal protective equipment. A training review should be provided on PPE donning and doffing, disinfecting materials and scope/methods of disinfecting.
- 8) One or more supervisors should be designated. These supervisors will observe and document rooms, materials and surfaces on the "COVID-19 Disinfecting Log". Supervisors will observe PPE donning and doffing and ensure all rooms are disinfected as specified in the scope developed in step 6.
- 9) Clean and disinfect the spaces using the following procedures:

**Step 1: Cleaning:** Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

**Step 2: Disinfection:** Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Products meeting the EPA criteria for



use against with SARS-CoV-2 should be used for disinfection. If not available, a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water) should be used in a spray bottle. Prepare the bleach solution daily or as needed.

Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes following any dilution instructions and ensuring adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.

**[As availability permits, the electrostatic disinfecting spray gun will be used to disinfect all surfaces in the rooms the individual spent significant time in, as identified in step 6. REMOVE ENTIRELY IF NOT BEING USED]**

Frequently touched surfaces throughout the entire building will be disinfected using the bleach spray solution or spray gun.

### **Personal Protective Equipment and Practices**

Gloves – Disinfection workers will wear disposable nitrile or latex gloves while cleaning and disinfecting after a COVID-19 case. Gloves should be changed after disinfecting each room if significant time was spent in the room, as often as needed to avoid contaminating spaces. Hand washing with soap and water should be performed for at least 20 seconds before putting on and after removing gloves.

Goggles – Goggles will be worn while pouring or mixing any chemical products. Goggles will be worn during disinfection. During this period of increased precaution, reusable goggles/face shields should be disinfected or washed with soap and water after using. Hand washing with soap and water should be performed for at least 20 seconds after handling or disinfecting goggles.

Tyvek Suits and Boots – Tyvek suits and boots will be worn during disinfection in spaces the individual has occupied. The suits will prevent the employee's clothing from coming into contact with any dried droplets on surfaces. Boots will help prevent tracking any materials from room to room. Tyvek suits should be changed out at the end of the shift, or if visibly wet or dirty. Tyvek boots should be changed out after disinfecting but before leaving any spaces the individual spent significant time in.

N95 Respirators – While N95 respirators are not required by the Department of Health or CDC to be worn during disinfecting after a COVID-19 case, EHS strongly encourages their use, with appropriate training and fit-checks. Note: assessment may be updated to required, with additional requirements for medical clearance and fit-testing.

PPE donning and doffing should follow procedures in Appendix B.

### Training

Any [**Campus Name**] employee performing cleaning following a potential infection, including temp employees, must have received Fire and Life Safety, Hazard Communication, Personal Protective Equipment and Bloodborne Pathogens training as well as a special training module on Safe COVID-19 Disinfection Procedures. Any contracted cleaning company must have

received similar training from their employer and may require additional training from **[Campus Name]** EHS.

## **Appendix B**

### **Department-Specific Cleaning and Disinfection Procedures**

Certain departments and locations conduct additional cleaning and disinfection. These procedures should be in compliance with any guidelines specific to their operations and the requirements of this procedure. At a minimum, department-specific procedures must specify the cleaning and disinfection of frequently touched surfaces and the use of products meeting the EPA criteria for use against SARS-CoV-2. When such products are temporarily not available, disinfectants labeled for effectiveness against Human Coronaviruses must be used.

Department-specific procedures should be provided to the Environmental Health and Safety Department for inclusion in this Appendix.

#### Health Services (Health Services Staff)

- Clean and disinfect health cots regularly (after each student use)
- Cover examination tables with paper. Paper is removed, table disinfected and paper replaced after each patient encounter
- Pillows are used only as needed. Pillows are covered with a disposable plastic cover and changed after each use.

#### Athletics Spaces (Athletics Department)

- The department cleans and disinfects mats, benches, equipment handles and other high-use equipment at least daily using spray products with an EPA-approved emerging viral pathogens claims against SARS-CoV-2 –or- labeled to be effective against human coronaviruses.

#### Fitness Rooms (Health, Physical Education and Exercise Studies Department)

- The department cleans and disinfects mats, benches, equipment handles and other high-use equipment at least daily using spray products with an EPA-approved emerging viral pathogens claims against SARS-CoV-2 –or- labeled to be effective against human coronaviruses.

#### [IF APPLICABLE] Dental Hygiene Clinic (DHY Students and employees)

- Dental hygiene students will continue disinfecting all surfaces in their assigned area daily
- Dental hygiene faculty and staff will continue their daily cleaning and disinfecting protocol
- Spray and wipe products with EPA-approved emerging viral pathogens claims against SARS-CoV-2 are used for disinfecting

Personal Protective Equipment and practices for routine cleaning and disinfection when there are no cases of COVID-19 should follow the individual department procedures or EHS Personal

Protective Equipment assessment. In general, nitrile or latex gloves should be worn when disinfecting surfaces in healthcare and athletic facilities and safety goggles should be worn when mixing or pouring chemicals. During this period of increased precaution, goggles should be disinfected or washed with soap and water after using. EHS should be contacted for further assistance in selecting PPE and training in proper use.

Care should be taken to not touch the outside of the glove while removing. Hand washing with soap and water should be performed for at least 20 seconds after removing gloves.

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