

Appendix I: Cleaning and Disinfection Plan

Date: June 19, 2020

Status: Active

Policy Type:	University
Contact Office:	Human Resources
Oversight Executive:	Chief Human Resources & Deputy Chief Inclusion Officer
Applies To:	This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.
Table of Contents:	<ol style="list-style-type: none"> 1. Definitions 2. Procedures
Definition	<p>Cleaning and disinfecting definitions in accordance with CDC guidelines:</p> <p>Disinfection (or Deep Cleaning): Disinfection is a process that eliminates pathogenic microorganisms, except bacterial spores, on inanimate objects. Objects are usually disinfected by liquid chemicals or wet pasteurization. Custodial staff use an EPA-approved disinfectant to coat and wipe down all accessible/visible surfaces. Disinfectant is known to kill COVID-19 on hard non-porous surfaces.</p> <p>Regular Cleaning: Regular cleaning is the removal of visible soil (e.g., organic and inorganic material) from objects and surfaces and normally is accomplished manually or mechanically using water with detergents or enzymatic products.</p>
Procedures:	<p><u>Regular Cleaning & Disinfecting Protocol</u></p> <p>Regular cleaning and disinfecting, as prescribed by building occupancies, will continue to be carried out by custodial staff, but in collaboration with building occupants. Custodial staff priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic areas and high-touch surfaces.</p> <p>All cleaning will be logged in compliance with NY State requirements. The log has to contain the date, time and scope of cleaning. This can be done through an online system or paper.</p> <p>All cleaning and disinfecting protocols followed will adhere to CDC guidelines and include cleaning surfaces/objects with soap and water and disinfecting surfaces/objects using an EPA-approved disinfectant.</p>

If an EPA-approved disinfectant is unavailable, you can also use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Bleach solutions will be effective for disinfection up to 24 hours.

Examples of high-traffic areas include:

- Building entrances
- Hallways
- Stairwells
- Restrooms
- Elevators
- Classrooms, lounges and meeting spaces

Examples of high-touch surfaces include:

- Stair railings
- Exterior and interior door hardware and surfaces
- Light switches
- Restroom fixtures, partitions, faucets, toilet paper/paper towel dispensers
- Elevator control panels and call buttons
- ADA handicap door push plates
- Water fountains and bottle filling stations

Disinfecting of high-traffic areas and high-touch surfaces will be performed at least daily (and more frequently as schedules allow) by custodial staff. An example of custodial staff cleaning and frequency expectations can be found in the table below.

Location Type	Cleaning Provided	Frequency
All Buildings	Start day by removing any possible contaminated refuse and recyclables from buildings	Daily
All Buildings	Apply EPA-approved disinfectant to all refuse & recyclable containers and surfaces	Daily
All Buildings	Apply EPA-approved disinfectant to all public restrooms and public areas	Daily
Public Restrooms	Disinfect all toilets, sinks, urinals, and mirrors. Remove trash, sweep and mop floors, replace paper products and hand soap.	Daily and as needed
Entrances, Lobbies, Hallways & Restrooms	Disinfect all high-touch areas	Daily
Lobbies	Sweep, mop and/or <u>autoscrub</u> floors, vacuum carpets and entrance mats, remove trash, clean water fountains, wipe furniture, clean glass doors, police exterior entrances	Daily
Hallways	Sweep, mop, and/or <u>autoscrub</u> floors	Weekly and as needed
Classrooms	Remove trash, sweep, spot mop floors. Disinfect surfaces daily	Daily and as needed
Lecture Halls	Remove trash, sweep, spot mop floors. Disinfect surfaces daily	Daily and as needed
Offices/Cubicles	Spot clean, hi-dust, dust, spot mop hard floors	As needed
Stairwells	Disinfect hand rails and door knobs	Daily
Carpeted Floors	Vacuum private offices, office suites, office cubicles	Monthly
Carpeted Floors	Vacuum public spaces, hallways, carpeted classrooms, conference rooms, lecture halls	Bi-monthly and as needed
Carpeted Floors	Shampoo private offices, office suites, office cubicles	On request with funding
Carpeted Floors	Shampoo public spaces, hallways, carpeted classrooms, conference rooms, lecture halls	Annually
Tile Floors	Dust mop, damp mop, spot mop	Daily

Clarkson faculty, staff and students are encouraged to practice preventative cleaning in their personal offices, laboratories and/or residential spaces that will not be as frequently accessed by custodial staff. Faculty, staff and students will be expected to remove their own garbage and recyclables from their personal spaces to reduce the number of individuals accessing these spaces, and to provide custodial staff more time to focus on the high-traffic areas and high-touch surfaces. Disinfecting stations stocked with cleaning supplies will be provided throughout the buildings to carry out this task.

Supplemental cleaning of teaching spaces will also be performed by room occupants at the start and end of each class/lab with the supplies provided in the teaching space. Chalkboards and whiteboards will not be used in the classrooms until further notice in order to effectively capture all aspects of each class online as well as to limit shared resources in the classroom.

Hand sanitizing stations are installed throughout the campus at main entry/exit points of the buildings. Additional hand sanitizing stations will also be provided in high traffic areas and shared spaces.

Protocol for Cleaning and Disinfecting Areas Where Someone is Suspected of Having (or Confirmed to Have) COVID-19

In the event that a person is suspected of having (or confirmed to have) COVID-19, the following protocol will be followed:

	<ol style="list-style-type: none"> 1. The area(s) used by the person who is sick will be closed off and restricted to all access. Outside doors and windows to the space will be opened if possible to increase air circulation in that area. 2. Cleaning staff will wait 24 hours after the sick person has left the area before entering to clean and disinfect. If 24 hours is not feasible, cleaning staff will wait as long as possible. 3. Cleaning staff will wear face masks, disposable gloves, gowns and goggles for all tasks in the cleaning process, including handling trash. 4. Cleaning and disinfection will be performed in all areas used by the person who was sick, such as offices, bathrooms, common areas, shared electronic equipment, etc. and include full saturation of disinfection to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, top of cabinets, etc. 5. Cleaning and disinfection will be conducted in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA-approved disinfectants, following the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc. 6. Once an area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is sick can return to work immediately after disinfection. 7. If it has been more than 7 days since the person suspected/confirmed COVID-19 was present, additional cleaning and disinfection is not necessary. In these cases, cleaning staff will follow normal procedures for regular cleaning including disinfection of high-traffic areas and high-touch areas.
Related Information:	<ul style="list-style-type: none"> ● Please refer to the Clarkson Returning to Work Safety Training COVID-19 Presentation: https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/
Next Scheduled Review:	
Approved By, Date:	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
Revision History:	The only change to Appendix I would be to include a statement that all cleaning will be logged in compliance with NY State requirements. The log has to contain the date, time and scope of cleaning. This can be done through an online system or paper.