

# University Cleaning Plan

The University cleaning plan is divided into four points of focus:

1. Those areas that require cleaning on an hourly basis.
2. Those areas that require cleaning on a daily basis.
3. The residence halls
4. Identifying and addressing potential health risks

## Hourly Cleaning

The following areas will be disinfected on an hourly basis when large groups are using a building

- Bathroom stalls – several times a day
- Faucets
- Public counter tops
- Door knobs/handles/door edges
- Handicap plates
- Elevator buttons
- Tabletops in lounges and lobbies

## Daily Cleaning

The following areas will be disinfected at least once a day in all buildings in use:

- Light switches
- Trash can flaps
- Soap dispensers/sanitizers
- Breakroom cabinets/handles – breakroom use will be limited
- Classroom chair backs/handles
- Vending machines/ATMs

In addition, facilities vehicles, equipment and tools will be disinfected at least once per day. The facilities staff are assigned specific equipment so that there is less equipment used by multiple employees. After use of all equipment/tools for the day, specific staff using the equipment/tools has been instructed to disinfect the equipment/tools at the end of the shift. The employee using it will disinfect any equipment that is not assigned, but is considered miscellaneous equipment, immediately after use.

## Residence Hall Cleaning

As of July 1, there will be no one in residence halls except Naugle (where summer workers are housed) until the return of students in the fall. The staff and crew assigned to that building are doing a rotation, wiping down all touch points throughout the day. Most students are working on campus during the day, so they are not in the building. In August, once students start returning to campus, crews will be moving through the buildings sanitizing hourly.

All residence hall buildings will be professionally disinfected by ACIA no later than August 3.

With the start of the new academic year and the return of staff and students, Campus Events staff will be assigned to full cleaning bathrooms, hallways, lounges, kitchens, stairwells and public areas of residence halls once daily. Additional hourly sanitizing will be applied to high touch areas. Residence Life will assign each student, their own sink, commode, and shower in the bathrooms. Students will be given supplies and ask to wipe down their assigned bathroom facilities before and after use.

Campus Events staff and student employees will be assigned bathrooms to full clean such that residence hall bathrooms will be cleaned and sanitized 7 days per week. Specifically, staff will be assigned bathrooms to clean during the week as part of their regular assignment and will cover on the weekends in bathrooms where students are absent. Students will be given bathrooms to clean, based on their availability, through Denise Blackley. We will have various schedule options for the students.

### **Addressing Potential Health Risks**

The following additional steps will be taken to reduce the spread of illness:

#### **1. VEHICLES and EQUIPMENT**

Facilities staff are restricted to one person per service vehicle. The facilities department staff have assigned vehicles and equipment. There will only be one staff member, per vehicle. This includes all trucks, gators and golf carts. Once employees are done using the vehicle for the day they have been instructed to spray/wipe the vehicle with disinfectant.

#### **2. KEY DROP BOXES**

Key drop boxes have been placed in three separate areas of the residence halls for students to return keys when moving out from the spring semester. These boxes are located in the following areas

North Complex – Fishbowl lounge  
South Complex – Mountain View lounge  
Witmer – first floor lounge

A permanent key drop box has also been mounted outside the Lenhert main office door for anyone to use during the off hours or if they prefer a faceless contact. Keys are disinfected and cleaned when returned and placed back into inventory.

#### **3. REMOVE AIR HANDRYERS FROM RESTROOMS**

Air blowers in bathrooms circulate germs and as such, we will be disconnecting them in favor of disposable paper towels that also permit community members to turn off water and open doors without touching the surface.

#### **4. WATER FOUNTAINS SHUT OFF**

Following guidance from the Pennsylvania Department of Health, in order to reduce potential spread of COVID-19, all water fountains have been turned off until further notice.

#### **5. HAND SANITIZER AT ENTRANCES**

Assuming that suppliers can fulfill our backorders, each main entrance to every building will have a hand sanitizer station by August 1.

## **6. DISINFECTING/CLEANING SUPPLIES AVAILABLE**

Campus Events staff are creating a cleaning closet on each floor of academic buildings for staff to access materials needed to clean and disinfect their offices, including vacuum cleaners. These closets will be kept stocked by Campus Events staff.

## **7. FLUSH DOMESTIC WATER**

When buildings are vacant or operating at significantly reduced capacity for a long period of time, the water that would flow every day is left sitting in the pipes and devices. Disease-causing microorganisms, like the one that causes Legionnaires' disease, can begin to grow. Corrosion control can be impacted. To make sure that we remove any stale and potentially unhealthy water in our building's system, Facilities Maintenance will flush the water in all academic and residential buildings (except for ECC and SSC) every week. For larger buildings, a single flush isn't enough to re-establish good water quality, so it's important to plan ahead and include flushing as a part of the cleaning and routine Campus Event will have to be completed before reopening campus.

Staff will start on the lowest floors of each building and systematically open all sinks, flush all toilets and run water coolers. The sinks should run for 20 minutes and toilets should be flushed at least 12 times. The next day staff will move to the second floor following the same procedure, then the third floor and so on. When done with the top floor, the process will start again go on the lowest floor. Special care will be taken to open both the hot and cold faucets at the sinks as well as to monitor the sinks the first few times, so they do not overflow if they happen to be stopped up. The goal is to keep the water flowing in the buildings on a more regular basis such that every sink, toilet and water cooler will be flowed at least once a week.

## **8. HVAC COIL CLEANING IN NORTH & SOUTH COMPLEXES**

All coils in North and South Complex HVAC systems are scheduled to be cleaned and disinfected in July. This work is being done by ACIA, a professional indoor air quality contractor.

## **9. HVAC DUCT CLEANING IN FRY & KELLY APARTMENTS**

All apartment ducted ventilation systems were cleaned and disinfected by ACIA, a professional indoor air quality contractor, in May 2020.

## **10. HVAC FILTER CHANGES EVERY THREE (3) MONTHS**

Filters are changed by in house preventative maintenance staff every three months and documented in TMA, the college's work order management system.

## **11. CONTRACTORS TO FOLLOW CDC GUIDELINES**

Contractors have provided the college with copies of their COVID plans that describe their process for social distancing, disinfecting and PPE. Plans are on file in the Facility Director's office.

## **12. PLEXIGAS ORDERED FOR MAIN POINTS INTERACTION**

Orders have been placed for plexiglas to be installed so as to allow for proper protection when 6ft of social distancing may not practical, such as when documents must be exchanged. The following installations are scheduled:

- a) All dining areas including Lottie Nelson, the Falcon, Café Diem and LSU
- b) Human Resources reception desk

- c) Admissions reception desk
- d) Payroll reception counter
- e) Murray Library circulation desk and 115 reception desk
- f) Lenhart reception desk
- g) Conference Service reception desk
- h) Eisenhower Campus Center main receptionist counter and lobby reception desk
- i) Greenbriar Dept. of Safety reception desk
- j) Registrar's Office reception desk
- k) Dept. of Safety transport vehicles