Important information regarding cleaning, disinfecting and PPE (Personal Protective Equipment)

As we prepare to start a new academic year there is important information concerning precautions that everyone can take to help stop the spread of COVID-19. A team has been working since April on developing plans and purchasing items we need to keep campus safe and healthy. Obtaining bulk hand sanitizer, gloves, disinfectant wipes and other critical items continues to be a challenge. While we have items on campus, there are also many items on back order. To ensure all areas of campus have access to supplies, we have developed a centralized process for providing cleaning and PPE supplies. The following information is about what is provided around campus.

CLEANING

All buildings: All building entrances have a hand sanitizer unit. Traffic pattern plans for the building have persons entering at key locations and the unit is stationed there. As more units are delivered (on back order until later this fall), we will also add them to exits of buildings.

Classrooms/teaching spaces/labs

For furniture: Neutral Disinfectant and paper towels will be made available in all classroom/teaching spaces/labs. The purpose of having this spray disinfectant available is so that anyone can use it to disinfect a space before, during or after use of a space. The spray solution is simple to use. Spray the disinfectant on a surface and wipe it off with a clean paper towel.

Campus Events team members will refill the spray bottle and paper towels as needed each night.

For technology: ITS will provide 70% Isopropyl alcohol for cleaning technology in classrooms in one of two ways. Pre-moistened wipes or a lint-free cloth with a spray bottle will be available. Specific instructions will be posted at the teacher station.

Public restrooms

Neutral Disinfectant and paper towels will be made available in all public restrooms. The purpose of having this spray disinfectant available is so that anyone can use it to disinfect a space before, during or after use of a space. The spray solution is simple to use. Spray the disinfectant on a surface and wipe it off with a clean paper towel.

Meeting spaces and lounges

Neutral Disinfectant and paper towels will be made available in all meeting spaces and lounges. The purpose of having this spray disinfectant available is so that anyone can use it to disinfect a space
before, during or after use of a space. The spray solution is simple to use. Spray the disinfectant on a
surface and wipe it off with a clean paper towel.

**Offices**

Office cleanup kits will be made available for staff to use to clean their office space. The following
items will be in a bucket and accessible in each of the custodial closets in the academic and
administration buildings. You will find the following cleaning products in the kits:

- **Neutral Disinfectant cleaner** - Spray on the surface, wipe with a paper towel. For total
disinfection, allow the product to remain wet on the surface for 10 minutes before wiping it off. This
product is also available in all of the public spaces that are mentioned above.

- **QF 50 window cleaner** - Spray on the surface or onto a clean paper towel. Wipe and dry the
glass to a shine

- **Oasis 137 Orange Force** (general purpose cleaner) - Spray onto the surface, wipe with a cloth
or paper towel until the area is clean

**Vacuum cleaners** - Are available for use in each of the custodial closets in the academic and
administrative buildings. Staff are reminded of the importance of cleaning their own office space

**Office trash** - If a trash can needs to be emptied, place it in the hall before leaving for the day.
Campus Events staff will empty the trashcan and put a new liner in it during the evening and
night shifts.

**For wiping down your technology** - Manufacturers, primarily Lenovo and Apple, indicate the
best way to disinfect laptops, keyboards, and mice - as well - as other classroom and office
technology-is is by using a lint-free cloth and 70% isopropyl alcohol. Lightly moisten the cloth
with isopropyl alcohol before wiping down equipment, keeping moisture away from any
openings of device.

**Residence hall restrooms and lounges**

Neutral Disinfectant and paper towels will be made available in all floor and public restrooms. The
purpose of having this spray disinfectant available is so that anyone can use it to disinfect a space if
they feel it is necessary before, during or after use of a space. The spray solution is simple to use.
Simply spray the disinfectant on a surface and wipe it off with a clean paper towel.

Campus Events and ITS will monitor the cleaning supplies that are made available and fill them as
necessary. If you find a cleaning, solution that needs to be filled please call extension 6011 and we
will follow up.

**PPE INFORMATION**

**HAND SANITIZER and DISINFECTANT WIPES:**

Access to hand sanitizer and disinfectant wipes is limited. The Purchasing Office has been working
all spring and summer to purchase these items. With the limited amount available at this time, the
products will be distributed strategically around campus and to areas that have the highest face-to-
face interaction. The University WILL NOT be supplying hand sanitizer or wipes to individual
offices. Individual employees wishing to have these will need to personally purchase these products
for their offices.

**MASKS:**

As stated in the Messiah University Reopening Plan, all employees and students are required to
wear a mask on campus. The university has purchased Messiah branded cloth masks. Employees
will receive that mask when they receive their university t-shirt. Students will receive their mask at
check in. Beyond this, employees and students should procure their own masks; disposable masks will not be distributed across campus. With limited supplies, they will be distributed only to areas identified for required PPE purposes. This summer the PPE team worked closely with academic deans and directors to determine the required needs.

N95 masks require professional fitting as well as training. The university provides N95 masks to employees whose job requires them to work with individuals who are presumed positive for COVID-19.

GLOVES:
The CDC does not recommend the use of gloves as part of managing the risk of COVID-19. To that end, gloves should be only used by those whose work normally requires it or in teaching situations, like nursing, where the use of gloves is part of the normal work.

PPE ORDERS:
The PPE Supplies catalog will be available in OneSource at 7 a.m. Monday, Aug. 10. Before placing an order, please review the information above carefully so you do not request items that cannot be provided.

If you already placed an order, and based on the information above, need to cancel or change the order email purchasing@messiah.edu, provide your original purchase order number, and request that it be closed. Then, visit the Messiah PPE Store in OneSource and enter a new order for the supplies you will need.

As a reminder, orders you place should be for the first two weeks of the academic year. Then weekly you can order additional items to ensure you have a week’s worth of items available to your area.

PICKUP OF PPE SUPPLIES:
Due to the heavy demand and need to reprioritize distribution of available products, the first available date for PPE pick up will be Thursday, Aug. 13. If you have questions, please email ppe@messiah.edu.

Thank you for your understanding as we work together to keep our employees and our students safe.