

# COVID-19 CLEANING & DISINFECTING GUIDELINES

---

## COVID-19 FACTS (per CDC):

- **Most surfaces will need only routine cleaning** when no individuals with confirmed or suspected COVID-19 are known to have been in a space.
  - **Disinfection is recommended** for indoor high-touch surfaces where there has been a suspected or confirmed case of COVID-19 within the last 24 hours.
- 

## CUSTODIAL CLEANING & DISINFECTING RESPONSIBILITIES:

- To limit the potential buildup of viral load, the following surfaces in high-traffic spaces will be cleaned daily or as often as determined is necessary:
    - High-touch surfaces such as handrails, elevator buttons, door handles and push plates, light switches, countertops, plumbing fixtures, shared keyboards and other shared equipment.
    - Classroom surfaces (tables, desktops, etc.).
    - Common areas in residence halls (laundry, lounges, kitchens).
    - Common areas in academic and administrative buildings such as lobbies, public seating and tables, break rooms, hallways.
    - Public restrooms.
  - Custodial Services will disinfect public surfaces if such action is needed (e.g., if an individual who is suspected of being positive with COVID-19 coughs or sneezes on a public surface within the previous 24 hours).
  - Custodial Services will oversee the disinfection of residence hall spaces as needed.
- 

## EXPECTATIONS OF DEPARTMENTS, FACULTY, STAFF, and STUDENTS:

- **“Sanitize In & Sanitize Out.”** Before entering and after leaving teaching spaces please wash or sanitize your hands to help mitigate the spread of COVID-19. Foam hand sanitizing units are installed in strategic locations in the academic buildings.
  - **Keep personal items** (e.g., cell phones and other electronics) **and personal workspaces clean**, including touched surfaces in your area (phone, desktop, computer keyboard & mouse, chair arms, etc.).
  - **Use only the chemicals supplied by Custodial Services;** do not use other household cleaning supplies.
  - **Cleaning kits.**
    - **For offices:** the kits can be checked out from your department’s Administrative Assistant. Return the kit when finished.
    - **For residence halls:** the kits can be checked out from the front desk. Return the kit to the front desk when finished.
    - **For honor houses:** the cleaning and disinfecting supplies will be placed in a location specific to the house.
  - **Faculty do not need to clean classrooms between classes.**
  - **Shared classroom items that are used for short periods of time** (markers, tools, etc.) **do not need to be cleaned/ disinfected between users** (According to the MDH if everyone (1) is wearing a mask, (2) sanitizes/washes their hands as they come into class, and (3) does not touch their mouth or eyes during class then shared items (i.e., used briefly by multiple people) do not need to be cleaned/disinfected between users ).
  - **Shared electronic items that are potentially high-touch should be wiped down** with the disinfecting wipes between users. Examples include keyboards & mouse, touchscreens, microphones, document cameras, drawing pads, computer monitor, hand-held tools, etc.
  - **Wash your hands** frequently during the day with soap and warm water for at least 20 seconds, and after each time that you clean your area.
- 

OLES CARE.

TOGETHER.