



COVID-19 PREVENTION & RESPONSE: CLEANING AND DISINFECTING PROTOCOLS

Effective Date: August 31, 2020

1 Introduction

We now know that people who are infected with COVID-19 can feel healthy yet unknowingly spread the virus. Therefore, Environmental Health and Safety (EHS) in collaboration with Facilities and Custodial Services has developed these cleaning and disinfection procedures to prevent community spread of COVID-19 by following [the recommendations](#) of the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH). All College units are expected to follow these procedures throughout the COVID-19 public health crisis until the CDC has determined that sufficient herd immunity exists, or until additional new CDC recommendations are presented.

2 Definitions

2.1 Cleaning.

- (a) The removal of germs, dirt, and impurities from surfaces.
- (b) Cleaning does not kill germs, but reducing their numbers can lower the viral load and hence the risk of spreading infection.

2.2 Disinfecting.

- (a) Using chemicals to kill germs on surfaces and effectively eliminate the viral load.
- (b) This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

3 General Guidance

3.1 Approved Cleaning and Disinfecting Chemicals. The College uses the 3M Heavy-Duty Multi-Surface Cleaner #2 for general cleaning purposes, and five [EPA-registered disinfectants](#) that are certified for use on COVID-19:

- (a) 3M HB Quat #25L. The HB Quat #25L is stored in a concentrated form; the product is dispensed by custodians into labeled spray bottles or buckets using the 3M Twist 'n Fill™ system located in custodial closets.
- (b) Diversey Crew Disinfectant (restrooms and showers; used by custodians).
- (c) Diversey Virex 256 (used in shower cleaning machines and throughout the dining areas).
- (d) Vital Oxide Disinfectant (used by custodians in the electrostatic sprayer).

- (e) Clorox Total 360 Disinfectant Cleaner¹ (used by custodians in the electrostatic sprayer).
- (f) Disinfecting Wipes. Due to industry-wide supply limitations disinfecting wipes will be placed in strategic locations when they are available.

3.2 High-Traffic Priority Spaces and Objects.

- (a) As per [CDC](#) & MDH guidance, most spaces and surfaces will need only routine cleaning.
- (b) However, to limit the buildup of viral load, the following high-traffic priority spaces and objects are to be cleaned and disinfected daily (or more often, depending on their use pattern):
 - (1) High-touch surfaces such as handrails, elevator buttons, door handles and push plates, light switches, countertops, plumbing fixtures, shared keyboards and other shared equipment.
 - (2) Common areas in residence halls (laundry, lounges, kitchens).
 - (3) Common areas in academic and administrative buildings such as lobbies, public seating and tables, break rooms, hallways.
 - (4) Public restrooms.
 - (5) Bon Appetit is responsible for cleaning and disinfecting Stav Hall, The Cage, and all designated eating areas.

3.3 Custodial Cleaning and Disinfecting Targets and Frequency.

- (a) Custodial Services will provide enhanced cleaning and disinfecting services to classrooms and all public areas, including the high-traffic priority spaces and objects.
- (b) These enhanced practices will continue until the CDC recommends a return to normal practices.

3.4 Expectations of Departments, Faculty, Staff, and Students.

- (a) **“Sanitize In & Sanitize Out.”** Before entering and after leaving teaching spaces you are required to wash or sanitize your hands to help mitigate the spread of COVID-19. Foam hand sanitizing units have been installed in strategic locations in the academic buildings.



- (b) **Work areas & personal spaces.** We encourage employees to 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.).

- (c) **Use only the chemicals supplied by Custodial Services;** do not use other household cleaning supplies. The chemicals supplied by Custodial Services will ensure that we are using only EPA-registered products that have been certified for disinfection of the virus that causes COVID-19.
- (d) **Cleaning kits.** For each building, Custodial Services will set up supply stations that will contain shared “cleaning kits” for use in your work areas/personal spaces. See Section 4.4 for classroom information.
- (1) For academic buildings: the kits can be checked out from your department’s Administrative Assistant. Return the kit when finished.
 - (2) For residence halls: the kits can be checked out from the front desk. Return the kit to the front desk when finished.
 - (3) For honor houses: the cleaning and disinfecting supplies will be placed in a location specific to the house.
 - (4) Contents include the #2 Multi-Surface Cleaner; HB Quat #25L Disinfectant; and Wypall pop-up paper towels. These two [chemicals are non-hazardous](#) and the use of gloves are not required; however, gloves, masks, and hand sanitizer can be requested via Custodial Services at rasmuss@stolaf.edu.
 - (5) Follow the instructions provided in the Moodle [Cleaning and Disinfecting Surfaces](#) training video (you may need to scroll down the page to get to the video).
 - (6) If supplies begin to run low, contact Custodial Services at rasmuss@stolaf.edu.
- (e) **Clean communally used department-specific items before and after each use.** These items could include break room copier controls, staplers, refrigerator door handles, counter tops, etc. Since these items are located in spaces where people may not be "sanitizing in" then the items should be considered high-touch items. Custodial Services typically does not clean these departmental items.
- (f) **Faculty do not need to clean classrooms between classes.**
- (1) Custodial Services is providing enhanced cleaning and disinfecting to all classroom spaces. As stated by the MDH, “As long as routine cleaning and disinfecting have taken place regularly, additional cleaning and disinfecting is likely not necessary.”
- (g) **Shared classroom items that are used for short periods of time (markers, tools, etc.) do not need to be cleaned/disinfected between users.**
- (1) 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.
 - (2) If an item is being used by an individual for an extended length of time (e.g., 15 minutes) then it is prudent to clean/disinfect that item between users.

- (3) Shared electronic items that are potentially high-touch (keyboards, touchscreens, mouse, etc.) should be wiped down with the disinfecting wipes between users.
 - (4) If an item might come in close contact with an individual's face (e.g., microscope eyepieces) then disinfect those items between users.
- (h) **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.**

4 How to Clean and Disinfect

4.1 Cleaning Dirty Surfaces.

- (a) As per CDC guidance, most spaces and surfaces will need only routine cleaning.
- (b) Use 3M Heavy-Duty Multi-Surface Cleaner #2 (in a labeled spray bottle):
 - (1) Hold the spray bottle approx. 6-8" from the contaminated surface.
 - (2) Mist the surface until completely wet (or spray onto a paper towel and then systematically apply to the surface).
 - (3) Wipe the surface clean with a paper towel; dispose of used towels in the garbage.
 - (4) Wash your hands!

4.2 Disinfecting Hard, Non-Porous Surfaces.

- (a) Examples include metal, plastic, glass, and other water-impermeable items.
- (b) **When using the 3M HB Quat #25L** (in a labeled spray bottle):
 - (1) Hold the spray bottle approx. 6-8" from the contaminated surface.
 - (2) Mist the surface until completely wet (or spray onto a towel and then systematically wipe the surface with the wetted towel).
 - (3) **10 minutes: The surface MUST remain continuously wet for 10 minutes** to kill the virus that causes COVID-19 and disinfect the surface.
 - (4) Rewet the surface if it begins to dry before ten minutes have passed.
 - (5) After ten minutes you may allow the surface to dry, or you can clean and dry the surface with a paper towel. Place the used towels into the garbage.
 - (6) Wash your hands!
- (c) **When using a disinfecting wipe:**
 - (1) Systematically apply to all high-touch surfaces.
 - (2) **Read the instructions on the container. The surface MUST remain continuously wet for a specified number of minutes** to kill the virus that causes COVID-19 and disinfect the surface.
 - (3) Place the used wipes into the garbage.
 - (4) Wash your hands!

4.3 Cleaning/Disinfecting Electronics that are not in the Classroom.

- (a) Examples include multiuser computers, printers, copiers, scanners, recording equipment, 3D printers, etc.
- (b) **Use the HB Quat #25L disinfectant spray** (disinfecting wipes are only supplied to the teaching spaces).

- (1) **Do NOT spray the liquid cleaner or disinfectant directly onto the electronics.**
- (2) Spray the liquid onto a Wypall towel, making sure that the towel is sufficiently wet.
- (3) Systematically apply to all high-touch surfaces.
- (4) If cleaning then wipe clean with a second towel.
- (5) **If disinfecting then the surface MUST remain continuously wet for 10 minutes** to kill the virus that causes COVID-19 and disinfect the surface.
- (6) Place the used paper towels in the garbage.
- (7) Wash your hands!

4.4 Cleaning/Disinfecting the Classroom Electronics.

- (a) Examples include keyboards & mouse, microphones, document cameras, drawing pads, computer monitor, hand-held tools, etc.
- (b) **Use only the disinfecting wipes:**

- (1) Systematically apply to all high-touch surfaces.
- (2) Read the instructions on the container.
- (3) Place the used wipes into the garbage.
- (4) Wash your hands!

4.5 Cleaning/Disinfecting the Classroom IT Touchscreens.

- (a) For IT touchscreens, place the screen in “Clean Mode” by touching the words “clean screen” under the screen’s clock (see yellow oval in left image below).
- (b) The touchscreen will be locked. You will then have ten seconds to use a disinfectant wipe without activating any of the other touchscreen controls. Repeat if necessary.
- (c) Place the used wipes into the garbage.
- (d) Wash your hands!



4.6 Cleaning and Disinfecting College Vehicles.

- (a) These guidelines follow the [CDC recommendations](#) and include the College's vans, service vehicles, golf carts, ATVs, riding mowers, etc.
- (b) The driver will clean and disinfect the vehicle before using and when finished using. This applies even if you are normally the sole user of the vehicle (since others may end up using your assigned vehicle during these times).
- (c) Open the doors and windows to ensure adequate ventilation.
- (d) If you are the only person using the vehicle, clean and disinfect the vehicle at the beginning and end of your shift.
- (e) **For hard non-porous interior surfaces** such as steering wheel, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, use the 3M HB Quat #25L:
 - (1) Hold the spray bottle approx. 6-8" from the contaminated surface.
 - (2) Mist the surface until completely wet (or spray on a towel and then systematically apply to the surface).
 - (3) **10 Minutes: The surface MUST remain continuously wet for ten minutes** to kill the virus that causes COVID-19 and disinfect the surface.
 - (4) Rewet the surface if it begins to dry before ten minutes have passed.
 - (5) After ten minutes you may allow the surface to dry, or you can clean and dry the surface with a paper towel. Place the used towels into the garbage.
 - (6) Wash your hands!

4.7 For Items that need to be Laundered.

- (a) In order to minimize the possibility of dispersing virus through the air, do not shake laundry.
- (b) Wash items in accordance with manufacturer's instructions, using the warmest appropriate water setting. Dry items completely.
- (c) Dirty laundry that has been in contact with an ill person can be washed with other people's clothes.
- (d) Clean and disinfect hampers or other laundry carts according to guidance for hard or laundered surfaces.

5 Actions Upon Notification of a Confirmed Case on Campus

Many variables will influence how the College responds when confirmed cases are reported on campus. Each report will be treated on a case-by-case basis to ensure the most timely, effective, and thoughtful actions.

5.1 Definitions: Quarantine vs. Isolation

- (a) **Quarantine** is used to keep someone who might have been exposed to COVID-19 away from others.
- (b) **Isolation** is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected.

5.2 Custodial PPE Requirements for either a Quarantine or Isolation Space.

- (a) The College will adhere to CDC recommendations and have cleaning staff use the following PPE:
 - (1) Face coverings: this will be the normal College-required cloth face covering
 - (2) Disposable gown or coveralls.
 - (3) Disposable gloves.
- (b) Use gloves when removing garbage bags, handling, and disposing of trash.
- (c) Personnel assigned to cleaning these COVID positive spaces will be fully trained on donning and doffing the required PPE to prevent cross contamination. To set up a training time contact the College EHS Specialist and Training Coordinator.

5.3 Disinfecting a Residence Room that was used by a Positive Case.

- (a) Close off the area used by the sick person.
 - (1) Ensure all individuals have left the space.
 - (2) Control access and limit foot traffic in adjacent spaces and hallway.
 - (3) Attempt seal off the area entrance to limit airflow into adjacent unaffected spaces.
- (b) Open the outside windows/doors and use ventilation fans to increase air circulation in the affected area.
- (c) Per CDC guidelines, wait 24 hours or as long as practical before beginning cleaning and disinfecting to allow airborne particles to settle.
- (d) Vacuum the space if needed. Use a vacuum equipped with a HEPA filter, if possible. Consider temporarily turning off room fans and the central HVAC system that services the room so that particles that escape from vacuuming do not circulate throughout the facility.
- (e) If surfaces are dirty/soiled then clean them before beginning the disinfection procedure.
- (f) If the space will remain occupied (e.g., by the quarantined roommate) then Custodial Services will use the electrostatic sprayer to systematically disinfect all surfaces in the space.

5.4 Servicing Isolation Rooms/Facilities.

- (a) Custodial Services will:
 - (1) Provide cleaning & disinfecting supplies to the living space/bedroom.
 - (2) Provide a lined trash can(s) for the ill persons to use.
 - (3) Provide only as-needed cleaning and disinfection of bedrooms/bathrooms/living spaces (e.g., soiled items and surfaces) used by ill persons to avoid unnecessary contact with the ill person.
- (b) Guidance for other Facilities personnel:
 - (1) Custodial Services will first attempt to disinfect the space before maintenance personnel enter the room.

(2) Required PPE is the same as Section 5.2.

5.5 Activation of the Cleaning and Disinfecting Protocol when a Case is Confirmed.

(a) The contact tracing team as part of their process will identify residence rooms and other campus spaces frequented by the COVID patient and forward that to the Custodial Supervisor in order to activate the COVID positive cleaning protocols.

5.6 Using an Outside Contractor for Cleaning and Disinfecting.

(a) The outside contractor has provided the College with all required information, confirmed that their cleaning and disinfecting procedures conform to CDC guidelines, and verified that their disinfecting products are on the EPA’s list of registered COVID-19 chemicals.

(b) This information is on file with Custodial Services.

6 Program Evaluation and Revision Record

At least annually, a documented review shall be conducted to ensure that the provisions of the current COVID-19 Cleaning Protocol are being effectively implemented, and that it continues to be effective.

DATE	TYPE	PAGE NUMBERS
4/17/2020	Created this plan	All
5/1/2020	Updated	All
7/20/2020	Updated	All
8/10/2020	Updated	All
8/24/2020	Updated	All
8/31/2020	Updated	All

7 Resources

[CDC Colleges, Universities, and Higher Learning: Plan, Prepare, Respond](#)
[CDC Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, Considerations for Employers](#)
[CDC Cleaning and Disinfection for Community Facilities: Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 \(COVID-19\)](#)
[CDC Cleaning and Disinfection for Households: Interim Recommendations for U.S. Household with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\)](#)
[CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
[CDC COVID-19 Guidance for Shared or Congregate Housing](#)
[MDH COVID-19 Cleaning and Disinfecting Guidance for Institutes of Higher Education](#)
[MDH COVID-19 Frequently Asked Questions About COVID-19 for Facilities Service and Cleaning Staff](#)