

Disinfection / Sanitation

As of 7/11/20

Space Type		
Conference, Meeting and Huddle Rooms	<p>Cleaning and disinfection of high touch surfaces – 1 x week</p> <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor 	<p>Individuals using the rooms should ensure that high-touch surfaces are cleaned/disinfected before each use of the space.</p>
Event Spaces	<p>Cleaning and disinfecting of high touch surfaces – 1 x week</p> <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor 	<p>Event staff should ensure that high-touch surfaces are cleaned/disinfected in between sessions if individuals are rotating between rooms or at least once for every 4 hours of use.</p>
Classrooms	<p>Disinfection of high touch surfaces - 1x per day</p> <ul style="list-style-type: none"> • Door Knobs/Entry Levers • Push Plates/Push bars/Pull Handle • Desks/Tables • Chair Arm rests • Light switches <p>Cleaning and disinfection of high touch surfaces - 3 x per week</p>	<p>Students should wipe down their desks at the start of each class session with provided disinfection materials.</p> <p>Instructors should disinfect any teaching surfaces or equipment before use.</p>

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- Departments must provide disinfection materials for these spaces.
Teaching Labs	Disinfection of high touch surfaces - 1x per day <ul style="list-style-type: none"> • Door Knobs/Entry Levers • Push Plates/Push bars/Pull Handle • Desks/Tables • Chair Arm rests • Light switches Cleaning and disinfection of high touch surfaces - 3 x per week	Students should wipe down their work station at the start of each class session. Shared equipment should be disinfected after each class session and students should be instructed to wash their hands after using shared equipment or use hand sanitizer.
Computer Labs	No additional services beyond current cleaning/disinfection standards	Each computer user should wipe down their computer, keyboard, mouse and desks at the start to their computing session with provided disinfection materials.
Research Labs – Wet or Dry	Disinfection of high touch surfaces - 1x per day <ul style="list-style-type: none"> • Door knobs/Entry Levers • Light switches 	Lab users are responsible for disinfection of their work stations 2 x per day and to develop protocols for shared equipment
Shared Equipment Rooms – (Core, Machine Shops, Lab support equipment)	No additional services beyond current cleaning/disinfection standards	Users are responsible for disinfection of their work stations 2 x per day and to develop protocols for shared equipment
Private Individual Offices	Deep Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor 	Individual assigned to office should clean/disinfect their work station at least 2 times per shift

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- Departments must provide disinfection materials for these spaces.
Open Offices (Grad Student Areas, Shared/Cubicle Offices, etc.)	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor 	Each Individual in the work area should clean/disinfect their work stations at least 2 times per shift Protocols should be developed to disinfect shared equipment (copiers, office equipment) and high touch surfaces within the area – 2x per day
Public Engagement Spaces (Museum, Libraries)	Cleaning and Disinfecting of high touch surfaces - 1x per day <ul style="list-style-type: none"> • Door Knobs/Entry Levers • Push Plates/Push bars/Pull Handle • Desks/Tables • Chair Arm rests 	Protocols should be developed to disinfect shared equipment and high touch surfaces within the area – 2x per day
Dance Studios	Cleaning and disinfecting of high touch surfaces – 3 x week <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor 	Students should wipe down their areas at the start of each class session. Instructors should disinfect any teaching surfaces or equipment before use.
Band performance spaces (multi-musician)	Cleaning and disinfecting of high touch surfaces – 3 x week <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor 	Students should wipe down their areas and instruments at the start of each class session. If spit valves are emptied, the area should be disinfected between individuals Instructors should disinfect any teaching surfaces or equipment before use.

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- Departments must provide disinfection materials for these spaces.
Vocal performance spaces (multi-performer)	Cleaning and disinfecting of high touch surfaces – 3 x week <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor 	Students should wipe down their areas at the start of each class session. Instructors should disinfect any teaching surfaces or equipment before use.
Instrumental or vocal Practice Rooms (single musician)	Cleaning and disinfecting of high touch surfaces – 3 x week <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor 	Students should wipe down their areas at the start of each class session. Instructors should disinfect any teaching surfaces or equipment before use.
Reception Areas	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor 	Individual assigned to reception area should clean/disinfect their work station and reception desk at least 2 times per shift

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- Departments must provide disinfection materials for these spaces.
Restrooms	Cleaning and Disinfecting of high touch surfaces - 2x per day <ul style="list-style-type: none"> • Fixtures • Mirrors • Partitions and Floors • Light switches • Door Knobs/Entry Levers • Push Plates/Push bars/Pull Handle 	No additional services required.
Common Areas (Mailrooms, Personal, or Reflection Rooms)	No additional services beyond current cleaning standards	Protocols should be developed to disinfect shared equipment (copiers, office equipment) and high touch surfaces within the area – 2x per day Each Individual using a personal room should clean/disinfect before and after use.
Common Areas (Atriums, Building Entrances)	Disinfection of high touch surfaces - 2x per day <ul style="list-style-type: none"> • Door Knobs/Entry Levers • Push Plates/Push bars/Pull Handle 	No additional services required.
Break / Eating Space (Lounges, Kitchenettes,etc)	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Chair Arm Rests • Light Switches • Vacuum/Sweep/Mop Floor Clean microwave and refrigerators doors daily.	Each Individual using the area should clean/disinfect before and after use. Protocols should be developed to disinfect high touch surfaces within the area – 2x per day

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- Departments must provide disinfection materials for these spaces.
Retail Operations	Responsibility of retail operation.	Protocols should be developed to disinfect high touch surfaces including restrooms, credit card machines, keypads, counters, carts/baskets and other surfaces – 2x per day.
Cafes	Responsibility of café management.	Protocols should be developed to disinfect high touch surfaces including restrooms, and other surfaces at – 2x per day.
Loading Docks	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> • Door Knobs/entry Levers • Push Plates/Push Bar • Desks/Tables • Light Switches • Vacuum/Sweep/Mop Floor 	An Individual assigned to work at the loading dock should clean/disinfect their work stations at least 2 times per shift Protocols should be developed to disinfect shared equipment (copiers, office equipment) and high touch surfaces within the area – 2x per day
Corridors and Stairwells	Disinfection of high touch surfaces - 2x per day <ul style="list-style-type: none"> • Door Knobs/Entry Levers • Push Plates/Push bars/Pull Handle 	No additional services required.
Elevators	Disinfection of high touch surfaces - 2x per day <ul style="list-style-type: none"> • Door Knobs/Entry Levers • Push Plates/Push bars/Pull Handle 	No additional services required.
Collections Storage/Archival	No additional services beyond current cleaning standards	Protocols should be developed to disinfect high touch surfaces– 2x per day.

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- Departments must provide disinfection materials for these spaces.
Recreation / Fitness Spaces	Disinfection of the following high touch surfaces in Locker room - 2x per day <ul style="list-style-type: none"> • Fixtures • Mirrors • Partitions and floors • Door Knobs/Entry Levers • Push Plates/Push bars/Pull Handle • Benches • Lockers/pull handles 	Disinfectant materials should be provided throughout the space for users to clean/disinfect their equipment before and after use. Departments should disinfect equipment 2 x daily (midday and end of day)
Leased Spaces	Refer to the Building Lease Agent for details on their cleaning protocol.	Refer to space type indicated above for direction.

Notes:

1. Custodial services only reflect general fund facilities.
2. Custodial services is not currently resourced to support this level of services indicated and is currently only providing M-F service with exception of research areas which may be impacted when more buildings return in the fall.
3. Disinfection materials will be available for departments and classrooms spaces through Procurement.