

## COVID-19 Protocols for Cleaning & Disinfecting Campus Buildings

In accordance with the Centers for Disease Control and Prevention (CDC), Colorado Department of Public Health and Environment (CDPHE) and Boulder County Public Health (BCPH) recommendations, enhanced cleaning and disinfecting procedures and proper hand hygiene are key mitigation measures in making our campus COVID-19 ready and minimizing the risk of virus transmission. This document describes the cleaning and disinfecting responsibilities of the Facilities Management Campus Building Services (CBS) custodial staff and the resources that will be provided to building occupants (faculty, staff and students) to support mitigation best practices.

### 1. Campus Building Services (CBS) “Custodial Staff” Cleaning and Disinfecting Responsibilities

#### A. Cleaning and disinfecting of high-touch surfaces

- Daily cleaning and disinfection of common areas, including lobbies, entryways and stairwells, with a focus on high-touch surfaces.
- Daily disinfection of classrooms, restrooms, conference rooms and study rooms with a focus on high touch surfaces.
- Daily disinfection will include a combination of hand cleaning and use of electrostatic disinfectant fogging units. The cleaning units spray an electrostatically charged mist of an EPA approved product that clings to surfaces and objects to support enhanced disinfection.
- High-touch surfaces include tables; light switches; handrails; elevator buttons; doorknobs; water fill stations; faucets; soap dispensers; toilet paper and paper towel dispensers and toilet, urinal, sink and shower fixtures.
- For a detailed list of CBS cleaning frequencies by space type, see the [Custodial Service Levels](#) document.

#### B. Disinfectants used in areas specified above are approved under *EPA List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2. (Pending availability, the products listed below are typically used.)*

- Lemon DC Plus, Brighton Professional, EPA Registration No. 47371-131-86226
- CDC-10, Spartan Chemicals, EPA Registration No. 5741-21
- HDQ-C2, Spartan Chemicals, EPA Registration No. 1839-169-5741
- Professional Surface Disinfectant, Purell, EPA Reg. No. 84368-1-84150
- HALT, Spartan Chemicals, EPA Registration No. 10324-93-5741

#### C. Supplemental cleaning, disinfecting and hygiene products provided by CBS

- Electrostatic disinfectant fogging units with an approved EPA disinfectant solution will be utilized as an enhanced measure in classrooms with fabric seating and other

high traffic areas such as lobbies and study areas. The units will be used to supplement the custodial services cleaning and disinfecting of high touch surfaces. Use of the fogging units will occur during the early morning hours or late at night when spaces are unoccupied.

- The electrostatic fogging units, disinfectant solution and process used by custodial teams has been reviewed and approved by Environmental Health & Safety and the facilities engineering team.
  - Not all fogging units and disinfecting solutions are the same. Departments are not to use their own fogging units unless approved by Environmental Health & Safety and FM Facilities Engineering team. If a department has a requirement to use their own fogging unit, please contact the Facilities Management Operations Control Center at 303-492-5522 and we will coordinate a team to review the health, safety and ventilation concerns in your spaces.
- Dual-purpose hand sanitizing and disinfectant wipes will be provided for all classrooms.
  - Hand sanitizer stations will be placed and maintained at the building main entrances and high traffic areas. Hand sanitizer will contain at least 60 percent alcohol.
  - Spray bottles of disinfectant cleaner and paper towels will be provided to building proctors or managers to be kept in central areas of buildings to support cleaning of office spaces and other areas not routinely serviced by CBS or to supplement the frequency of cleaning after spaces are used by occupants.
  - The CDC recommends washing hands with soap and water for at least 20 seconds whenever possible. Restroom hand soap and paper towels will continue to be provided as normal. Hand sanitizing stations may be limited due to challenges in the supply chain. Washing hands with soap and water is the preferred hygiene method.

## **2. Building Occupant (faculty, staff and students) Resources**

- A. Making our campus COVID-19 ready and mitigating the risk of virus transmission will require campus wide coordination related to a variety of measures and individual responsibility by all campus personnel. The CBS staffing levels do not provide the cleaning capacity to clean and disinfect all spaces after every use. Faculty, staff and students will be provided cleaning resources so that they have the opportunity to wipe down surfaces they use, such as desks and chairs before sitting down for class, or after using office space or other spaces not routinely serviced by CBS. Spray bottles with disinfectant solution and paper towels will be provided to support this effort.
- Spray bottles of disinfection/cleaning solution and paper towels will be provided to support self-cleaning of high touch surfaces before/after use in departmental suites, offices, mailrooms, break rooms and kitchens.

- As described in the link to custodial services, CBS vacuums or spot mops these spaces every other week only. Trash is removed daily in break rooms and kitchens.
  - Disinfectant spray bottle requests and refill requests can be submitted by building proctors or managers via web form request through the [Spray Bottle Disinfectant Cleaner Request Form](#).
    - *Spray bottles will be a mixed solution of Lemon DC Plus, Brighton Professional, EPA Registration No. 47371-131-86226*
    - **Procedure for cleaning soiled surfaces** – *Spray and wipe with paper towels.*
    - **Procedure for disinfecting** - *spray down the surface and let the disinfectant dwell (sit wet) for 10 minutes before wiping down with paper towel.*
      - *In order for the disinfectant product to kill viruses on surfaces, the 10-minute dwell time is required. Dispose of paper towel in compost bin in restroom or landfill bin nearby.*
      - *If your skin comes in contact with the solution, wash hands thoroughly, no other PPE is required (you may want to use gloves if you are cleaning large surface areas over an extended period of time).*
  - Isopropyl alcohol wipes will be provided in computer teaching labs and technology equipped classrooms to wipe down frequently touched keyboards and touch screens.
  - Other requests such as refilling wipes or hand sanitizer stations should be placed by contacting the Operations Control Center at 303-492-5522.
  - Individual offices or departments may desire additional personal protective equipment (PPE), cleaning and disinfecting or hygiene products such as small bottles of hand sanitizer for office spaces or service counters. Those items are not part of the campus-wide base package and will need to be ordered by individual units or departments through CU Marketplace.
  - For PPE purchasing questions you can contact [fmdc@colorado.edu](mailto:fmdc@colorado.edu) for support.
- B. In accordance with the guidance promulgated under the Return to On-Campus Research and Creative Work, research lab staff are responsible for surface cleaning and disinfecting their respective laboratory spaces and equipment. CBS empties the trash and sweeps/mops the floors twice per week.
- For supplies, please contact your building proctor/liaison. More information can be found on the [Return to On-Campus Research and Creative Work Resources webpage](#).
- C. Cleaning and Disinfecting Electronics.

*Note: Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, the following are general recommendations for electronics such as computers, monitors, peripherals, touch panels, cable, and cameras:*

- Use alcohol-based wipes or use of microfiber cloth dampened with a solution of 70% isopropyl alcohol and 30% water.
  - *As mentioned above, isopropyl alcohol wipes will be provided to support computer teaching labs and technology equipped classrooms.*
  - *If departments have specialty equipment or instruments that require cleaning, they will need to procure their own supplies for that equipment.*
- Gently wipe exposed exterior surfaces, avoiding aggressive scrubbing.
- If water marks appear, remove by gently wiping with a clean, non-linting microfiber cloth.
- Whenever possible, consider using wipeable covers.
- Avoid liquid from pooling or seeping into any openings.
- Avoid abrasive cloths, including paper towels.
- Avoid spraying solutions or cleaners directly onto the electronics.

### **3. Cleaning and Disinfecting After Notification of Confirmed Case of COVID-19**

- A. Notify the FM Operations Control Center (OCC), 303-492-5522 and the OCC will inform the appropriate points of contact from Facilities Operations and Environmental Health & Safety. This group will evaluate the situation in coordination with Medical Services, the building proctor and department or unit leadership to develop the appropriate facilities response.
- B. Each situation may require a unique response based on the type of space and use circumstances. The response will be based on the CDC guidelines below.
  - Once notified of an individual with symptoms or confirmed case, close off areas that may have been used by the person who is sick.
  - If possible, collect information on when the person was last in the building or used identified spaces.
  - If operations allow, wait at least 24 hours before you clean and disinfect the spaces. If 24 hours is not feasible, wait as long as possible.
  - If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- C. Based on the circumstances of the case, the group developing the response will determine if in-house staff or contracted cleaning services will be used to clean and disinfect the space.
- D. [COVID-19 Workspace Mitigation for on Campus Staff & Researchers](#)