



The following guidelines are for all General Services custodians and will be effective starting Sunday, May 10, 2020. They will remain in place until further notice. These protocols follow the Centers for Disease Control and Prevention (CDC) and Pennsylvania Department of Health (DOH) guidance for cleaning during this pandemic.

### Definitions

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- Mask – Facial covering that covers the nose and mouth.
- Social Distancing – Maintaining at least 6 feet apart from another person.
- PPE – Personal Protective Equipment.
- High-Touch Area – tables, counters, door handles and push plates, light switches, desks, phones, keyboards, toilets, faucets and sinks, etc.
- Clean(ed) – Cleaning a surface using the appropriate chemical/soap and water for the area.
- Disinfect(ed) – To clean something with an approved chemical to destroy bacteria and germs.

### Pre-Work Checklist

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- A. If you are sick, please stay home.
  - a. Employees who have symptoms (fever, cough, or shortness of breath) should notify their Manager and stay home.
  - b. You will be allowed to use any of your available leave time in the following order: Sick, Personal, Vacation.
- B. You must wear a clean uniform each day you come to work.
- C. Employees are encouraged to bring their own mask/facial covering to work (when required to wear one).
  - a. An excuse from a medical professional may be required if an employee claims to be unable to wear a mask.

### On-Campus PPE Requirements

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- A. Gloves must be worn at all times during the performance of your duties.
- B. Face masks must be in your worn at all times.

### Meetings and Breaks

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- A. When there is a need for a pre-shift meeting or any other staff meeting, all posted occupancy limits should be followed; additionally, they should be held in an area large enough to accommodate social distancing and in accordance with local, state, or federal guidelines.
- B. When entering/exiting a group meeting, all employees should maintain social distancing.

### Cleaning Requirements

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- A. All shifts will still maintain their normal daily cleaning requirements that were in place prior to this pandemic.
- B. All common areas, classrooms, and labs will be disinfected nightly utilizing foggers and/or sprayers.
  - a. Please note that some of these areas and surfaces may have a residual film left behind as a result of the disinfection process.
- C. All high-touch areas will be cleaned and disinfected routinely in accordance with CDC guidelines in spaces that are accessible to students, faculty/staff, and visitors to the College.
  - a. Staff may be redirected/reassigned to other areas to ensure that all facilities have a sufficient number of employees to perform the above protocols effectively and in a manner that ensures the safety of the campus community.
- D. Due to the nature of our work, there may be times when we need to work in close proximity, but when at all possible, all employees should attempt to maintain social distancing of at least 6 feet.
- E. Any staff who drive a College vehicle that is shared will be required to clean and disinfect the high-touch areas on/in the vehicle (door handles, shift lever, and all controls).

### Cleaning Guidelines/Chemicals

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- A. There will be no changes in the cleaning chemicals you use in the performance of your normal daily cleaning requirements.
- B. Areas that must be disinfected will be cleaned with EPA-registered disinfectants determined to be effective against the coronavirus, following directions on the product label.
  - a. TrueKleen's Kleen 64
    - i. The dilution rate is 2 oz. per gallon (preset in the chemical dispensers).
    - ii. The surface must remain wet with Kleen 64 chemical for a period of 10 minutes.
  - b. Clorox Total 360
  - c. AIRx Spray N Go

## Shift Requirements

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### A. First Shift

- a. Entrance doors campus-wide will be cleaned and disinfected at the following times, or as often as possible.
  - i. Between 8:15-9:15 a.m. after the College opens for business.
  - ii. Between 11:15 a.m.-1:15 p.m. after breaks/lunches are completed.
- b. Restrooms campus-wide – entry doors, partition doors, faucet handles, soap dispenser push bars, and sanitary box lids will be cleaned and disinfected at the following times:
  - i. Between 9:15-10:15 a.m.
  - ii. Between 1:15 -2:15 p.m.
  - iii. During any call for restocking.

### B. Second Shift

- a. Entrance doors campus-wide will be cleaned and disinfected at the following times or as often as possible.
  - i. Between 4:30-5:30 p.m., after the College closes for business.
- b. Restrooms campus-wide – entry doors, partition doors, faucet handles, soap dispenser push bars, and sanitary box lids will be cleaned and disinfected at the following times:
  - i. Between 4:30-6:30 p.m., after the College closes for business.
  - ii. During any call for restocking.

### c. Assigned Cleaning Areas

- i. Entrance doors will be cleaned and disinfected during the normal working shift.
  - 1. If there are faculty or students utilizing any of your assigned areas on campus during your shift, please make sure to clean and disinfect the area after they leave for the day.
- ii. Restrooms – entry doors, partition doors, faucet handles, soap dispenser push bars, and sanitary box lids will be thoroughly cleaned and disinfected during the normal working shift.
  - 1. If there are faculty or students utilizing any of your assigned areas on campus during your shift, please make sure to clean and disinfect the area after they leave for the day.
- iii. Classrooms, Labs and Meeting Rooms
  - 1. Areas that are utilized around campus must have the high-touch areas cleaned and disinfected during the normal working shift.
- iv. Common Areas
  - 1. All high-touch areas will be cleaned and disinfected during the normal working shift.
- v. Offices
  - 1. All high-touch areas will be cleaned and disinfected during the normal working shift.

### C. Third Shift

- a. Entrance doors will be cleaned and disinfected during the normal working shift.
  - i. If there are faculty or students utilizing any of the areas on campus during your shift, please make sure to clean and disinfect the area after they leave for the day.
- b. Restrooms – entry doors, partition doors, faucet handles, soap dispenser push bars, and sanitary box lids will be thoroughly cleaned and disinfected during the normal working shift.
  - i. If there are faculty or students utilizing any of the areas on campus during your shift, please make sure to clean and disinfect the area after they leave for the day.
- c. Classrooms, Labs and Meeting Rooms
  - i. Areas that are utilized around campus must have high-touch areas cleaned and disinfected during the normal working shift.
  - ii. Fog/mist disinfection of area
- d. Common Areas
  - i. All high-touch areas will be cleaned and disinfected during the normal working shift.
  - ii. Fog/mist disinfection of area
- e. Offices
  - i. All high-touch areas will be cleaned and disinfected during the normal working shift.

## Communication

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Communication is another key aspect in the prevention of the spread of a pandemic. All staff must be able to fully communicate the needs of their assigned areas, since we may have to reallocate our workforce in certain areas if cleaning and disinfecting cannot be maintained at the previously mentioned levels. The following items must be communicated:

- A. All employees must report to their Manager or Lead Personnel if any of the cleaning requirements in their assigned areas were not able to be completed.
- B. All Managers and Lead Personnel must communicate with the Shift Manager after their shift if there were areas that were not able to be completed, or if there are any outstanding requests/work orders that must be completed for the day.
- C. Employees and Managers must report whenever there is a pandemic exposure on campus, in accordance with College guidelines and policies.

## Exposure on Campus

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In the event there is a probable or confirmed case on campus, close off areas identified as close-contact areas and perform the following actions:

- A. Open outside doors and windows and use ventilation fans to increase air circulation in the area.
- B. Wait for as long as practical before cleaning and disinfection.
- C. Cleaning staff should clean and disinfect all areas such as offices; bathrooms; common areas including, but not limited to, employee break rooms, conference or training rooms, and dining facilities; and shared electronic equipment such as tablets, touch screens, keyboards, remote controls, and ATM machines determined with the supervisor to have been identified as close-contact areas.
- D. If necessary, further cleaning and disinfection procedures will be provided at the time of exposure.

*Updated July 16, 2020*