

Office/Contact: Return to Campus Taskforce

Sources/Links:

CDC Institutions of Higher Education, Cleaning and Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

CDC recommendations for confirmed or suspected cases of COVID-19 in healthcare settings

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-faq.html>

CDC recommendations for confirmed or suspected cases of COVID-19 in households

<https://www.cdc.gov/coronavirus/2019-ncov/php/guidance-evaluating-pui.html>

CDC How to Clean and Disinfect Schools to Help Slow the Spread of Flu

<https://www.cdc.gov/flu/school/cleaning.htm>

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## NORTHERN STATE UNIVERSITY

### Policy and Procedure Manual

SUBJECT: DRAFT NSU COVID-19 Cleaning Procedures

NUMBER: 9.3

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#### 1. Purpose

Northern State University is committed to providing a safe and healthy community for all our faculty, staff and students. The NSU community of faculty, staff, and students are all responsible for implementing and following the policy. The purpose of this policy is to outline cleaning procedures all members of the Northern State University community, including students, faculty, and staff, are asked to follow.

#### 2. Policy. To slow and prevent the spread of COVID-19, Northern State University will provide materials, supplies, and enhancements for the campus community. Specifically, Northern State University will:

- a. Provide cloth masks, hand sanitizer, and cleaning supplies to faculty and staff through a centralized request system to Facilities Services. Orders should be gathered by department and submitted and approved by department head or supervisor at: <https://northern.formstack.com/forms/cleaningsafety>
- b. Provide PPE supplies to custodians, including masks and gloves.
- c. Provide training to all staff, faculty, and students on donning and doffing masks and gloves to prevent cross contamination.
- d. Install protective materials, hand sanitizers, and cleaning supplies, including:
  - i. plexiglass sneeze guards at requested locations approved by supervisors and Cabinet.
  - ii. touchless door openers by foot placed on all bathroom doors on campus.
  - iii. touchless hand sanitizer stations with foam hand sanitizer will be mounted on the walls at each entrance of every building and other select locations throughout campus as soon as they are available.

- iv. gallon-size Pro Sanitize hand gel hand sanitizer in gallon jugs to be dispensed by pump will be placed in each of the classrooms on campus and near Academic building entrances.
- v. sanitizing disinfecting wipes in metal stands with pull-out dispensing will be placed in each classroom as well as common areas as soon as they are available. Sanitizing wipes are to be used on desk tops, keyboards, and hard surfaces.
- vi. quart-size sprayers of Oxivir spray disinfectant with a one-minute kill time will be placed in each classroom with rags (spray, let set 1 minute, and wipe or air dry).
- e. Establish clear routines and cleaning systems in common spaces.
  - i. Custodians will use Oxivir (one-minute kill time) to disinfect large areas using 2-gallon pump sprayers.
  - ii. Custodians will clean all public bathrooms twice per day.
- f. Improve air flow in facilities.
  - i. Facilities Services has maximized outside air supply in all buildings.
  - ii. Facilities Services is changing and upgrading air filters and has created a master filter list.
  - iii. Facilities Services is working with engineers to upgrade filter ratings in new buildings.

**3. To slow and prevent the spread of COVID-19, members of the Northern State University community can:**

- a. Wash their hands frequently with soap and water and use hand sanitizer when soap and water are not available.
- b. Self-monitor for symptoms of COVID-19 and follow the procedures in Policy 9.1.
- c. Volunteer to clean their own offices to free up time for custodians to concentrate their work on cleaning common spaces. Faculty and staff who would like to clean their own spaces should communicate their commitment by filling out this formstack, posting the sign on their door they receive from NSU Communications and Marketing, and then coordinating garbage pick-up and vacuuming with the custodian assigned to their building:  
<https://northern.formstack.com/forms/cleaningsafety>
- d. Follow cleaning routines and guidelines established in each area of campus where you work or live, including cleaning your own work station and shared office equipment properly.
  - i. Consult manufacturer recommendations on cleaning products appropriate for electronics. Do not use disinfecting wipes on screens. If no guidance is available, use alcohol-based wipes or spray containing at least 70% isopropyl alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipeable covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.

**4. Enhanced Cleaning and Disinfection for Prevention of COVID-19.** Northern State University Facilities Services will increase the frequency of cleaning and disinfecting with attention to removing bacteria and viruses, including COVID-19.

- a. Facilities Services, faculty, and staff, will focus cleaning on high-touch surfaces, including residence hall communal rooms, public bathrooms, exercise rooms, library tables, elevator buttons, handrails, tables, faucets, and doorknobs.
- b. Facilities services will clean and disinfect surfaces and objects in this manner:
  - i. Clean surfaces and objects that are dirty to sight or touch with a detergent or soap and water prior to disinfection.
  - ii. Use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS CoV-2.
- c. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). The disinfectant concentrations and contact time are critical for effective surfaces disinfection. Ensure that disinfectants are prepared in well-ventilated areas and handled safely, wearing the appropriate PPE to avoid chemical exposures. Review the COVID-19 MSDS Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.
  - i. The following products are effective for disinfection of hard, non-porous surfaces:
    - A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA-registered disinfectant for use against COVID-19.
    - Prepare a 10% diluted bleach solution by doing the following: Mix five tablespoons of bleach per gallon of water. After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).
    - Oxyvir Spray
  - ii. The following system is effective for disinfection of soft (porous) surfaces such as carpeted floor, rugs, and upholstered furniture:
    - Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
    - After cleaning, launder items (as appropriate) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
    - If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.

**5. Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19.** After a confirmed case of COVID-19, Facilities Services will conduct an enhanced cleaning and disinfection of University spaces where a person with COVID-19 spent more than 15 minutes. After notification of a person with confirmed COVID-19 on a NSU campus, Facilities Services will create a list of all University spaces where the COVID-19 positive person spent at least 15 minutes up to 48 hours before the onset of symptoms until the person entered quarantine. The following cleaning and disinfecting protocol will be followed:

- a. Facilities Services will communicate with impacted department heads to attain access to spaces that need to be cleaned and to communicate that the Enhanced Cleaning and Disinfection is taking place.
- b. When possible, wait 24 to 48 hours after a person with COVID-19 was present in a space prior to beginning cleaning and disinfection. All staff cleaning spaces after a person with COVID-19 was present must be fully trained on donning and doffing required PPE to prevent cross contamination.
- c. When it is not possible to wait 24 to 48 hours after a person with COVID-19 was present in a space, the cleaning crew will increase the level of PPE used while cleaning and disinfecting, including using a N95 filtering face piece respirator, elastomeric half-face air purifying respirator with particulate filters, or a powered air-purifying respirator with particulate filters. All staff cleaning spaces after a person with COVID-19 was present must be fully trained on donning and doffing required PPE to prevent cross contamination.
- d. If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (MSDSs), and application methods must be reviewed by EH&S prior to work commencing. All staff cleaning spaces after a person with COVID-19 was present must be fully trained on donning and doffing required PPE to prevent cross contamination.
- e. When cleaning and disinfecting rooms with large surface areas (areas with large numbers of desks, tables, and other furniture), and where a spray application of disinfectant is needed, Facilities services will:
  - i. Open windows to the outside to increase air circulation, if possible.
  - ii. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:
    - Disposable gloves, gowns or a lab coat to prevent contamination of clothing
    - Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant
  - iii. Review the COVID-19 MSDS Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.

#### 4. Responsible Administrator

The Co-Chairs of the NSU Return to Campus Taskforce are responsible for bi-monthly and ad hoc review of this policy and its procedures. The University President is responsible for approval of modifications to this policy and its procedures.

#### **Source History:**

Proposed NSU Return to Campus Taskforce 6/29/2020