Revised 11/2020

**HRL COVID-19 Cleaning Protocols**

*These provisions began July 2020 and will be in place until further notice.*

*Based upon principles from the CDC which may be found at:* [*https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html*](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html)

**Disinfection Spraying of HRL Spaces**

**Scenario 1: Cleaning Protocol for Designated Quarantine/Isolation Spaces After Vacant**

1. After receiving notification from University Health Services that the quarantine period for a space is over, and upon receipt of the keys to the unit, it should sit unoccupied and undisturbed for a minimum of twenty-four (24) hours. This is in response to CDC guidelines and ABM Corporate policy that staff will not enter a positive unit within 24 hours of vacancy.
2. Shannon Baughman or her designee will submit a work order to ABM to have the unit disinfected, then cleaned, and then turned over for occupancy, or work order to maintenance if needed.
3. After the 24-hour waiting period, ABM will enter the unit and use the E-mist vapor machines with CDC-approved disinfectant to spray the entire unit. The disinfectant manufacturer recommends a minimum of 30-minute post-treatment dwell time.
   1. Note: if the previous resident or HRL staff notice any facility issues with the space, then HRL staff will create work orders for these repairs. ABM will be asked to do an initial disinfection spray, then FM can perform the maintenance work. Upon notice that the work orders are complete, HRL will notify ABM to return for another disinfection spray before deeming the space work complete. After final disinfecting ABM will follow the next steps listed below.
4. ABM personnel will clean the unit as normal.
   1. This includes stripping the unit of any used linens and resetting linen packets
   2. Ensure there is a shower curtain, 14-day supply of toilet paper, and two trash cans (one for bathroom and one for kitchen) with extra liners.
   3. A sanitary band will be placed on the toilet seat.
5. Upon completion, ABM will again spray the unit with the E-mist machines with the CDC-approved disinfectant, spraying from the back of the unit to the front door. They will then lock the door and disinfect the doorknob.
6. ABM will close the work order and notify Shannon Baughman that the unit is ready for occupancy.
7. Shannon Baughman will update the spreadsheet of quarantine spaces to show that the unit can once again be safely occupied.

**Scenario 2: Resident and/or Parent request additional cleaning if an occupant has tested positive or has been exposed.**

1. Requests must be approved by HRL, and if approved, a work order submitted to FM by HRL.
2. ABM would enter the unit and spray using E-mist vapor machines with CDC-approved disinfectant.
3. Resident(s) will have to vacate the unit in advance of spraying and be out of the unit for a minimum of two hours. The disinfectant manufacturer recommends a minimum of 30-minute post-treatment dwell time.
4. ABM will leave a notification card that the unit is complete.

**Scenario 3: Preparation of FGSH unit for occupancy**

1. Work order phase opened to ABM to do a final clean for an FGSH unit.
2. ABM will deep clean and disinfect the unit: wax floors as needed, shampoo carpet and upholstered furniture, and install sanitary band on the toilet.
3. ABM will spray the entire unit with E-mist vapor machines and with CDC-approved disinfectant.
   1. ABM will lock the main door and disinfect the doorknob.

**Scenario 4: Preparation of single student housing unit for occupancy**

1. ABM will deep clean and disinfect unit including waxing floors, shampooing carpets, and upholstered furniture.
2. ABM will spray the entire unit with E-mist vapor machines with CDC-approved disinfectant.
   1. Bedroom doors will get the seal and ABM will lock each bedroom door.
   2. Bathroom doors will be left open and a sanitary band will be placed on each toilet.
   3. ABM will lock the main door and disinfect the doorknob.

**Scenario 5: Spraying a community or common area space**

1. ABM will section off the area to be sprayed either with signs, bollards, or other traffic diversion.
2. ABM will spray the impacted area with E-mist vapor machines with CDC-approved disinfectant,
3. Wait the allotted dwell time allowing sufficient time for surfaces to dry,
4. Then remove the signage/barriers and return the space to use.

**Bathroom Cleaning**

* Community bathrooms located in Parker, Iba, Wentz, Stout, and University Commons shall be cleaned twice a day, Monday through Friday, and once a day on Saturday and Sunday.
* Public bathrooms will be cleaned once per day, seven days a week.

**Touch Points**

* High traffic touch points, such as door handles, elevator buttons, handrails, doorknobs, push bars, door frames, etc. will be disinfected three times per day, seven days a week.