

JAMESTOWN COMMUNITY COLLEGE

Protocols for regular cleaning and/or disinfecting of academic and residential buildings

Regular cleaning protocol – *Per CDC Guidance for Institutions of Higher Education Updated June 4, 2021 – Section 4 Guidance for IHEs Where not Everyone is Fully Vaccinated.*

Regular cleaning, as prescribed by building occupancies, continues. Will provide for regular cleaning and disinfecting of high-traffic, high-touch surfaces, once daily.

- Disinfecting high-touch surfaces in high-traffic areas is performed at least daily (and more frequently as schedules allow or if deemed necessary).
- Non-food contact surfaces will be cleaned at least daily (and more frequently as schedules allow or if deemed necessary).
- If the following conditions apply that increase the risk of infection from touching surfaces, more frequent disinfection will take place:
 - High transmission of COVID 19 in community
 - Infrequent hand hygiene
 - Spaces occupied by people at increased risk for severe illness from COVID 19
 - If there is a sick person or a person tests positive for COVID 19
- Hand-sanitizing stations are installed throughout the campus at main entry/exit points of buildings.
- The Campus Community is encouraged to practice preventative cleaning in their personal offices and/or residential spaces which are not normally accessible to the cleaning staff. Supplemental cleaning of teaching spaces and office spaces not regularly accessible to the custodial staff should be performed as needed by room occupants / faculty with supplies provided by their department.

Cleaning protocol for areas where someone suspected of having (or confirmed to have) COVID-19 has been

- Cleaning staff will wait 24 hours after the person has left the area before entering to clean and disinfect. If 24 hours is not feasible, cleaning staff will wait as long as possible. HEPA Filter will be installed in the area. Cleaning staff will wear face masks, disposable gloves, all tasks in the cleaning process, including handling trash.
- Cleaning and disinfection will be performed in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA-approved disinfectants, following the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Disinfecting these areas (i.e. deep cleaning) includes safely providing a full saturation of disinfectant to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, tops of cabinets, etc. Electrostatic sprayers for accurate application of disinfectant will be used were applicable.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 was present, neither additional cleaning nor disinfection is necessary. In these cases, cleaning staff will follow normal procedures for regular cleaning including disinfection of high-traffic, high-touch areas.

Cleaning definitions in accordance with CDC guidelines

- **Disinfection (or Deep Cleaning)** - a process that eliminates pathogenic microorganisms, except bacterial spores, on inanimate objects. Objects are usually disinfected by liquid chemicals or wet pasteurization. Custodial staff use an EPA-approved disinfectant to coat and wipe down all accessible/visible surfaces. Disinfectant is known to kill COVID-19 on hard non-porous surfaces.
- **Regular cleaning** - the removal of visible soil (e.g., organic and inorganic material) from objects and surfaces and normally is accomplished manually or mechanically using water with detergents or enzymatic products.
- **Sterilization** - describes a process that destroys or eliminates all forms of microbial life and is carried out in health-care facilities by physical or chemical methods. Steam under pressure, dry heat, EtO gas, hydrogen peroxide gas plasma, UV lighting exposure and liquid chemicals are the principal sterilizing agents used in health-care facilities.

• Typical SBU Custodial cleaning tasks and frequencies

Location Type	Cleaning Provided	Frequency
All Buildings	Start day by removing any possible contaminated refuse and recyclables from buildings	Daily
All Buildings	Apply EPA-approved disinfectant to all refuse & recyclable containers and surfaces	Daily
All Buildings	Apply EPA-approved disinfectant to all public restrooms and public areas	Daily
Public Restrooms	Disinfect all toilets, sinks, urinals, and mirrors. Remove trash, sweep and mop floors, replace paper products and hand soap.	Daily and as needed
Entrances, Lobbies, Hallways and Restrooms	Disinfect all high-touch areas	Daily
Lobbies	Sweep, mop and/or autoscrub floors, vacuum carpets and entrance mats, remove trash, clean water fountains, wipe furniture, clean glass doors, police exterior entrances	Daily
Hallways	Sweep, mop, and/or autoscrub floors	Weekly and as needed
Classrooms	Remove trash, sweep, spot mop floors. Disinfect surfaces daily.	Daily and as needed
Lecture Halls	Remove trash, sweep, spot mop floors. Disinfect surfaces daily.	Daily and as needed
Offices / Cubicles	Spot clean, hi-dust, dust, spot mop hard floors	As needed
Offices / Cubicles	Remove waste and recycling	Weekly and as needed
Stairwells	Disinfect hand rails and door knobs	Daily
Carpeted Floors	Vacuum private offices, office suites, office cubicles	Monthly
Carpeted Floors	Vacuum public spaces, hallways, carpeted classrooms, conference rooms, lecture halls	Bi-monthly and as needed
Carpeted Floors	Shampoo private offices, office suites, office cubicles	On request w/funding
Carpeted Floors	Shampoo public spaces, hallways, carpeted classrooms, conference rooms, lecture halls	Annually
Tile Floors	Dust mop, damp mop, spot mop	Daily
Light Fixtures	Relamp (below 10 feet)	As needed
Chalkboards	Erase and wash	Weekly
Whiteboards	Erase and wipe down with cleaner	Weekly