

1.1 Facility Cleaning Protocols

1.1.1 Disinfection Process

Only disinfectants registered by the USEPA as effective against COVID-19 may be used to disinfect surfaces.

Alternative disinfectants may be utilized, provided the purchaser verifies that they are registered as effective against COVID-19. Manufacturer information should provide the registration number which can be verified using the EPA's list of disinfectants.¹ New York State's list of registered disinfectants may assist in identifying registered and commercially-available disinfectants.² Products that are not registered should not be purchased. Hospital-grade disinfectants are used in the NAU Campus Health Services clinics.

Routine disinfection may also be accomplished using either a bleach or alcohol solution in accordance with CDC guidance. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>).

Care should be used when handling any disinfectant to avoid chemical exposure and contact with incompatible chemicals. Staff are required to wear personal protective equipment, if recommended by the manufacturer. Most disinfecting wipes manufactured for consumer/household use do not require the use of gloves or other personal protective equipment.

Storage and disposal of disinfection supplies must be conducted in accordance with manufacturer instructions.

Cleaning with soap and water beforehand will enhance disinfection by removing germs, dirt and other impurities from surfaces.

1.1.2 Spaces and Surfaces Requiring Disinfection

The table that follows provides a list of common high-contact items to be cleaned and disinfected in each type of space.

* Routine disinfection is only necessary for occupied spaces. During times that a space is not utilized (e.g., classrooms during school breaks), disinfection is only required prior to the next use.

¹ United States Environmental Protection Agency. *List N: Disinfectants for Use Against SARS-CoV-2*. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> (May 21, 2020).

² State of New York. *New York State Registered Disinfectants Based on EPA List*. https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf (May 22, 2020).

Libraries, housing, dining, Fitness centers, health services and other spaces that are utilized during weekends and holidays will continue normal cleaning and disinfection service.

SPACE/BUILDING TYPE	FREQUENCY*	METHOD
Campus Health Services	Multiple times a day (custodial cleaning one time a day, campus health staff cleans exam rooms after each visit)	Thorough cleaning and disinfecting of entire area – waiting areas, exam rooms, etc. This is done in conjunction with Campus Health Staff
Unions	Multiple times a day	Thorough cleaning and disinfecting of restrooms and common areas. The dining areas are serviced by Sodexo.
Restrooms	Daily with routine policing	Thorough cleaning and disinfecting of entire restroom
Common Areas: Public Areas, Hallways, Conference Rooms, Reception Areas, Stairways, Elevators, Entrances	Daily	Thorough cleaning and disinfecting of entire common areas
Active Classrooms/Computer Labs/Teaching Labs	Daily	Thorough cleaning and disinfecting of entire room, including horizontal surfaces
Shower Rooms	Daily	Thorough cleaning and disinfecting of entire shower rooms
Multiple Occupant Office/Open-office Suite	1 day per week	Thorough cleaning and disinfecting of entire multiple occupant office

SPACE/BUILDING TYPE	FREQUENCY*	METHOD
Single Occupant Office	1 day per week	Thorough cleaning and disinfecting of entire single occupant office
Research Laboratories	1 day per week	Trash and floors only

1.1.3 Custodial Services

1.1.3.1 Pre-Return Custodial Cleaning and Disinfection

The spaces and surfaces described in the previous section will undergo initial cleaning and disinfection prior to full opening of the space. Pre-return cleaning and disinfection is anticipated to be completed by July 31, 2020. Following hand cleaning and disinfection, each high-use space may be treated with a sanitizing spray (fogging) system to ensure thorough disinfection.

Custodial staff provide limited services in the spaces listed below due to security restrictions, sensitive equipment or hazardous materials. Instead, local staff will complete cleaning and disinfection for their area of responsibility.

- Data and Computing Centers
- Private Offices and Individual Workspaces
- Research Laboratories
- Shop and Maintenance Areas

1.1.3.2 Routine Custodial Cleaning and Disinfection

Custodial staff will disinfect shared high-contact surfaces within spaces daily using surface wipes, disinfectant spray or by fogging.

Computer components, phones and other individual-use desktop equipment will be cleaned by individual users. Printers, scanners and other electronics will be disinfected by area staff. Employees will be encouraged to clean and disinfect their individual office desks and workspaces regularly.

1.1.3.1 Ancillary Custodial Operations and Supplies

In addition to initial and routine cleaning and disinfection, custodial staff will complete the tasks listed below during initial campus preparations and according to regular schedules determined by the department, on an as-needed basis and/or according to contracted service agreements:

- Refill soap dispensers
- Refill paper towel dispensers
- Refill hand sanitizing stations
- Repair or replace hand sanitizer supply dispensers as needed
- Remove waste and recycle materials
- Polish floors
- Carpet cleaning
- Window and glass cleaning

1.1.4 Cleaning and Disinfecting Spaces Occupied by Someone with a Confirmed Case of COVID-19

Cleaning and disinfecting spaces occupied by someone with a confirmed case of COVID-19 requires care and caution beyond routine preventative cleaning. Disinfection of these spaces will be completed by custodial staff or other staff trained to complete this task. Full guidance for conducting this cleaning is provided by the CDC³ and described in detail in the EH&S guidelines. An overview of the guidance is provided below. Staff conducting decontamination must review and follow the step-by-step instructions provided in the guidance.

- Close off the area for at least 72 hours by closing the door and locking down space.
- Use appropriate personal protective equipment.
- Clean surfaces of dirt and impurities using soap and water.
- Disinfect using EPA-registered disinfectant.
- To avoid causing aerosols, do not spray disinfectant directly onto hard surfaces.
- Communicate when the space is ready to be re-occupied

1.1.4.1 Restrooms, Locker Rooms and Showers

Restrooms, locker rooms and showers will be cleaned regularly by custodial staff as described above. However, high contact surfaces in areas of high activity such as residential halls, auditoriums, dining areas and fitness centers will require additional disinfection especially during peak hours. Peak hours may require disinfection multiple times over the course of this period. Local staff should monitor the activity in the area and adjust disinfection frequency as needed.

1.1.4.2 Administrative Offices, Conference Rooms, Kitchenettes and Cubicles

To avoid disruption, personal items, computer mice, keyboards, and other equipment in private offices and workspaces will not be cleaned or disinfected by custodial staff. Disinfection supplies can be ordered by departments through campus supply for use by employees for disinfecting their

³ Centers for Disease Control and Prevention. *Cleaning and Disinfection for Community Facilities*. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html> (May 27, 2020).

individual workspaces. Departments may also purchase protective gloves and safety glasses if required for the disinfectant used.

Custodial staff will disinfect shared high touch surfaces in conference rooms, kitchenettes and other common areas daily or additionally as necessary. Custodial staff will not disinfect copiers, printers, scanners or other sensitive electronic equipment. Area staff will be instructed to disinfect twice daily.

To enhance custodial cleaning and disinfection, building occupants will be asked to remove extraneous items from individual areas, kitchenettes, conference rooms and other shared spaces.

1.1.4.3 Classrooms, Teaching Laboratories and Auditoriums

Classrooms, teaching laboratories and auditoriums require regular cleaning and disinfection. Custodial staff will disinfect shared high-contact surfaces, including door hardware, hand rails, and push plates, within these spaces at least twice per day. Interior surfaces such as podiums, instructor stations and student desks and chairs will be cleaned and disinfected daily by custodial staff during the normal cleaning process. Custodial services will stock hand sanitizer and disinfecting wipes (or disinfectant spray if wipes are not available) in each classroom.

Disinfecting wipes or sprayers will be provided within university classrooms. Instructors, teaching assistants and students are encouraged to disinfect their personal space within classrooms and teaching laboratories between each use. Class scheduling should allow for enough time to adequately disinfect high touch surfaces within the space.

1.1.4.4 Signage and/or other messaging (i.e., social media platforms) will be used to encourage students to use hand sanitizer or wash hands frequently. Gym, Athletics, Dance and Multi-Purpose Areas

NAU athletics and fitness facilities will prepare cleaning and disinfection plans that address unique challenges inherent to these spaces. Plans address cleaning and disinfection for the following areas:

- Strength equipment
- Cardio equipment
- Courts – basketball, racquetball, etc.
- Pool and therapy/hot tub areas

According to the CDC, normal swimming pool and therapy/hot tub maintenance and disinfection (i.e., chlorine or bromine) is sufficient to address COVID-19. In addition, CDC guidance indicates that outdoor areas generally require normal routine cleaning and do not require disinfection.^{4, 5}

Custodial staff will clean and disinfect dance studios and multi-purpose areas as described above. Particular attention will be paid to the floor and other unique high-contact surfaces in these areas.

1.1.4.5 Student Unions, Common Areas, Service areas, Elevators, Entrances and Patios

High contact surfaces in these spaces will be disinfected at least twice daily by custodial staff. Additional disinfection of high contact surfaces in these areas may be required during times of high activity. Peak hours may require disinfection frequently or possibly after each use. Local staff should monitor the activity in the area and adjust disinfection frequency as needed.

1.1.4.6 Research Laboratories

Due to the hazards present in many research laboratories, local personnel are responsible for cleaning and disinfecting these spaces. Laboratory personnel should increase disinfection frequency of commonly touched surfaces in shared laboratory spaces to at least twice per day.

Depending on custodial staff security access, services may include taking out trash and cleaning and disinfecting low hazard areas.

1.1.4.7 Data, Computer and Technology Centers

Site owners are responsible for disinfecting computing labs and technology centers with disinfectant materials. It is recommended that users disinfect the keyboard, mouse, desk and touchscreens (if applicable) prior to starting work at a computer or technology station. Custodial services may provide hand sanitizer dispensing stations, disinfectant wipes and disinfectant spray to site owners. If custodial services do not provide supplies, site owners may purchase supplies through normal channels from campus supply.

1.1.4.8 Dining Areas and Associated Kitchens

Clean and disinfect dining tables, condiments, self-service areas, and high contact surfaces in each dining hall between each use. Clean and disinfect kitchen equipment, utensils, food preparation and other contact surfaces after each use. Disinfectants approved for food preparation surfaces must be used. (See dining services for details)

⁴ Centers for Disease Control and Prevention. *Guidance for Administrators in Parks and Recreational Facilities*. <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/park-administrators.html> (April 10, 2020).

⁵ Centers for Disease Control and Prevention. *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes*. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> (May 7, 2020).

1.1.4.9 Residential Halls

Custodial staff will clean and disinfect room interior surfaces such as furniture, appliances, restrooms, light switches, door hardware and mattresses, prior to check in. Students will be responsible for cleaning and disinfecting their own spaces after they move into the space.

High contact surfaces in common areas will be disinfected daily by custodial staff and supplemented with multiple cleanings by site staff. (See NAU Housing for details)

1.1.4.10 Campus Shuttles

Custodial disinfection services are not provided for campus shuttles. Instead, shuttle staff will disinfect high-contact hard surfaces such as handrails, armrests and overhead compartment handles after every trip. (See University Parking and Transit details)

1.1.4.11 Health Services Clinics

Clinics and custodial staff will clean and disinfect using hospital-grade disinfectants. Exam rooms will be disinfected after each patient. Reception and waiting areas will be disinfected at least twice per day. Additional disinfection may be required depending on activity and whether or not a person with COVID-19 was seen at the clinic.

1.1.4.12 Shop and Maintenance Areas

Custodial disinfection services are not provided in shop and maintenance areas such as welding, woodworking, spray painting, abrasive blasting, grounds-keeping, waste management and recycling. Site staff will be responsible for cleaning and disinfecting high-contact surfaces in these spaces.

1.1.4.13 Vehicles and Carts

Custodial disinfection services are not provided for campus vehicles or carts. Instead drivers or other staff responsible for these vehicles will conduct cleaning and disinfection after each trip. Vehicle disinfection guidelines are provided on the NAU Biosafety web site.⁶

1.1.4.14 Outdoor Spaces

Outdoor benches, chairs, trash and recycling receptacles, and other contact surfaces should be cleaned every other week. This approach is consistent with Centers for Disease Control guidance, which states that outdoor areas generally require normal routine cleaning and do not require disinfection.⁷

⁷ Centers for Disease Control and Prevention. *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes*. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> (May 7, 2020).

1.1.5 Supplies

1.1.5.1 Hand Sanitizer

Hand sanitizers containing at least 60% alcohol will be provided to students, faculty and staff to use in addition to regularly washing hands with soap and water.⁸

Hand sanitizer dispensing stations will be located in strategic locations throughout campus. Strategic locations including:

- All buildings (on every level)
- Auditoriums
- Classrooms
- Dance studios
- Dining areas
- Gyms and athletics facilities
- Library
- Near main entrances and elevators
- Other areas of congregation and areas with high-touch surfaces
- Shared computing and technology areas

Hand sanitizer will also be provided at campus shuttles stops. Placement of hand sanitizer dispensing stations will comply with local fire and life safety code requirements.

Custodial staff will be responsible for placing, maintaining and refilling hand sanitizer dispensing stations in areas they serve. For areas not served by custodial staff, building management or area personnel will be responsible for maintaining hand sanitizers. The Facilities Services department will assist campus personnel with installing dispensing stations.

1.1.5.2 Disinfectant

Custodial services will provide disinfecting wipes within each classroom for students and instructors to use to disinfect the space before use. If wipes are not available, disinfecting spray and paper towels will be provided. Gloves (or other protective equipment) will be provided if recommended by the disinfectant manufacturer. Custodial staff will restock disinfectant at the end of each day or as needed.

Other departmental units will be responsible for providing disinfecting supplies (wipes or disinfectant spray and gloves, if recommended) to staff in their spaces. Fitness centers, athletics facilities, health services and food service departments will be responsible for providing disinfecting supplies in areas they manage.

⁸ Centers for Disease Control and Prevention. *Hand Hygiene Recommendations*. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html> (May 17, 2020).

