

# Enhanced Cleaning Protocols and Standard Operating Procedures

JUNE 17, 2020

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The cleaning protocols and standard operating procedures outlined in this document incorporate industry standards and best practices with guidelines from the Center for Disease Control and Commonwealth of Virginia for enhanced cleaning, disinfecting, and sanitizing of public spaces, restrooms, kitchenettes, break rooms, classrooms, residential facilities, and similar areas at the University of Virginia.

It is intended that these protocols and SOPs be used throughout the University including those units such as IM-Rec Sports, Athletics, the School of Continuing and Professional Studies, which have their own custodial staff. It is the University's expectation that landlords in leased buildings will follow CDC guidelines in cleaning protocols.

The University Hospital and Clinics have separate cleaning protocols and procedures specific to the health care industry. UVA Dining facilities have separate cleaning protocols and procedures specific to the food service industry.

## I. General Recommendations

### A. GENERAL CUSTODIAL SERVICES

**1. Cleaning Hours.** Most custodial services are provided during the day shift to align with building use. To minimize safety incidents and disruption, tasks such as resurfacing of floors, vacuuming, and mopping are performed prior to 8 a.m. to the extent feasible.

**Recommendation:** Cleaning services will be coordinated with building occupancy to the extent feasible to allow custodial staff to disinfect high touch surfaces. Disinfecting high touch surfaces is not a substitute for frequent hand washing with soap and water as recommended by the CDC.

**2. Private Spaces.** Dormitory rooms, offices, laboratories, and similar private spaces are cleaned by the individuals in those spaces except for trash removal and periodic floor cleaning provided by custodial staff.

**Recommendation:** To reduce the need for custodial staff to enter occupied spaces and minimize contact, trash cans in offices and similar private spaces will be replaced with a centralized trash and recycling system to the extent feasible. When not feasible, trash cans should be placed outside the office door.

**3. Ad Hoc Cleaning.** Smaller facilities as well as those with low intensity of use are serviced fewer than five days/week.

**Recommendation:** Schools and business units located in these spaces will ensure that their employees are aware of the infrequent cleaning schedule and encourage their employees to use disinfecting product on high touch surfaces.

**4. Classrooms.** The large number, high volume turnover, and extended hours make it very difficult to ensure that all surfaces are disinfected before and after each use.

**Recommendation:** Disinfecting product will be provided in classrooms so that educators and students can disinfect podiums, desks, chairs, and tabletops before and after each use.

**5. Kitchenettes.** Kitchenettes and similar centralized coffee, drink, and snack areas in buildings are in constant use, which makes it very difficult to ensure that all surfaces are disinfected before and after use.

**Recommendation:** Schools and business units will ensure that their employees are aware of the high turnover rate and encourage their employees to use disinfecting product on high touch surfaces such as appliance handles, coffee makers, refrigerators, sink fixtures, and microwaves before and after each use. Employees may want to bring their own food and beverages in a cooler to limit use of shared appliances.

## **II. Cleaning Protocols and Procedures**

### **A. CLASSROOM CLEANING PROTOCOLS AND PROCEDURES**

1. Dust all ceilings, corners, walls, light fixtures, and vents.
2. Pick up trash and debris from floors.
3. Remove trash can liner and place in container on cart or barrel.
4. Wipe down trash can with green microfiber cloth dampened with EPA approved product.
5. Check for spills and stains around and behind trash can including walls and floors and clean as needed.
6. Wipe desks, chairs, and tabletops daily with EPA approved product that is effective against the coronavirus. Leave disinfectant on surfaces for the time listed on the product label. Disinfecting product or faster acting products may be used if available.
7. Ensure room is well stocked with disinfecting product for educators and students who will be wiping down podiums, surfaces, desks, chairs, and tabletops before and after their use of these items.
8. **High Touch Surfaces.** Clean high touch surfaces throughout the shift using EPA approved product that is effective against the coronavirus. Leave disinfectant on surfaces for the time listed on the product label. Disinfecting wipes or faster acting products may be used if available.
9. Chalk Boards. Use a worn green or blue microfiber cloth to clean boards.
  - a. FIRST: check for any messages that might read "DO NOT ERASE"
  - b. If there is such a message, do not clean the board and go on to next task
  - c. Immerse cloth into clean water and squeeze dry
  - d. Start at the top left corner of the board
  - e. Move in a straight line from top left to top right of the board
  - f. Work down to bottom and repeat if necessary
10. Clean chalk rails with cloth rinsed in clean water, lifting and replacing erasers as needed.
11. Wipe or pat eraser several times onto a damp microfiber cloth until little evidence of chalk remains.
12. Vacuum or mop floors in public areas daily. Buff linoleum floors as needed. Complete this work early in the work

shift and prior to the peak building use and occupancy to minimize safety incidents and noise impact on classrooms.

## **B. PUBLIC SPACES, KITCHENETTES, AND BREAK ROOMS CLEANING PROTOCOLS AND PROCEDURES**

1. Check in with building managers to confirm scheduled time and areas for cleaning.
2. Inspect room for items that need to be addressed such as plumbing leaks, broken equipment, stains, and lighting and report the non-custodial problems to a supervisor.
3. Dust all ceilings, corners, walls, light fixtures, and vents.
4. Dust and spot clean all vertical and horizontal surfaces.
5. Pick up trash and debris from floors.
6. Remove trash can liner and place in container on cart or barrel. Wipe down trash can with green microfiber cloth dampened with EPA approved product.
7. Check for spills and stains around and behind trash can including walls and floors and clean as needed.
8. **High Touch Surfaces.** Clean high touch surfaces throughout the shift using EPA approved product that is effective against the coronavirus. Leave disinfectant on surfaces for the time listed on the product label. Disinfecting wipes or faster acting products may be used as these are available.
9. Polish metal, wood, and other surfaces.
10. Perform a thorough final inspection prior.

## **C. RESTROOM CLEANING PROTOCOLS AND PROCEDURES**

1. Close restroom and place signage.
2. Dust all ceilings, corners, walls, light fixtures, and vents.
3. Pick up trash and debris from floors.
4. Remove trash can liner and place in container on cart or barrel. Wipe down trash can with green microfiber cloth dampened with EPA approved product.
5. Check for spills and stains around and behind trash can including walls and floors and clean as needed.
6. Inspect and clean exterior of door including kickplate when applicable.
7. Apply disinfecting cleaner to toilets, urinals, and surrounding floor and walls and leave product on surfaces for dwell time indicated by product label.
8. Clean and disinfect sinks, fixtures, surfaces, and other bathroom fixtures with EPA approved product that is effective against the coronavirus. Rinse all fixtures and wipe dry.
9. **High Touch Surfaces.** Clean high touch surfaces throughout the shift using EPA approved product that is effective against the coronavirus. Leave disinfectant on surfaces for the time listed on the product label. Disinfecting wipes or faster acting products may be used if available.
10. Clean floors and then mop with EPA approved product.
11. Clean mirrors with approved glass cleaner or microfiber and water. Polish with paper towel as needed.

12. Replace hand soap, paper towels, toilet paper, sanitary napkins and seat covers as needed.
13. Spot clean all vertical and horizontal surfaces including metal, wood, and other surfaces.
14. Inspect space for any missed items and to ensure a quality result.
15. Remove signage and open restroom for use.

#### **Definitions and Notes Specific to Restroom Cleaning Standards and Protocols**

- **High Contamination Areas:** Toilet, urinal, surrounding floor and walls: First, use **paper towel remnants** to clean these spaces, and then dispose of them
- **High Contamination Secondary Areas:** all other surfaces within stall area use **RED** microfiber cloth to clean stall doors and walls
- **Low Contamination Areas:** sinks/faucets/counters/dispensers/trash dispensers/walls outside of stall areas  
**Yellow w/Red Trim**
- **Other Low Contamination Areas:** mirrors and glass **Solid Yellow**
- Always clearly and repeatedly announce yourself when entering a restroom
- NEVER use red, yellow or red/yellow microfibers outside of restrooms

#### **D. IM-REC SPORTS FACILITIES AND POOLS**

##### **Custodial Services**

1. Most custodial services are provided during operational hours with staff onsite at least two hours prior to opening and at least two hours after closing.
2. To minimize safety incidents and disruption, tasks such as resurfacing of floors, vacuuming, and mopping are performed during usage times that have the least customer and staff usage.
3. All cleaning & sanitation operations are focused around operational hours so that custodial staff is available to disinfect high touch surfaces such as light switches, entryway door handles, push plates, elevator buttons, and water fountains throughout their shift.
4. Offices and similar private spaces are cleaned by the individuals in those spaces except for trash removal and periodic floor cleaning provided by custodial staff. Disinfecting product will be provided in these spaces.
5. Trash cans in offices and similar private spaces will be eliminated and central trash and recycling implemented to reduce the need for custodial staff to enter occupied spaces and minimize contact.
6. Disinfecting product will be provided in wet & dry classrooms and conference rooms so that users can disinfect desks, chairs, and tabletops before and after use. Custodians will also sanitize these spaces daily.

##### **Cleaning Protocols & Procedures**

1. Dust all ceilings, corners, walls, light fixtures, and vents.
2. Pick up trash and debris from floors.
3. Remove trash can liner and place in container on cart or barrel.

4. Wipe down trash can with green microfiber cloth dampened with EPA approved product.
5. Check for spills and stains around and behind trash can including walls and floors and clean as needed.
6. Wipe desks, chairs, and tabletops daily with EPA approved product that is effective against the coronavirus. Leave disinfectant on surfaces for the time listed on the product label. Disinfecting wipes or faster acting products may be used if available.
7. Ensure rooms are well stocked with disinfecting product for users who will be wiping down surfaces, desks, chairs, and tabletops before and after their use of these items.
8. **High Touch Surfaces.** Clean high touch surfaces throughout the shift using EPA approved product that is effective against the coronavirus. Leave disinfectant on surfaces for the time listed on the product label. Disinfecting wipes or faster acting products may be used if available. Disinfecting wipes or faster acting products may be used as these are available.
9. Vacuum or mop floors in public areas daily. Buff linoleum floors as needed. Complete this work prior to the peak building use and occupancy to minimize safety incidents and noise impact on classrooms.
10. Check in with building managers to confirm availability of occupied and unoccupied spaces to assure scheduled time and focus areas for cleaning & sanitizing.
11. Inspect room for items that need to be addressed such as plumbing leaks, broken equipment, stains, and lighting and report the non-custodial problems to a facility manager.
12. Polish metal, wood, and other surfaces.
13. Perform a thorough final inspection prior to leaving space

#### **Restroom/Locker room Cleaning Protocols & Procedures**

1. Close restroom and place signage
2. Dust all ceilings, corners, walls, light fixtures, and vents.
3. Pick up trash and debris from floors
4. Remove trash can liner and place in container on cart or barrel. Wipe down trash can with green microfiber cloth dampened with EPA approved product.
5. Check for spills and stains around and behind trash can including walls and floors and clean as needed.
6. Inspect and clean exterior of door including kickplate when applicable.
7. Apply disinfecting cleaner to toilets, urinals, and surrounding floor and walls and leave product on surfaces for dwell time indicated by product label.
8. Clean and disinfect sinks, fixtures, surfaces, and other bathroom fixtures with EPA approved product that is effective against the coronavirus. Rinse all fixtures and wipe dry.
9. **High Touch Surfaces.** Clean high touch surfaces throughout the shift using EPA approved product that is effective against the coronavirus. Leave disinfectant on surfaces for the time listed on the product label. Disinfecting wipes or faster acting products may be used if available. High touch surfaces include light switches, entryway door handles, interior door surfaces, push plates, dispensers, sanitary napkin boxes, counter tops, flush valves, tissue holders, hairdryers, hand dryers, suit mates, and sink handles.

10. Showers, curtains, handles, benches (when available to use) will be cleaned and disinfected with EPA approved product that is effective against the coronavirus. Rinse all fixtures and wipe dry.
11. Clean floors and then mop with EPA approved product.
12. Clean mirrors with approved glass cleaner or microfiber and water. Polish with paper towel as needed.
13. Replace hand soap, paper towels, toilet paper, sanitary napkins and seat covers as needed.
14. Spot clean all vertical and horizontal surfaces including metal, wood, and other surfaces.
15. Inspect space for any missed items and to ensure a quality result.
16. Remove signage and open restroom for use.

### **Fitness Equipment Cleaning & Sanitizing Protocols**

1. Each available piece of fitness equipment will be cleaned and disinfected, using an approved EPA product that is effective against the coronavirus, by staff members immediately after each use.
2. Sanitary product and signage will be provided in close proximity to each piece of fitness equipment to educate and encourage customers to also self-clean equipment after use.
3. Equipment available for customer use, will be clearly tagged or labeled as sanitized identifying it as available for the next customer's use.
4. Fitness equipment floors/zones will be actively monitored by staff to assure efficient labeling and sanitizing following each equipment use.
5. Reservations for fitness equipment usage will be in place to control sanitation frequencies and protocols.
6. Each piece of fitness equipment will be cleaned and disinfected, using an EPA approved product effective against COVID 19 daily before opening, in-between reservation periods, and after closing.
7. Equipment cleaning processes will follow all required COVID 19 PPE requirements.

### **Pool Cleaning & Sanitizing Protocols**

1. Sanitation product will be available at access station, on the pool deck, at the exit, and at the on-deck shower.
2. A wipe dispenser will be located outside and inside of the family changing room to allow for customers to self-clean after use.
3. The pool deck will be cleaned and disinfected, using an approved EPA approved product effective against COVID 19 daily before opening, in-between reservation periods, and after closing using sanitation spraying with backpack sprayers (or bucket of pool water)
4. **High Touch Surfaces.** Clean high touch surfaces throughout the shift, before opening, in-between reservations, and after closing using EPA approved product that is effective against the coronavirus. Leave disinfectant on surfaces for the time listed on the product label. Disinfecting wipes or faster acting products may be used if available. High touch surfaces include railings, door handles, lifeguard stands, handicap chairs, changing rooms/spaces, belongings holder(s), on-deck shower area, entrance doors, and handicap entrance railing.

## Resources and References

### 1. CDC Background

The Center for Disease Control (CDC) *Considerations for Institutes of Higher Education* lists the following information concerning the transmission of COVID-19:

- The virus is thought to spread mainly from **person-to-person**. Transmission occurs between people who are in close contact with one another (within about 6 feet) through respiratory droplets that are produced when an infected person coughs, sneezes, or talks. The infected person may not be showing symptoms.
- It **may** be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way the virus spreads as the CDC is still learning more about how it spreads.

### 2. Fomites

Research published in *The New England Journal of Medicine* (see link) found viable virus up to 72 hours on plastic and 48 hours on stainless steel, and no viable virus on cardboard after 24 hours and copper after 4 hours. However, in all cases, the amount of virus remaining decreased exponentially with time.

### 3. Relevant Links

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Higher-Education-Reopening-Guidance.pdf>

<https://www.vdh.virginia.gov/epidemiology/environmental-cleaning/>

[https://www.nejm.org/doi/full/10.1056/NEJMc2004973?query=featured\\_home](https://www.nejm.org/doi/full/10.1056/NEJMc2004973?query=featured_home)

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>