

# Cleaning & Disinfecting Protocols



The College of the Holy Cross continues to closely follow developing guidance provided by governmental agencies, the American College Health Association (ACHA), the Centers for Disease Control and Prevention (CDC) and its consulting health professionals to craft policies and protocols conducive to sustaining health and safety on campus. These efforts involve implementing strategies to enhance cleaning and disinfection processes, all of which are necessary components in promoting health and limiting the spread of COVID-19. The College continues to seek advice and input from health experts as it works closely with its local healthcare networks. The outlined cleaning and disinfecting protocols are subject to modification and updating based upon evolving federal, state and local health and safety guidance.

High touch area cleaning and disinfecting procedures will increase in frequency and intensity compared to last academic year. **Cleaning** entails washing with a detergent and water to remove soil, organic matter, and some microorganisms from a surface. Following a detergent and water wash, **disinfecting** entails use of a U.S. Environmental Protection Agency (EPA)-approved disinfectant that must be applied in accordance with product manufacturer guidelines. All Holy Cross Environmental Services employees have been trained to differentiate cleaning and disinfecting products.

## INDOOR COMMON SPACES | the College will...

- ❑ Place hand sanitizer stations at the entrance of each building as well as high traffic common areas.
- ❑ Disinfected water bottle refill stations no less than five times per week.
- ❑ Clean and disinfect each common space, including, but not limited to, entrances, stairwells, and corridors once per day.
- ❑ Utilize sign off sheets to track cleaning frequency.
- ❑ Ask students, staff, and faculty to take personal belongings with them when moving to different areas to minimize clutter.

## ADMINISTRATIVE AND OFFICE SPACES | the College will...

- ❑ Limit administrative and office cleaning to vacuuming and/or mopping (no less than once per week), cleaning door windows (as needed), disinfecting light switches, door handles, and thermostats (no less than once per day), and emptying waste bins (no less than once per day).

# Cleaning & Disinfecting Protocols



- ❑ Clean and disinfect the customer facing side of COVID-19 barriers at least once per day, five times per week.
- ❑ Ask employees to clean and disinfect the side facing their personal workspace on COVID-19 barriers no less than once per day.
- ❑ Ask employees to email [covidcleaning@holycross.edu](mailto:covidcleaning@holycross.edu) if they would like Environmental Services to remove their office from the cleaning schedule to reduce potential close contact transmission.
- ❑ Provide disinfecting wipes in centralized locations so employees may self-clean and self-disinfect their personal workspace.
- ❑ Encourage employees to perform the following actions to improve campus health and safety.
  - ❑ Follow manufacturer guidelines to clean computer and electronic equipment no less than once per day. Alcohol based wipes or sprays containing at least 70% alcohol may be used to disinfect electronics, including touch screens, keyboards, and cables.
    - ❑ NOTE: Avoid spraying cleaning solutions directly into equipment hardware or ports, which includes keypads, as this could damage the internal components. Wait for the solution to dry before reinserting the batteries into the device.
  - ❑ Use computer and electronic equipment covers that can be cleaned and disinfected.
  - ❑ If administrative/office equipment is shared between employees, clean and disinfect this equipment no less than twice per day.
  - ❑ Clean and disinfect high touch areas, such as desks, drawer handles, phones, beverage containers, mini fridges, keys, chair arms, and printers, at least once per day, five times per week.

## INSTRUCTIONAL SPACES | the College will...

- ❑ Clean and disinfect each instructional space, including but not limited to tabletops, podiums, shared instructor computer equipment, and whiteboards, before the first class of the day, and no less than once more that day.

# Cleaning & Disinfecting Protocols



- NOTE: If the academic schedule and staffing allows, Environmental Services will clean and disinfect high touch areas, such as tables, keyboards, and light switches, between each class.
- Provide disinfecting wipes in active classrooms.
- Encourage faculty and students to clean areas, such as desks or chairs, that they have used or touched, and to disinfect any shared teaching equipment, such as keyboards, prior to use.
- Utilize sign off sheets in instructional spaces to track cleaning frequency.
- Ask students, faculty, and staff to take personal belongings with them when leaving to minimize clutter and ask faculty to bring necessary classroom supplies, such as chalk and erasers, to/from class.
- Ask faculty managing laboratories to oversee the disinfection process of laboratory equipment as well as countertops.
  - NOTE: Students should disinfect the supplies they used before sharing supplies with peers.
- Ask faculty managing art spaces and studios to oversee the disinfection process of supplies.
  - NOTE: Students should disinfect the supplies they used before sharing supplies with peers.

## CHAPEL | the College will...

- Clean and disinfect each chapel entrance, stairwell, and corridor, at least once per day, five times per week.
- Aim to monitor, clean, and disinfect high touch areas, such as door handles and chairs, after each Mass.
- Encourage chapel patrons to disinfect their chairs prior to using them.
- Utilize sign off sheets to track cleaning frequency.
- Ask students, staff, and faculty to take personal belongings with them when moving to different areas to minimize clutter.



## **LIBRARIES** | the College will...

- Clean and disinfect each library entrance, stairwell, and corridor, at least once per day, five times per week.
- Aim to monitor, clean, and disinfect high touch areas, such as door handles, stair rails, table tops, or restroom sinks, across libraries five days per week.
- Utilize sign off sheets to track cleaning frequency.
- Ask students, staff, and faculty to take personal belongings with them when moving to different areas to minimize clutter.

## **POST OFFICE** | the College will...

- Clean and disinfect countertops and the external surfaces of mailboxes at least once per day, five times per week.
- Ask Post Office employees to clean and disinfect customer service areas as well as touch screens no less than once per day.

## **ART GALLERY** | the College will...

- Vacuum the floors no less than once per week and empty waste bins once daily.
- Clean and disinfect door handles, light switches, and thermostats at least once per day, five times per week.

## **BOOKSTORE** | the College will...

- Vacuum the floors no less than once per week as well as empty waste bins and disinfect high touch surfaces no less than once per day in the two offices in the Bookstore.
- Ask Bookstore staff to clean and disinfect the Bookstore no less than once per day.

## **INDOOR DINING ROOM SPACES** | the College will...

- Vacuum, sweep, and/or mop the floors no less than once per week.
- Empty waste bins in dining room spaces no less than once daily.
- Clean and disinfect tables and all high touch surfaces at all dining locations at least once per day, five times per week.



## **NON-RESIDENTIAL COMMON RESTROOMS** | the College will...

- ❑ Provide sufficient supplies, restocking as needed, in non-residential common restrooms to encourage good hand washing hygiene for all faculty, students, and staff.
- ❑ Clean and disinfect, including, but not limited to, countertops, toilets, light switches, door locks, floors, hand dryers, soap dispensers, and mirrors in each non-residential restroom at least once per day, five times per week.
  - ❑ The College will not clean private restrooms in student rooms to minimize close contact transmission (see protocols for residential halls).
- ❑ Empty waste receptacles no less than once per day.
- ❑ Utilize sign off sheets to track cleaning frequency.

## **INDOOR TESTING SITE** | the College will...

- ❑ Vacuum the floors no less than once per week and empty waste bins once daily.
- ❑ Clean and disinfect testing stations, holding area, and stairwell once at the end of each day.

## **OUTDOOR TENT SPACE** | the College will...

- ❑ Empty waste bins once per day.

## **LOCKER ROOMS** | the College will...

- ❑ Clean and disinfect in-season locker rooms at the start of each day and after each team use.
- ❑ Vacuum, sweep, and/or mop the floors no less than once per week.
- ❑ Empty waste bins no less than once daily.



## LUTH INDOOR PRACTICE FACILITY (IPF) | the College will...

- ❑ Disinfect indoor practice field at least once per week.
- ❑ Clean and disinfect outdoor restroom facility once per week.
- ❑ Clean and disinfect, including, but not limited to, light switches, door handles, stanchions, and handrails, no less than twice per day.
- ❑ Empty waste receptacles no less than once per day.
- ❑ Vacuum, sweep, and/or mop the floors no less than once per week.
- ❑ Utilize sign off sheets to track cleaning frequency.

## RESIDENTIAL HALL SPACES | the College will...

- ❑ Prioritize cleaning and disinfecting common restrooms and high touch common areas.
  - ❑ NOTE: The College will NOT clean private student restrooms since these spaces are mask-free areas and have a heightened risk for close contact transmission.
- ❑ Clean and disinfect each residential common space once per day.
- ❑ Clean and disinfect each common restroom at least once per day and monitored throughout the day. Restrooms are inspected on weekends and cleaned as needed.
- ❑ Utilize sign off sheets in common restrooms to track cleaning frequency.
- ❑ Supply initial basic cleaningkits for students with private restrooms.
  
- ❑ Encourage students to perform the following actions to improve campus health and safety.
  - ❑ Follow manufacturer guidelines to clean computer and electronic equipment no less than once per day. Alcohol based wipes or sprays containing at least 70% alcohol can be used to disinfect electronics, including touch screens, keyboards, and cables.
    - ❑ Note: Avoid spraying cleaning solutions directly into equipment hardware or ports as this could damage the internal components. Wait for the solution to dry before reinserting the batteries into the device.

# Cleaning & Disinfecting Protocols



- ❑ Use computer and electronic equipment covers that can be cleaned and disinfected.
- ❑ Clean and disinfect high touch areas, such as desks, indoor door handles, drawer handles, phones, light switches, and mini fridge doors, no less than twice per day.
- ❑ Avoid shaking laundry items and keep one's laundry separate from others' clothing.

## **RESIDENTIAL LAUNDRY ROOMS** | the College will...

- ❑ Clean and disinfect high touch surfaces, such as washer and dryer buttons, at least once per day, five times per week.
- ❑ Encourage students to pick up their clothing when cycles finish.

## **ELEVATORS** | the College will...

- ❑ Clean and disinfect all elevator buttons, inside and outside, and handrails at least once per day, five times per week.

## **OUTDOOR SPACES** | the College will...

- ❑ Empty waste bins no less than once per day.
- ❑ Clean and disinfect tables and chairs under tents no less than twice per day.

## **COLLEGE-OWNED AND COLLEGE-LEASED VEHICLES** | the College will...

- ❑ Ask drivers to clean and disinfect the steering wheel, interior and exterior door handles, gear shift, seatbelt, turning signal, radio, and any other surfaces touched.
- ❑ Ask drivers to remove personal belongings and remove any waste from the vehicle.



## **SIGN OFF SHEET PROCEDURES** | the College will...

- Ask cleaning staff to use sign off sheets daily to track cleaning frequency.
- Ask first shift cleaning staff to remove the previous day's sign off sheet and give the sheet to his supervisor.
- Ask cleaning staff supervisors to maintain a record of these sign off sheets.

## **BODILY FLUID PROTOCOLS** | the College will...

- Ask cleaning staff to wear eye protection, disposable gloves, facemask, and gowns/aprons that are compatible with the disinfectant products being used.
- Encourage cleaning staff to use a disposable facemask and discard it after the incident response concludes.
- Encourage cleaning staff to utilize additional PPE when there is a heightened risk of splash (e.g. face shield).
- Encourage cleaning staff to remove gloves and gowns/aprons carefully to avoid contamination of the wearer and the surrounding area.
- Encourage cleaning staff to immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Encourage cleaning staff to clean hands immediately after removing gloves and after contact bodily fluids, by washing hands with soap and water for 20 seconds.



# Cleaning & Disinfecting Protocols



## CLEANING STAFF DIRECTIVES | the College will...

- Wear disposable gloves when cleaning as well as disinfecting and discard after each use.
- Wear eye protection when there is the potential for splatter.
- Use manufacturer's instructions on all cleaning and disinfecting products.
- Clean all visibly soiled surfaces before disinfection.
- Immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Wash hands regularly during each shift by using soap and warm water for no less than 20 seconds.
- Speak with a direct supervisor about any questions, concerns, or feedback.
- Socially distance by maintaining six feet from all other persons.
- Wear a facemask at all times, discarding or sanitizing after each use.
- Avoid handling student, faculty, and staff belongings unless necessary.
- Clean and disinfect shared equipment no less than once per day.
- Clean and disinfect all hampers and/or carts no less than once per day.