

Knox COVID Enhanced Cleaning and Disinfecting Protocols

Definitions

- Disinfecting: Using products designed to kill germs on surfaces.
- Cleaning: The removal of dirt and impurities from surfaces.
- Deep clean: includes walls, ceilings, baseboards, furniture, etc.
- High touch surfaces (aka common contact points): includes door knobs/handles, light switches, stairwell railings, faucets, and drinking fountains.
- Common spaces:
 - Residences - lounges, kitchens, laundry rooms, bathrooms, suites, stairwells. Bedrooms are not included.
 - In the apartments (Hamblin, 284 Tompkins, 240 Tompkins (Exec)) common spaces only include laundry rooms and hallways, no spaces inside apartments
 - Academic/Admin areas - restrooms, meetings rooms, kitchens, stairwells. Includes faculty/staff offices, unless floors are obstructed.
 - Athletics areas - locker rooms and Fitness Center

NOT DISINFECTED BY CUSTODIAL STAFF (clean your own germs):

- Vending machines
- Printers, copy machines
- Desktop surfaces, including keyboards and phones
- Kitchenette appliances
- Fitness Center equipment

Disinfecting wipes and hand sanitizer will be distributed to common spaces for personal disinfection (clean your own germs).

Custodial Staff Disinfection and Cleaning Responsibilities:

LOCATION	ENHANCED PRACTICES
General - academic & admin buildings OM, AH, GDH, WAC, CFA, SMC, ASC, Wilson House, Seymour Library, Seymour Union, HOPE Center, Old Jail, Borzello	<ul style="list-style-type: none">● Daily (7/week) clean and disinfection of common spaces, before 8am and end of 1st shift disinfection of high touch areas before end of shifts (around 12:30pm)● 1x per week deep clean
General - residential buildings Quads, Post, Seymour, Williston, Townhouses, Houses	<ul style="list-style-type: none">● Daily (7x/week) cleaning/disinfection of common spaces and restrooms

Other - apartments Hamblin, 284 Tompkins, 240 Tompkins (Exec)	<ul style="list-style-type: none"> • Daily (7x/week) clean/disinfection of common spaces (not within actual apartments) Restrooms are not serviced by custodial staff
Other - Fraternities	<ul style="list-style-type: none"> • Daily (7x/week) clean/disinfection of restrooms in Beta, FIJI, Sigma Chi, Sigma Nu, and TKE
Other - Dining	<ul style="list-style-type: none"> • Daily (7/week) clean floors and lights • Common contact points disinfected every 20 minutes (by dining staff)
Other - Athletics	<ul style="list-style-type: none"> • Daily (7/week) cleaning/disinfection of common spaces and restrooms. The Fitness Center will close for one hour intervals, 3-4 times per day on weekdays and 2-3 times on weekends, for additional disinfecting of equipment by Athletics Staff.
Other - Auxiliary buildings (GSC House, HRC, Cottage, Cultural Centers, etc)	<ul style="list-style-type: none"> • Daily (7/week) cleaning/disinfection of common spaces and restrooms

NOTE - to effectively disinfect surfaces, the product used on campus, HDQ, has a kill time of 10 minutes. This means the product is sprayed on surfaces and not immediately wiped up. Surfaces will feel wet to the touch if recently sprayed.

Cleaning and Disinfection for Campus Facilities

Adapted from the [CDC Guidance for Cleaning and Disinfecting](#)

I. ENHANCED CLEANING PROTOCOLS

A. General guidance:

1. Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
2. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as residence hall communal rooms, public restrooms, exercise rooms, handrails, tables, faucets, and doorknobs.
3. Practice good hand hygiene after cleaning:
 - a) Wash hands with soap and warm water for at least 20 seconds.
 - b) If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

B. Safety guidelines during cleaning and disinfection:

1. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
2. Wear eye protection when there is a potential for splash or splatter to the face.
3. Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.

C. Cleaning and disinfection of surfaces:

1. First clean surfaces and objects that are visibly soiled. If surfaces are dirty to sight or touch, they should be cleaned using a detergent, soap and water or disinfectant cleaner prior to disinfection.
2. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
3. Use an EPA-registered disinfectant for use against the novel coronavirus. Knox is using HDQ, Victory misters, and other appropriate disinfection chemicals. Material Safety Sheets are available and information is printed on every spray bottle distributed for use.
4. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). The disinfectant concentrations and contact time are critical for effective surfaces disinfection. Ensure that disinfectants are prepared (well-ventilated areas) and handled safely, wearing the appropriate PPE to avoid chemical exposures.
 - a) The product used on Knox campus, HDQ, has a kill time of 10 minutes. This means the product is sprayed on surfaces and not immediately wiped up. Surfaces will feel wet to the touch if recently sprayed.
5. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:
 - a) Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
 - b) After cleaning, launder items (as appropriate) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

- c) If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19.

II. ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19

After notification of a person with confirmed COVID-19 on a Knox campus, the following protocol will be followed:

- A. Health Services staff along with Knox Administration will do the following (as applicable):
 1. Identify areas that require restricted access or will be closed during and immediately following enhanced cleaning.
 2. Communicate with impacted department(s). Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.
 3. Coordinate with the director of building services & custodial foremans.
- B. Custodial services will:
 1. Follow the *Enhanced Cleaning for Prevention* guidance outlined in this document.
 2. Open windows to the outside to increase air circulation, if possible.
 3. If possible, wait 24 hours after a person with COVID-19 was present in a space prior to beginning cleaning and disinfection.
 4. If it is not possible to wait 24 hours, the cleaning crew should increase the level of PPE used while cleaning and disinfecting, including using a N95, KN95, or K90 particulate respirator.
- C. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:
 1. Disposable gloves and gowns to protect contamination of clothing
 2. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant
 3. If entering the space less than 24 hours after the ill person was present, the cleaning crew should wear a N95, KN95, or K9 particulate respirator.
 4. All custodial staff must be fully trained on donning and doffing required PPE to prevent cross contamination.