

Fall 2020 Enhanced Cleaning & Disinfection Protocols

Effective August 3, 2020

People who are infected with SARS-CoV-2, the virus that causes COVID-19, can feel healthy yet unknowingly spread the virus. The Carleton College Return to Campus Operations Team (RCOT), in collaboration with Environmental Health and Safety (EHS), Custodial Services and Information Technology Services (ITS), has developed cleaning and disinfection procedures to prevent community spread of SARS-CoV-2 by following [the recommendations](#) of the U.S. Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH). All College units are expected to follow these procedures. Due to the nature of this evolving pandemic situation, these protocols are subject to change under new guidance from the CDC or MDH.

ENHANCED CLEANING AND DISINFECTION FOR PREVENTION

A. Cleaning vs Disinfecting (methods of reducing viral load)

- i. **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs; however, reducing their numbers can lower the viral load and hence the risk of spreading infection.
- ii. **Disinfecting** refers to using chemicals to kill germs on surfaces to effectively eliminate the viral load. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

B. General Guidance

i. Disinfectants used at Carleton College.

The Custodial Department at the college uses products that are [EPA-registered](#), hospital-grade disinfectants, bactericides and viricides:

- Oxivir TB Disinfectant Cleaner
- Alpha Multi Surface Disinfectant
- Pure Bright Germicidal Bleach
- Virex Plus (disinfectant)
- Virex Disinfectant wipes

Supplies available for use by staff, faculty and students include:

- Virex Plus (disinfectant)
- Brawny Wipes
- Virex Disinfectant wipes
- 70% alcohol wipe

To maintain effective enhanced college-wide protocols, only these products shall be used daily.

ii. High-traffic priority spaces and objects.

As per [CDC](#) and MDH guidance, most spaces and surfaces will be cleaned following the College's usual protocols. However, to limit the buildup of viral load, the following high-traffic priority spaces and objects are to be cleaned and disinfected daily (or more often, depending on their use pattern):

- High-touch surfaces such as handrails, elevator buttons, door handles and push plates, light switches, countertops, plumbing fixtures, shared keyboards and other shared equipment (white board markers, lapel mics).
- Common areas in residence halls (laundry, lounges, kitchens).
- Restrooms.
- Common areas in academic and administrative buildings such as lobbies, public seating and tables, break rooms (including shared equipment such as microwaves and toaster ovens) and hallways.

iii. Custodial cleaning and disinfecting targets and frequency.

- Custodial Services will provide daily cleaning and disinfecting services to the high-traffic priority spaces and objects in buildings (such as classrooms, computer/study labs, conference rooms, lecture halls, public sitting areas, and restrooms).
- Offices are cleaned and disinfected weekly. Cleaning and disinfecting supplies are available as per section Bv, below.
- Residence Halls are cleaned and disinfected daily on high-touch surfaces (handrails, elevator buttons, door handles and push plates, light switches, kitchens, lounges and restrooms). Cleaning and Disinfecting supplies are available as per section Bv, below.
- Townhouses are considered private living areas and are provided cleaning and disinfecting supplies as per section Bv, below.
- All other houses are cleaned weekly and are provided cleaning and disinfecting supplies as per section Bv, below.

These enhanced practices will continue until the CDC recommends a return to normal practices.

iv. Bon Appetit (BA) cleaning and disinfecting targets and frequency.

- BA uses [EPA-registered disinfectants](#) and follows the manufacturer guidelines for product dwell time to ensure proper disinfection.
- BA staff are responsible for cleaning and disinfecting all designated eating areas for which they are responsible (Burton Dining Hall, East Dining Hall, Sayles Café, Weitz Café, and Schulze Café). BA has initiated a system for indicating whether a table has been disinfected. Diners should look for the green/red cards located on each table. When a diner leaves the table, they turn the card to the red position to indicate the table needs to be cleaned and disinfected.

- Custodial Services provides daily cleaning and disinfection of high-touch surfaces (walls, windows, light fixtures, door handles) and scrubbing and mopping of floors in the seating areas.

v. **Expectations of departments, faculty, staff, and students.**

You are asked to help mitigate the spread of SARS-CoV-2 by disinfecting your work areas and personal spaces.

- **“Sanitize In & Sanitize Out.”** Before entering and after leaving teaching spaces, you are required to sanitize your hands.
- In classrooms, computer labs, laboratories and athletic facilities, disinfecting supplies are available (ready-to-use disinfectant, disinfectant wipes, compostable Brawny wipes and 70% alcohol wipes). These chemicals are non-hazardous and the use of gloves is not required; however, gloves can be requested via the [facilities work order system](#).
- At teaching stations there will be disinfecting wipes for the keyboard and mouse and separate alcohol wipes for use on the touch-panel ONLY.
- In offices, departmental suites, workrooms, and other work spaces, disinfecting supplies (ready-to-use disinfectant and compostable Brawny wipes) are available by request through the [facilities work order system](#). Clorox Virex Disinfectant wipes are supplied only to classrooms, laboratories and athletic facilities due to product sourcing availability.
- Use only the chemicals supplied by Custodial Services; do not use other household cleaning supplies. The chemicals supplied by Custodial Services will ensure that we are using only EPA-registered products that have been certified for SARS-CoV-2 disinfection.
- **Disinfect daily.** At least once per day, disinfect all commonly touched surfaces in your area (phone, desktop, computer keyboard and mouse, chair arms, copiers, refrigerators, shared computer keyboards, touch-panels, counter tops, white board markers, etc.). [Please refer to the electronics section below.](#)
- **Wash your hands** frequently during the day with soap and warm water for at least 20 seconds, and after each time you clean your area.
- If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 65% alcohol. Then wash your hands as soon as possible.

C. How to Disinfect

i. **Disinfecting hard surfaces (excluding electronics).**

- Examples include metal, plastic, glass and other water-impermeable items.
- Use ready-to-use Virex all-purpose disinfectant cleaner (in a labeled spray bottle) provided by Custodial Services.
- Hold the spray bottle approximately 6-8” from the contaminated surface.
- Mist the surface until completely wet (or spray on a towel and then apply to the surface).

- **The surface MUST remain continuously wet for 3 minutes** to kill the virus that causes COVID-19 and disinfect the surface (rewet the surface if it begins to dry before three minutes have passed).
- After three minutes, you may allow the surface to dry, or you can dry the surface with a disposable Brawny towel. Place the used disposable Brawny towels in the compost.
- Wash your hands!

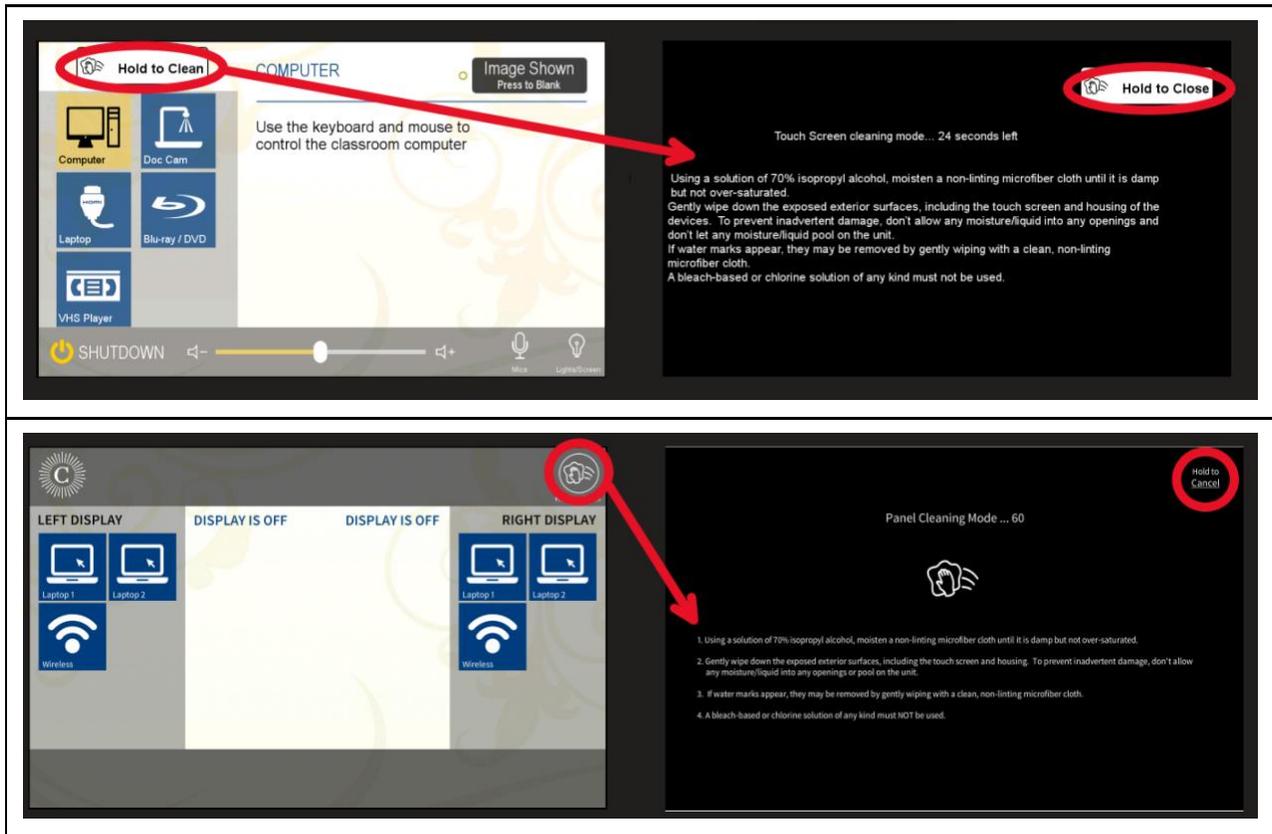
ii. Cleaning college-owned fleet vehicles.

- These guidelines follow [CDC recommendations](#) and include the College's vans, service vehicles, golf carts, ATVs, riding mowers, etc.
- Clean and disinfect the vehicle before using and when finished using. This applies even if you are normally the sole user of the vehicle.
- Open the doors and windows to ensure adequate ventilation.
- If you are the only person using the vehicle, clean and disinfect the vehicle at the beginning and end of your shift.
- For hard, non-porous interior surfaces such as steering wheels, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, use the ready-to-use Virex all-purpose disinfectant cleaner (in a labeled spray bottle) provided by Custodial Services:
 - Hold the spray bottle approximately 6-8" from the contaminated surface.
 - Mist the surface until completely wet (or spray on a towel and then apply it to the surface).
 - **The surface MUST remain continuously wet for 3 minutes** to kill the COVID-19 virus and disinfect the surface (rewet the surface if it begins to dry before three minutes have passed).
 - After three minutes, you may allow the surface to dry, or you can dry the surface with a disposable Brawny towel. Place the used disposable Brawny towels in the compost.
 - Wash your hands!

iii. Disinfecting electronics and IT touchscreens.

- Examples include keyboard and mouse, microphones, document cameras, phones, printers, scanners, tablets, recording equipment, 3D printers, hand-held tools, etc.
- **Do not spray any liquid disinfectant product. Use only the provided wipes.**
- For keyboards and mice, use the Virex Disinfectant or wipes. Dispose of used wipes in the trash. Wipe down the keyboard and screen, being careful not to use excessive pressure, which may squeeze liquid out of the wipe and into the keyboard.
- For IT touchscreens, place the screen in "Clean Mode" by touching the words "Hold to Clean" in either the upper left or upper right of the touch panel screen. Using a 70% isopropyl alcohol wipe, wipe down the screen. You will then have 30-60 seconds without activating any of the other touchscreen controls. You can press the "Hold to Clean" button to go back to normal operations.

- Wash your hands!
- Below are sample screens from the touch panels in our classrooms and labs:



v. Items that need to be laundered (lab coats, athletic towels).

- Wear disposable gloves when handling dirty laundry.
- In order to minimize the possibility of dispersing virus through the air, do not shake vigorously.
- Wash items in accordance with manufacturer’s instructions, using the warmest appropriate water setting. Dry items completely.
- Dirty laundry that has been in contact with an ill person can be washed with other people’s clothes.
- Clean and disinfect hampers or other laundry carts according to guidance for hard or laundered surfaces.
- Remove gloves and place in garbage, and wash your hands right away.

vi. Disinfecting soft (porous) surfaces, such as carpets, furniture fabrics, etc.

- If you need such items (upholstered furniture or draperies) disinfected, please complete a [facilities work order](#).

D. Actions Upon Notification of a Confirmed Case on Campus

Many variables will influence how the College responds when confirmed cases are reported on campus. Each report will be treated on a case-by-case basis to ensure the most timely, effective, and thoughtful actions.

Definitions: Quarantine vs Isolation

- (a) **Quarantine** means restriction, during a period of communicability, of activities or travel of an otherwise healthy person who likely has been exposed to a communicable disease to prevent disease transmission during the period of communicability in the event the person is infected. At Carleton, this is accomplished by using designated quarantine self-contained apartments or student rooms.
- (b) **Isolation** means separation, during the period of communicability, of a person infected with a communicable disease, in a place and under conditions so as to prevent direct or indirect transmission of an infectious agent to others.

i. Disinfecting for spaces specifically designated for quarantine and isolation.

- Custodial staff will use the following PPE:
 - (1) Disposable gloves.
 - (2) Face coverings, including chemical splash goggles and the College-required cloth face mask.
- Ensure all individuals have left the space.
- Control access and limit foot traffic in adjacent spaces and hallway.
- Attempt to seal off the area entrance to limit airflow into adjacent unaffected spaces.
- Open outside windows/doors and use ventilation fans to increase air circulation in the affected area.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- If surfaces are dirty/soiled, then clean them before beginning the disinfection procedure.
- Use gloves when removing garbage bags and handling and disposing of trash.

ii. Activation of the cleaning and disinfecting protocol with a confirmed case of SARS-CoV-2.

The contact tracing team, as part of its process, will identify residence rooms and other campus spaces frequented by the infected person and forward that information to the Custodial Manager in order to activate the SARS-CoV-2 positive cleaning protocols.

iii. Servicing isolation rooms/facilities.

In areas where persons are being housed in isolation, the College will follow the [CDC Cleaning and Disinfecting Guidelines](#). Custodial Services will:

- Provide cleaning and disinfecting supplies to the living space/bedroom.
- Provide a lined trash can(s) for the ill persons to use.
- Custodial PPE Requirements. While the CDC acknowledges that “[the risk of exposure to cleaning staff is inherently low](#),” the College will follow all CDC recommendations and require cleaning staff to use the following PPE:
 - (1) Face mask.

- (2) Disposable gown or coveralls (as per [CDC guidelines for IHE](#)).
- (3) Splash-resistant goggles.
- (4) Disposable gloves.
- Custodial staff will use gloves when removing garbage bags, handling, and disposing of trash.
- Supervisors must ensure that all cleaning personnel are fully trained on donning and doffing the required PPE to prevent cross contamination.
- Vacuum the space if needed using a vacuum equipped with a HEPA filter when possible. Consider temporarily turning off room fans and the central HVAC system that services the room so particles that escape from vacuuming do not circulate throughout the facility.
- Guidance for other Facilities personnel:
 - Required PPE is the same as in the Custodial PPE requirements above.

PROGRAM EVALUATION AND REVISION RECORD

At least annually, a documented review shall be conducted to ensure that the provisions of the current Enhanced Cleaning and Disinfecting Protocols are being effectively implemented, and that it continues to be effective.

RESOURCES

[CDC Interim Guidance for Administrators of US Institutions of Higher Education](#)

[CDC Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, Considerations for Employers](#)

[CDC Cleaning and Disinfection for Community Facilities: Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 \(COVID-19\)](#)

[CDC Cleaning and Disinfection for Households: Interim Recommendations for U.S. Household with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\)](#)

[CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[Minnesota Department of Health COVID-19 Cleaning and Disinfecting Guidance for Institutes of Higher Education](#)

[CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[CDC COVID-19 Guidance for Shared or Congregate Housing](#)

[MDH COVID-19 Cleaning and Disinfecting Guidance for Institutes of Higher Education](#)

[MDH COVID-19 Frequently Asked Questions About COVID-19 for Facilities Service and Cleaning Staff](#)