
CUSTODIAL SERVICES FALL 2020 CLEANING PLANS FOR E & G BUILDINGS

DATE: JUNE 2020

This plan outlines Arkansas Tech University Office of Facilities Management (FAMA) policies and procedures for treating offices and/or classrooms occupied by a campus community member who has a positive diagnosis for COVID-19. This plan was developed based on U.S. Centers for Disease Control and Prevention (CDC) guidelines. It is subject to change as national and state guidelines, rules and codes are updated. Cleaning and treatment times will vary depending on area size and how many total areas the infected person visited.

1. The affected office/classroom will be evacuated before FAMA personnel treat the area.
2. FAMA personnel will not treat the area during normal working hours. To protect employees, FAMA personnel will not enter the affected area for at least 36 hours.
3. FAMA personnel will mark the area to be treated with DO NOT ENTER signage when notification of a positive case is received.
4. FAMA personnel will sanitize the area with the Clorox Total 360 System¹.
 - a. FAMA employees will wear necessary personal protective equipment (PPE):
 - i. TYVEK suit
 - ii. Respirator
 - iii. Gloves
 - iv. Eye protection
 - v. Foot protection
 - b. Only employees who have received the necessary training and passed the respirator fit test will be asked to perform this cleaning.
 - c. The area will sit for no less than 30 minutes after Clorox Total 360 System treatment to allow for the necessary kill time for the product.
5. FAMA personnel will follow up with additional manual cleaning of high frequency touch areas in the affected area, including but not limited to:
 - a. Phone
 - b. Computer, monitor, keyboard and mouse
 - c. Desk and table surface, legs, drawer front, etc.
 - d. Hard surfaces on seating
 - e. Student desks and tables in typical classrooms
 - f. Door handles
 - g. Drawer/cabinet and other storage handles and hard surfaces
6. FAMA will use Oxivir wipes for the manual cleaning.
7. FAMA will NOT manually clean books, paper products, food and other “soft” goods and personal property in the office. The Clorox 360 System is designed for those surfaces. FAMA recommends

the occupant or occupants clean these items as they see fit with the university-provided wipes or dispose of them.

8. Upon completion of the cleaning described in this document, FAMA will lock the office and label it to indicate FAMA has completed the cleaning. This directive is for individual offices. This label is intended for the office occupant only. Affected office suites and other areas will not be labeled separately upon completion of cleaning. However, the appropriate vice president, dean and department head will be notified.

In addition, FAMA will clean the following using the procedures above:

1. The nearest restroom and the route between the office/classroom and that restroom
2. The entire office suite if the affected office is contained inside an office suite
3. The route between the nearest building entrance and the affected area
4. All door handles and other surfaces at the nearest entrance
5. Any additional areas that should be cleaned in accordance with contact tracing guidelines

Notes and references:

- 1) <https://www.cloroxpro.com/products/clorox/total-360/>