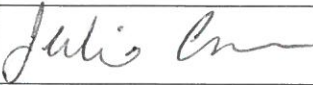



Arkansas Tech University

Office of Facilities Management

Custodial Services Corley Building Lab COVID-19 SOP

SOP No.:	CS0001	Revision:	0
Department:	Custodial Services	Date:	08/10/20
Dept. Head Approval:			
Director Approval:	 8-11-2020		

1. **Purpose:** The purpose of this SOP is defining the procedure used to sanitize Corley building engineering labs during the COVID-19 pandemic.
2. **Scope:** This SOP outlines the additional steps Custodial Services employees will perform in the Corley building engineering laboratories during the COVID-19 pandemic. It will also include cleaning products provided for student/faculty use in the Corley building laboratories. Due to staffing and timing limitations, several of the necessary steps required to ensure occupant safety from the spread of COVID-19 are the responsibility of the student and/or the faculty member working in the laboratory. These steps were established in consultation with Environmental Enterprise Group, Inc.
3. **Responsibility:** The custodial services department of Facilities Management, the engineering lab faculty, and the students utilizing the engineering laboratories all share in the responsibility for tasks necessary to prevent the spread of COVID-19. This SOP defines the tasks custodial services employees will take, but will also indicate those recommended for laboratory occupants.
4. **Health and Safety:** Facilities Management employees will follow all necessary occupational health and safety directives and guidelines as indicated in the FAMA Health and Safety Manual as well as the SDS data for the recommended products. These include, but are not limited to respiratory protection, gloves and eye protection. The products recommended for occupant use are “over the counter” and do not require special PPE or other safety precautions. Employees must wear a mask at all times in the laboratories.
5. **Procedure:**
 - 5.1. Facilities Management custodians will treat each Corley building laboratory with the Clorox Total 360 electrostatic sprayer every morning one hour before classes begin, or earlier.
 - 5.2. Facilities Management custodians will perform manual cleaning of floors and other hard surfaces, as well as custodial services routine cleaning tasks in these spaces (i. e. emptying trash, refilling hand sanitizer, refilling disinfecting wipe containers).
 - 5.3. Faculty and students should wash their hands before entering the lab, and use hand sanitizer upon entering.
 - 5.4. Faculty and students should clean all the surfaces they will touch with the provided disinfecting wipes.

- 5.5. Faculty and students MUST wear a mask at all times while in the lab.
- 5.6. Faculty and students should reclean/disinfect their hands if they touch any part of their body during the lab. This re-cleaning should occur before they touch anything else in the lab.
- 5.7. The last faculty member, or a student they designate, to use the lab will remove used items from drawers, cabinets, or other containers and place them on the countertops. This will ensure the Clorox Total 360 System treatment effectively reaches these items when the room is cleaned the next morning.

6. Reference Section

- 6.1. Clorox Total 360 System SDS: <https://www.thecloroxcompany.com/wp-content/uploads/2019/09/Clorox-Commercial-Solutions%20AE-Clorox%20AE-Total-360%20AE-Disinfectant-Cleaner1.pdf>
- 6.2. Clorox Total 360 System Training Video: <https://www.cloroxpro.com/resource-center/clorox-total-360-system-training-english/>
- 6.3. FAMA Health and Safety Manual: <https://www.atu.edu/facilities/manual.php>