I. **Overview**
The Centers for Disease Control and Prevention (CDC) advises enhanced cleaning and disinfection of workplaces and universities. Custodial Services will continue operations on campus; however, their routine duties will change to focus more on the disinfection of common areas and high-touch surfaces. Students and employees will have responsibilities to disinfect common areas that they use in classrooms, offices, labs, and other shared spaces. Disinfecting supplies will be supplied through Central Stores and managed by Custodial Services.

II. **Applicability:**
These procedures apply to all faculty, staff, and students while they are on UW property (leased or owned).

III. **Procedure: Moderate Alert Protections in Place**
To reduce the spread of infection, all high-touch and shared surfaces should be disinfected. Common areas, such as restrooms, hallways, classrooms, conference and collaboration rooms, etc. shall be cleaned and disinfected at least one time per day by Custodial staff. This may be done by hand or by use of an electrostatic sprayer/mister.

To reduce the spread of infection in classrooms, labs, and conference/collaboration rooms, all high-touch and shared surfaces should be disinfected by the users of those spaces (faculty, staff and students). These areas will be disinfected at the beginning of a class/meeting, before occupants are seated and start working.

To reduce the spread of infection in academic and administrative offices and cubicle spaces, all high-touch and shared surfaces should be disinfected by the users of those spaces (office occupants).

A. **Procedure/Process**

1. Custodial Services will use its EPA-approved product for disinfecting common areas and high-touch surfaces. High-touch surfaces are door handles, elevator buttons, light switches, drinking fountains, handrails, faucets, etc.

2. All faculty, instructional staff, and students will use the provided EPA-approved disinfectant wipes upon entering a classroom or lab.
Students will use the wipes provided to wipe the arms of their chairs and the work surface they are using. If chairs are not fabric, students may choose to wipe the seats and backs of the chairs as well, although this is unnecessary. ONE disinfectant wipe is effective for this purpose.

Faculty and Instructional staff will use the disinfectant wipes provided to wipe their work surfaces and any equipment they will use that can be used by other faculty and staff. ONE disinfectant wipe is effective for this purpose.

Custodial staff will check the content of the wipe canisters, and refill them as needed.

3. Academic and administrative office occupants will use spray bottles of disinfectant and either disposable wipes or micro cloths.
   i. Common areas such as chair arms, work surfaces, light switches, copiers and printers, keyboards, etc. shall be disinfected by the users of these items (office occupants).
   ii. In office settings, disinfecting high-touch shared surfaces may be completed at the end of a workday if office occupants are washing their hands after using shared equipment. However, office occupants are welcome to use their office’s disinfectant wipes before using shared equipment.
   iii. Requests for refills of disinfectant bottles and additional wipes/towels will be made to Custodial Services.

4. Computer keyboards are sensitive to frequent use of cleaning and disinfecting agents. When using disinfectant spray on a keyboard, spray the disinfectant onto the towel, not directly onto the keyboard. When using a disinfectant wipe, brush it lightly over the keyboard to ensure the surface is wet, but do not press down on the keyboard, as it is likely moisture from the wipe will seep into the keyboard.

IV. Procedure Modifications: Very High Alert
   - The campus will be open to only a few members of the EOC and possibly a small crew of Facilities employees.

V. Procedure Modifications: High Alerts
   - Disinfecting procedures would continue as during a Moderate Alert situation, but there would be many fewer people on campus, so some rooms or buildings may be closed/shut down.

VI. Procedure Modifications: Low Alert
   - Proper hand and respiratory hygiene practices would continue to be promoted. Disinfecting practices at the custodial level will continue to be practiced.

VII. Guidance Documents/Policy Links:
   - https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19;
   - UW System Plan Ahead Team – Facilities Group

VIII. Templates/Forms:
IX. Definitions

Cleaning: using water and detergent to remove dirt and germs from a surface. This does not kill the germs, but it lowers their numbers on the surface by removing them.

Disinfecting: kills germs on a surface. Can be done after cleaning or just on its own.

High-touch, shared surfaces: door and drawer handles/knobs, elevator buttons, work surfaces (desk, counter, and tabletops), office machines (copiers, printers), light switches, drinking fountains, faucet handles, railings, shared computers, chair arms.

X. Revision History:
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