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. Custodial Services will also be providing enhanced after hours and on-call disinfecting. As it provides these services, Custodial Services will consider the Campus’s sustainability goals and philosophy.

II. Applicability:
These procedures apply to all custodial staff, or those employees called on to perform custodial duties. This includes those who work at the UW-Fond du Lac and UW-Fox Cities campuses, as well as custodians employed in Reeve Union, Blackhawk Commons, and the Student Rec and Wellness Center.

III. Procedure: Moderate Alert Protections in Place
To reduce the spread of infection, all high-touch and shared surfaces should be regularly disinfected. Common areas, such as restrooms, hallways, classrooms, conference and collaboration rooms, etc. shall be cleaned and disinfected one time per day by Custodial staff. Additionally, the Custodial Department will make all efforts to completely disinfect all campus buildings twice weekly. This may be done by hand sprayer or by use of an electrostatic sprayer. Areas of high concern such as the Student Health Center, the Childrens’ Care and Learning Center, Fox Cities Daycare Center, athletic training and student exercise areas shall get increased services.
A. Procedure/Process

1. Custodial Services will use its EPA-approved (for COVID-19) product for disinfecting **common areas and high-touch surfaces** in all buildings. See definitions of commons areas and high-touch surfaces in section VI near the end of this document.

2. **COVID Testing Center**- Staff, medical and non-medical, perform disinfecting tasks throughout the day in the Testing Center. Disinfecting wipes are used on reusable equipment and tools. After the Center closes in the evening, Custodial staff disinfect the area using an electrostatic sprayer.

3. **Quarantine Areas**- Students in the Quarantine area are expected to use disinfectant spray on the toilet, sink and faucets and shower and controls after they have used these things. Custodial staff run the electrostatic sprayer through each restroom and all other common areas after midnight three times per week. Custodial staff will run the electrostatic sprayer in the rooms before a new occupant enters.

4. **Isolation Areas**- Custodial staff run the electrostatic sprayer through each restroom and all other common areas three times per week, starting around midnight. Custodial staff will run the electrostatic sprayer in the rooms before a new occupant enters.

5. **Resident Halls**- In addition to the routine cleaning that Custodial staff have always performed in the Res Halls, staff run the electrostatic sprayer through each restroom and all other common areas three times per week, starting around midnight.

6. **Academic Buildings**- In addition to the routine cleaning that Custodial staff have always performed in the Academic buildings, staff run the electrostatic sprayer through each restroom and all other common areas two times per week, generally starting after 5:00 p.m.

7. **Administrative & Support Services Buildings**- In addition to the routine cleaning that Custodial staff have always performed in the Admin and Support Services buildings, staff run the electrostatic sprayer through each restroom and all other common areas two times per week, generally after 5:00 p.m.
8. **Personal Protective Equipment (PPE)** - Please see the definition of PPE in section VI near the end of this document. Depending on the potential risk of exposure to a hazard while performing their job tasks, Custodial staff are directed to wear certain PPE while completing that task.

- When working in the **Isolation** areas on campus, PPE requirements differ only slightly by task. When operating the electrostatic sprayer, coveralls, **half-mask cartridge respirator**, safety goggles or a face shield and nitrile gloves are required. Any other work performed in the Isolation areas require coveralls, **N95 respirator**, safety goggles or face shield and nitrile gloves.
- When working in the **Quarantine** areas on campus, N95 respirators are optional. If the custodian is operating the electrostatic sprayer, they must wear the half-mask cartridge respirator. Coveralls and goggles/face shields are optional in the Quarantine area unless performing a task where there is potential risk of chemical splash.
- **Shoe covers** (also called booties) are optional in both Isolation and Quarantine areas.
- All employees who are required by UWO to use an N95 or a half-mask respirator during the performance of certain work tasks must follow OSHA and UWO Respiratory Programs. These efforts are coordinated by the campus EHS Coordinator.
- All employee who are required by UWO to work in the Isolation areas on campus must receive training in proper donning and doffing procedures. This training is provided by the campus EHS Coordinator.

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, although likely with less frequency.
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
- Safety Data Sheet access (for the two chemicals UWO uses for disinfecting purposes – Virex and Oxivir) ChemWatch SDS website. Click on the FOLDERS carrot. Double-click on Custodial green folder. SDS are listed alphabetically.
- OSHA Respiratory Protection Standard 1910.134, OSHA

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.

Common Areas: hallways/corridors, lobbies, employee break rooms, open gathering areas, meeting/collaboration rooms, entryways/vestibules,

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.

Personal Protective Equipment (PPE): equipment worn to minimize exposure to hazards in the workplace that may lead to employee injury or illness. The employer is responsible to conduct a hazard assessment of the job area or task to determine
the need for and type of PPE. The employer must provide the proper PPE to employees and must train employees in the use of and care for their PPE.

X. Revision History:
Created 9/30/2020
Revised