

STANDARD OPERATING  
PROCEDURE (SOP)  
RISK AND SAFETY

Effective Date: October 1, 2020 Approval Date: October 2, 2020 Updated: September 13, 2021  Title: Disinfecting Practices (Custodial Services – Campus-wide) <b>Original</b> SOP Number: PND-20-10	Department Name: Custodial Services  Phone: (920) 424-4405  E-mail: <a href="mailto:custodial@uwosh.edu">custodial@uwosh.edu</a> Website: <a href="http://uwosh.edu/facilities/operations-and-maintenance/custodial-office/">uwosh.edu/facilities/operations-and-maintenance/custodial-office/</a>
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**I. Overview**

The Centers for Disease Control has found that becoming infected with COVID-19 from physical contact with a contaminated surface is quite low. The principal mode by which people are infected with COVID-19 is through exposure to respiratory droplets carrying the virus. Custodial Services will no longer regularly disinfect high-touch surfaces, but it will continue its regular daily cleaning practices.

**II. Applicability:**

These procedures apply to **all** custodial staff, or those employees called on to perform custodial duties. This includes those who work in Reeve Union and Blackhawk Commons. The Student Rec and Wellness Center on the Oshkosh campus will continue to perform electrostatic sprayer disinfecting of its exercise and weight equipment until further notice. Barlow Planetarium staff will continue to use the electrostatic sprayer to disinfect the theater between shows on the weekends.

**III. Procedure/Process**

- 1. COVID Testing Center-** Staff, medical and non-medical, perform disinfecting tasks throughout the day in the Testing Center. After the Center closes in the evening, Custodial staff disinfect the area using an electrostatic sprayer.
- 2. Quarantine Areas-** Custodial staff run the electrostatic sprayer through each restroom and all other common areas after midnight three times per week.
- 3. 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.
- 4. Shared offices and resident hall student rooms-** If an employee or student tests positive for COVID, Custodial Services will use the electrostatic sprayer to apply disinfectant as soon as possible after being notified of the occurrence. If the room is vacated for 24 hours or more, there is no need to perform this process. Contact [custodial@uwosh.edu](mailto:custodial@uwosh.edu) for the Oshkosh campus and [fox-maintenance@uwosh.edu](mailto:fox-maintenance@uwosh.edu) for the Fox Cities campus.

5. **Residence Hall Floors with ten percent or higher COVID Positive Test Rate**– If Residence Life is informed that a floor in one of its residence halls has achieved a ten percent or higher Positive test rate, it will request an electrostatic sprayer disinfectant application from Custodial Services. Custodial Services will send staff to apply disinfectant to common/shared surfaces in the hallways, lounges and restrooms of that residence hall floor. This will be performed by third shift custodians, most likely after 1:00 a.m. the date of receipt of the notification from Res Life.
6. **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 or Quarantine floors on the Oshkosh campus, PPE requirements are as follows. When operating the electrostatic sprayer, a half-mask cartridge or N95 respirator, safety goggles or a face shield and nitrile gloves are required.
  - 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.

#### IV. Guidance Documents/Policy Links:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>□
- <https://cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>□
- Safety Data Sheet access (for the two chemicals UWO uses for disinfecting purposes – Virex and Oxivir) are located on our campus’s electronic storage site, ChemWatch. ChemWatch Click on the FOLDERS carrot. Double-click on Custodial green folder. SDS are listed alphabetically. The Fox Cities and Fond du Lac campuses keep paper copies of those SDS in their Facilities Maintenance Depts.
- OSHA Respiratory Protection Standard 1910.134, OSHA□

#### V. 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.

**VI. Revision History:**

Created 9/30/2020

Revised 9/13/2021