

## **St Mary's University Housekeeping Procedures**

### **Academic and Common Areas**

Classrooms and meeting areas shall be cleaned and disinfected daily and between classes and events as schedule allows. Particular attention shall be given to high touch areas, to include, but not limited to: doors, door frames, door knobs, light switches, hand rails, cabinets, storage areas, lockers, counter tops, desks, tables, chairs, knobs, handles, key boards, touch screens, lab equipment, and office equipment. Public restrooms and common areas shall be cleaned daily and disinfected regularly during class periods and between scheduled events.

### **Residential Buildings**

Residential building common areas shall be cleaned and disinfected daily. Particular attention shall be given to high touch areas, to include, but not limited to: doors, door frames, door knobs, light switches, hand rails, cabinets, storage areas, lockers, counter tops, desks, tables, chairs, knobs and handles. Public restrooms shall be cleaned daily.

### **Areas Occupied by COVID-19 Suspected and Confirmed Persons**

Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

Common spaces shall be aired out for a minimum of 24 hours before cleaning.

Individual spaces shall be aired out for a minimum of 7 days before cleaning unless it is determined by senior management that the area needs to be cleaned and disinfected sooner due to an essential operational demand. This cleaning may be done with organic staff or by an outside service.

All areas used by the ill persons shall be cleaned and disinfected – offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) – and giving extra focus on cleaning frequently touched surfaces.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, however, the area will be cleaned and disinfected out of an abundance of caution, prior to it being placed back into service.