

Hudson Valley Community College
COVID-19 Enhanced Cleaning and Disinfection Protocols
Revision Date: October 12, 2020

I. Introduction

Enhanced cleaning and disinfection is critical to reducing the spread of COVID-19 at Hudson Valley Community College. These protocols have been developed to provide consistent practices for enhanced cleaning and disinfection in accordance with New York State Department of Health regulations, CDC recommendations and SUNY guidance.

It is expected that all employees, students, visitors and contractors will follow these protocols to protect their own health and safety, as well as the health and safety of other members of the campus community.

These procedures are in effect until further notice and are subject to change at any time as additional guidance becomes available.

II. Custodial Department Cleaning and Disinfection Protocols

The following protocols describe the cleaning and disinfection procedures to be followed by the custodial department.

A. Routine Cleaning

Routine cleaning of occupied areas shall be continued according to departmental standards and includes actions such as:

- Cleaning high-contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming entryways and high-traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Note: the frequency of routine cleaning standards may be relaxed, as needed, in order to allow for greater focus on high-risk locations. Cleaning measures such as vacuuming, removing trash, sweeping, or cleaning walls may be performed less frequently to allow for increased cleaning and disinfection of frequently touched surfaces.

B. Disinfection of Frequently Touched Surfaces

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using products found on the Department of Environmental Conservation (DEC) [list of products](#) registered in New York State and [identified by the EPA](#) as effective against COVID-19. When such products are temporarily not available, disinfectants labeled for effectiveness against human coronaviruses must be used. A fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water) or 70% alcohol can also be used for disinfecting, if surfaces are compatible.

Examples of frequently touched surfaces include:

- Breakroom tables and chairs
- Breakroom refrigerator and microwave doors and handles
- Door handles and push plates
- Stair handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains

Particular focus should be paid to the daycare center and areas of higher traffic such as ITS, Guenther lobby, LaPan, Campus Center and any academic spaces in use. These higher-use areas should receive cleaning of restrooms and water fountains and disinfection of high-touch surfaces at least twice per day.

C. Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive immediate notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19.

The procedures for cleaning and disinfection following a suspected or confirmed case of COVID-19 are found in Appendix A of this document.

D. Custodial Department Personal Protective Equipment

Personal protective equipment (PPE) and practices for routine enhanced cleaning and disinfection:

Hands: Custodial employees should wear disposable nitrile or latex gloves while removing trash, cleaning restrooms, hand-cleaning any surfaces and using any chemical products.

When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination. Hands should be washed before putting on gloves; touching the face or uncontaminated surfaces while wearing gloves should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated part (outside surface) of the gloves.

Eyes: Chemical goggles should be worn if splashing of chemicals into the eye is possible. During this period of increased precaution, goggles should be disinfected or washed with soap and water after using. Handwashing with soap and water should be performed for at least 20 seconds after handling goggles.

Face: A face mask is required to be worn when cleaning, when working within six feet of anyone else and when in common areas or shared spaces. The college will provide face masks to all employees, or employees may choose to bring their own mask or cloth face covering that covers the mouth and nose.

When wearing a mask, employees should:

- Make sure that it fits snugly and cover the nose and mouth
- Avoid touching the mask surface. Try to handle by the straps only.
- Store in a clean, dry place when not in use
- Wash cloth face masks frequently, especially when soiled or wet. Masks can be washed in warm water and tumbled dry on the high setting.
- Replace disposable surgical-style face masks when torn, dirty or wet. Please note that supplies are limited and replacements may not be readily available.
- Do not become complacent with other protective measures:
 - Do not touch the mask or face
 - Continue to be vigilant with thorough and frequent handwashing
 - Practice respiratory etiquette and cover your coughs or sneezes
 - Frequently disinfect high-touch surfaces and shared equipment
 - Practice social distancing – even when wearing masks

If an employee is not able to wear a face mask for medical reasons, they should contact the Center for Access and Assistive Technology at (518) 629-7154 or caat@hvcc.edu. If supplies permit and if there are no medical restrictions, the employee will be issued a face shield to be used instead of a mask. No additional documentation is required.

III. Departmental Disinfection of Frequently Touched Surfaces (Non-Custodial Employees)

A. Administrative Spaces

Building occupants should use disinfectant wipes or spray provided by Inventory or Physical Plant to frequently disinfect high-touch surfaces in their own workspace or shared spaces such as:

- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Service counters
- Light switches
- Break area refrigerator and microwave handles
- Vending machine buttons
- Door handles and push bars
- Copy machine controls
- Shared tools and equipment

1. Disinfecting Wipes

The following steps should be taken when using disinfecting wipes:

- If surface is visibly dirty, use one wipe to wipe it clean and then discard.
- Use a second wipe to wipe the surface to be disinfected. Use enough wipes for surface to remain visibly wet for the amount of time specified on the label.
- Discard all wipes in trash.
- Wash hands thoroughly or use a hand sanitizer with at least 60% alcohol.
- Let the surface dry before using it.

2. Disinfecting Spray

The following steps should be taken when using Morning Mist® disinfecting spray:

- If needed, pre-clean to remove visible dirt
- Spray disinfectant liberally to thoroughly wet surfaces. **Leave for 10 MINUTES** to allow disinfectant to work properly. Wipe off any residual disinfectant remaining on surface.
- Dispose of used paper towels in trash.
- Wash hands thoroughly or use an alcohol-based hand sanitizer.

B. Academic Spaces

The custodial department should disinfect high-touch and shared surfaces in classrooms and labs at least once daily. Faculty and students should use the disinfecting supplies provided to disinfect their own learning spaces and high-touch surfaces in the room before and after using the space. Spaces to disinfect include:

- Desks
- Chairs
- Instructor console
- Computer keyboards and mice
- Light switches
- Doorknobs and handles
- Shared tools and equipment

Instructions provided in the previous section should be followed when using disinfecting supplies. A Classroom Cleaning and Disinfection Log should be posted in each learning space and completed by the faculty member following each disinfection.

C. Department-Specific Procedures

Additional departmental cleaning and disinfecting procedures have been established in certain areas. Departments should ensure that all products used are found on the Department of Environmental Conservation (DEC) [list of products](#) registered in New York State and [identified by the EPA](#) as effective against COVID-19.

D. Personal Protective Equipment

Gloves are not required to be worn by employees and students wiping down their own spaces or common spaces with disinfecting wipes unless the safety data sheet (SDS) or label advises the use of gloves to protect against the chemicals in the wipes.

Individuals may choose to wear gloves while using disinfecting products, especially if soap and water are not available in the area. When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination. Hands should be washed before putting on gloves; touching the face or uncontaminated surfaces while wearing gloves should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds or hand sanitizer used after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated portion (outside surface) of the gloves.

IV. Cleaning and Disinfection Logs

Cleaning and disinfection logs listing the date, time, location, scope of cleaning and name of person cleaning must be maintained.

1. A general log should be kept for each building by the custodial department
2. A log should be posted in each restroom and completed by the custodial department
3. A log should be posted in each classroom and completed by faculty using the room and the custodial department

Appendix A

Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive immediate notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19.

In the event of a suspected or confirmed case of COVID-19, the following steps should be taken to disinfect the space:

- 1) Determine whether the individual was symptomatic while on campus, the length of time since the individual was last on campus and the date when symptoms appeared.

- 2) For individuals who were present on campus within the last seven (7) days, identify locations the individual occupied in the 48 hours prior to the start of symptoms. For individuals who received a positive COVID-19 test result but remain asymptomatic, identify the locations the individual occupied in the 48 hours prior to testing. This may require the assistance of Human Resources, department heads, the Registrar's office, or scheduling offices.

Examples may include areas such as:

- Employee's office, departmental spaces
- Break areas, copy rooms, common rooms
- Restrooms throughout building
- Meeting rooms
- Classrooms
- Cafeterias
- Other spaces

- 3) The extent of any office, department or building closures should be determined by reviewing the information gathered in steps one and two and available guidance from the New York State Department of Health and the Centers for Disease Control.

Guidance from the New York State Department of Health indicates people who eventually develop symptoms of COVID-19 are believed to be able to spread the virus for up to 48 hours prior to developing any symptoms. Therefore, the increased cleaning and disinfection described in these procedures should be considered for all locations in which an individual routinely spent time in the 48 hours prior to showing symptoms of COVID-19. In the case of an asymptomatic person testing positive for COVID-19, the increased cleaning and disinfection described in these procedures should be considered for all locations in which an individual routinely spent time in the 48 hours prior to testing.

Guidance from the CDC advises that the virus that causes COVID-19 has not been shown to survive on surfaces longer than seven (7) days. Therefore, if it has been more than seven (7)

days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

4) Implement the closure of spaces by notifying occupants and posting signs on spaces. Open doors and windows, if possible. Increase the ventilation, if possible. Leave the space closed for 24 hours.

5) Define scope of areas to be disinfected and develop strategy. The exact scope will be determined after identification of the locations the individual spent time in, consultation of available guidance from the health department, SUNY and the CDC. The scope will typically include a thorough disinfection of all spaces (offices, classrooms, bathrooms, common areas, etc.) used by the ill person as well as frequently touched surfaces (stair rails, doorknobs and handles, elevator buttons, etc.) throughout the entire building or buildings the individual spent significant time in during the 48 hours prior to the start of symptoms or prior to testing of an asymptomatic case.

The order of disinfection should generally go from clean to less clean, or from areas the individual may have only passed through to spaces the individual spent significant portions of the day in, e.g. common hallways to office suites to offices. The disinfection order should end near a restroom or other location with running water to allow for washing hands after removal of PPE.

6) Disinfection team should be assembled and provided with personal protective equipment (PPE) and materials.

7) One or more supervisors should be designated. These supervisors will observe and document rooms, materials and surfaces on the "COVID-19 Disinfecting Log." Supervisors will observe PPE donning and doffing and ensure all rooms are disinfected as specified in the scope developed in step 5.

8) Clean and disinfect the spaces using the following procedures:

Step 1: Cleaning: Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

Step 2: Disinfection: Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Products meeting the EPA criteria for use against with SARS-CoV-2 should be used for disinfection. If not available, a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water) should be used in a spray bottle. Prepare the bleach solution daily or as needed throughout the day.

Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes following any dilution instructions and ensuring adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be

effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.

As availability permits, the electrostatic disinfecting spray gun will be used to disinfect all surfaces in the rooms the individual spent significant time in, as identified in step 6. Frequently touched surfaces throughout the entire building will be disinfected using the bleach spray solution or spray gun.

Personal Protective Equipment and Practices

Gloves: Disinfection workers will wear disposable nitrile or latex gloves while cleaning and disinfecting after a COVID-19 case. Gloves should be changed after disinfecting each room the individual spent significant time in and as often as needed to avoid contaminating spaces. Hand washing with soap and water should be performed for at least 20 seconds before putting on and after removing gloves.

Goggles: Goggles will be worn while pouring or mixing any chemical products.

Shoe Covers: Disposable shoe covers should be worn during disinfecting.

Face Shields: Face shields will be worn during disinfection of spaces the individual has occupied. During this period of increased precaution, reusable goggles/face shields should be disinfected or washed with soap and water after using. Handwashing with soap and water should be performed for at least 20 seconds after handling or disinfecting goggles.

Isolation Gowns : Tyvek suits and boots will be worn during disinfection of spaces the individual has occupied. The suits will prevent the employee's clothing from coming into contact with any dried droplets on surfaces. Boots will help prevent tracking any materials from room to room.

Training

Any Hudson Valley Community College employee conducting enhanced cleaning and disinfection, must have received Fire and Life Safety, Hazard Communication, Personal Protective Equipment and Bloodborne Pathogens training as well as a special training module on Safe COVID-19 Disinfection Procedures. Any contracted cleaning company must have received similar training from their employer and may require additional training from Hudson Valley EHS.