



# FORT HAYS STATE UNIVERSITY

## Cleaning/Disinfecting Procedures Custodial Services

### *Enhanced Procedures and Equipment*

## EQUIPMENT LIST

**Clorox Total 360 Fogger Machine:** The fogger will electrostatically cling to under surfaces and tight to reach areas that conventional cleaning cannot achieve.

### Chemicals:

- Clorox total disinfectant cleaner- (1-gallon jugs) Eliminated viral and bacterial microbes on contact.
- Clorox Spore defense- (1-gallon jugs) HMIS rating 0-0-0-X Clorox's sporadic solution to the COVID pandemic. Eliminates COVID in 5 minutes.
- Aerosol- Misty2- a germicidal and viral and bacterial eliminator spray. Great for door handles, elevator buttons, receptionist areas, handrails and public telephone stations. Immediate disinfectant spray.

**List of diluted disinfecting sprays:** (All of these are stored concentrated and are administered in a regular spray bottle that is nonmicrobial)

- Morning Mist by Diversey (antiviral, bacterial disinfectant)
- Bathmate by Diversey (disinfectant mold eliminator)
- Q-256 germicidal disinfectant by Fuller-a wide range disinfectant of bacterial, viral, and fungi disinfectant. 10-minute total disinfectant time.
- Fullson2 – cleaner disinfectant by Fuller (viral, fungal, bacterial disinfectant) general disinfectant. 10-minute disinfectant time.

## HHP/CUNNINGHAM/GROSS/LEWIS FIELD AND OTHER VENUES

1. All sporting events will have the locker rooms and workout areas associated with that event fogged (Clorox Total 360 machine) before and afterward.
2. All door handles, handrails, light switches, elevator buttons will be disinfected before and after all events.
3. If a customer becomes ill and misses the opportunity to use the restroom facility correctly the area will be quarantined by a supervisor and disinfected thoroughly before reopening to the general public.
4. Classrooms will be disinfected daily by the evening shift, and during the day when the class schedule permits.

Our daily regimen will also include disinfecting all mentioned items in line 2. Every custodian is responsible for their area and will abide by the protocols and procedures of our standard operating system and adopt the added viral prevention methods.

## ACADEMIC CUSTODIAL SERVICES

### **Morning Shift:** 4:00 am - 12:30 pm

Routine daily requirements include thorough cleaning/disinfecting of restrooms, labs, classrooms, offices, conference rooms, tile floors, and vacuum carpets. In addition, staff will continue to disinfect high touchpoints: door handles, elevators, and handrails, etc. They will collect trash as usual and disinfect lobbies. All of the daily routine cleaning will be done with our chemicals we currently have in our dispensing units.

Equipment used will be spray bottles full of the cleaner, mop buckets, auto scrubbers, and vacuums. The final step after cleaning their classrooms, labs, conference rooms, etc. will be to use the Karcher fogger to disinfect all surfaces before the first class begins.

### **Evening Shift:** 2:00 pm - 10:30 pm Monday through Thursday, and 12:00 pm - 8:30 pm Fridays.

Routine daily requirements include thorough cleaning/disinfecting of restrooms, labs, classrooms, offices, conference rooms, tile floors, and carpets. In addition, staff will continue to disinfect high touchpoints: door handles, elevators, and handrails, etc. They will collect trash as usual and disinfect lobbies. All of the daily routine cleaning will be done with our chemicals we currently have in our dispensing units.

Equipment used will be spray bottles full of the cleaner, mop buckets, auto scrubbers, and vacuums. The final step after cleaning classrooms, labs, conference rooms etc. will be to use the Karcher fogger to disinfect all surfaces in the evening after the final class.

After receipt of the class schedule for each building, a plan will be developed to "fog" each classroom once a one-hour window opens.

Restrooms will be monitored throughout the day and will be cleaned as necessary with a focus on high touchpoints.

Supplies of disinfecting chemicals in spray bottles will be provided to each department to use to disinfect their personal areas. The disinfectant is called Virex II 256. If this supply runs out, we also have a disinfectant called Q-128. These two chemicals are approved for COVID.

The Karcher fogger is also COVID approved. There are two disinfectants we are using for that: Vital Oxide and Husky 824.

## CLEANING/DISINFECTING PROCEDURES RESIDENTIAL LIFE CUSTODIAL

### **General Lobby Duties:** Performed between 8:00 am - 10:00 am

- Main lobbies/front desk areas
- Public restrooms
- Entryways
- Elevators
- Outside trash

### **Assigned Floor Cleaning:** Performed between 10:15 am - 12:00 pm, 12:30 pm - 2:30 pm, 2:45 pm - 4:00 pm

- Regular/standard cleaning of residential & public restrooms
- Regular/standard cleaning of lounges/lobbies/kitchenettes
- Paper/trash removal from office settings
- Vacuuming
- Touch surface cleaning

**Second Lobby Sanitization:** Performed between 4:00 pm - 4:30 pm

- Cleaning entryways
- Touch surface cleaning
- Spot sweep
- Trash removal

**Bathroom & Touch Surface Sanitization:** Performed between 5:00 pm - 8:00 pm (will need to be completed by student labor)

- Entryways
- Light switches
- Elevator switches, doors & walls
- Handrails
- Restroom faucets, stall doors, toilet seats & handles

**Cafeteria:** Planned cleaning schedule for cafeteria in McMIndes (primary coverage will be student labor on weekdays & weekends)

- 9:00 am - 11:00 am vacuum seating area, spot sweep serving area, spot cleaning walls
- 2:00 pm - 4:00 pm vacuum seating area, spot sweep serving area, spot cleaning walls
- 7:00 pm - 10:00 pm Final cleaning: vacuum seating area, sweep & scrub serving area, spot cleaning walls and entryway cleaning

Standard cleaning methods and procedures will be utilized to facilitate the needs of each building. The standard equipment will also be utilized to fulfil the needs of each building. With the exception of McMIndes & Custer Hall, all other facilities will utilize the Fuller brand of chemicals. A single unit chemical station will be created in Custer & McMIndes Hall to provide those facilities the Q-256 One-step disinfectant germicidal detergent and deodorant that is on the CDC list of approved chemicals to eliminate COVID.

It is anticipated that cleaning protocols will need to be modified as the semester/academic year progresses and occupancy has been completely determined. The plan also includes use of the "fogger" during certain times of the day once space use per floor is determined. At a minimum, the expectation is to "fog" common spaces between the hours of 8 and 10 pm.

## CHEMICALS

### Diversey

(located only in Custer & McMIndes Hall)

- Bath Mate Acid-free Disinfectant Washroom Cleaner
- Concentrate utilized for inside/outside of toilet cleaning and shower cleaning
- Morning Mist Neutral Disinfectant - general disinfectant cleaner used on all surfaces. Cleaner
- Raindance Low foam Neutral Floor – solution for mop water and for use in auto scrubber machines
- Glance Glass & multi-surface cleaner cleaner

### Trumix

- #5 Non-acid restroom cleaner
- #7 Q-256 one-step disinfectant germicidal detergent and deodorant.  
General disinfectant cleaner used on all surfaces-CDC approved to eliminate COVID.
- #2 Neutral Cleaner – used in mop water and auto scrubbers.
- #8 Glass Cleaner

## EQUIPMENT

- Windsor Versamatic Vacuum cleaners
- Auto Scrubber machines
- Aqua Clean carpet extractors
- Floor burnishing machines
- Karcher disinfecting fogging machine

## DEPARTMENTAL SUPPLIES

Departments are responsible for cleaning and disinfecting surfaces and common touchpoints during normal business hours. Custodial staff will provide cleaning and disinfecting after hours during their normal work schedule.

Each department will be provided supplies including spray bottles, disinfectant, paper towels and other items for use in keeping its work area safe. Such supplies will be provided as staff returns to campus and will be continually monitored by custodial staff for resupply. If additional supplies are needed, contact Central Purchasing, Shawn Hammerschmidt. Supplies are limited so please use them appropriately.

## CLASSROOM SUPPLIES

Supplies such as wipes, paper towels and sanitizer will be provided classrooms for use when more general cleaning cannot happen due to the time limits between class sessions. Students and faculty can use these supplies to sanitize desks and workspaces as needed.