

Custodial Cleaning

July 8, 2020

In preparation for on-campus classes this Fall, Facilities Management has developed the following cleaning plan described in this document. We want to assure faculty, staff, and students that Midland College is implementing best practice protocols in response to the COVID-19 pandemic. Midland College and our 3rd party custodial firm is committed to stopping chains of infection and limiting the opportunities for pathogens to spread throughout the College.

Custodial uses Virex 256, with the active ingredient, Quaternary Ammonium, which is approved by the Environmental Protection Agency (EPA Registration # 70627-24) to be effective against the COVID-19 virus. As a part of pandemic planning, our Custodial department has completed or is in the process of completing the following steps to combat COVID-19 within the College facilities:

- Conduct a survey of all direct and indirect high-touch surface areas throughout campus buildings. This includes tables, doorknobs, light switches, elevator buttons, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Implement a check list to ensure that these surfaces are cleaned regularly.
- Provide custodial staff with additional training and instruction on proper disinfection protocols.
- Stockpile additional cleaning and disinfection supplies.

Custodial teams meet on a regular basis and have been instructed to increase disinfection to all high-touch surface areas within the buildings they are assigned. During this challenging time, Facilities Management asks for the ongoing cooperation of the campus community; by disposing of trash appropriately and returning chairs, desks, and workstation to their original positions so that our staff will be able to shift more of their energies from housekeeping duties to focus on cleaning and disinfecting. We will continue to monitor and update cleaning protocols to comply with recommendations from the Centers for Disease Control (CDC) and other agencies offering best practice advice.

Cleaning Responsibilities

In all buildings that are opened and where all employees have returned and on-campus classes have resumed, the demand for daily routine custodial services is high. To ensure all disinfection levels are maintained, facilities will strategically place hand sanitizer stands at high-traffic areas throughout the campus. Additionally, they will place disinfecting wipes at computer labs and around other high-traffic high-touch surface areas.

As a result, from the high demand of daily custodial services, faculty and staff may see less vacuuming and are asked to please note the inability of Custodial Services staff to consistently clean your personal area such as desks and personal computer keyboards. You can greatly assist by cleaning your personal space on a regular basis. Because of this, Facilities management will begin a new process for office cleaning. Faculty and staff and will be given a door tag that is to be placed on the outside of the door when they want Custodial to enter their office to clean their personal space. Facilities will be placing trash cans in centralized locations at each building and it will be each individual's responsibility to take out their office trash if they do not want their office cleaned. To achieve maximum effectiveness, support of the entire Midland College community is necessary. By informing and engaging students, faculty, and staff we can establish a campus culture that creates a safer environment for everyone.

Disinfection Procedures for Common Areas and Shared Equipment

As on-campus classes resume, it will become more difficult for the Custodians to monitor all high touch areas and perform their normal cleaning services as expected. To minimize the chance of infectious transmission, Facilities will provide hand sanitizer stations at high-traffic locations, such as elevators, computer labs, auditoriums, etc.

- Custodians will wipe down high-touch surfaces with an EPA approved disinfectant at least daily.

Disinfectant Material Requests

Facilities will provide upon request, disinfectant, and disinfecting wipes for use on shared equipment, such as for computer labs and other similar situations. To receive disinfectant products for a specific area, please submit a Facilities Help Desk ticket online, or by calling the Maintenance office at extension 685-4570. If the request is approved, supplies, depending upon availability, will be delivered to the requested department referenced on the work request.

Facilities Management will strategically place bulk hand sanitizer stations at high-traffic locations throughout the campus, particularly in areas where hand washing capabilities are not readily available. Additional stations will be available for special events as required.

Signage

Signage regarding how to minimize exposure and the spread of Corona Virus, as well as symptom identification will be posted throughout buildings on campus.