Campus Cleaning Protocols

The following cleaning protocols have been implemented to create a safe working environment and allow for heightened cleaning of high-traffic and high-touch areas.

1. Campus offices will be cleaned once a week (including emptying office trashcans).
   a. If an occupant would like their trashcan emptied on a more frequent basis, the trashcan should be set outside of the office door at the end of the day.
      i. Please note, if liquid or malodourous waste has been placed in a trashcan, the occupant is asked to take the trash bag directly to a dumpster.

2. Disinfectant supplies will be provided by the Physical Plant for the following spaces:
   a. All classrooms and conference rooms.
      i. The staff and/or students utilizing the conference room or classroom should use the provided supplies to wipe down surfaces, tables, chairs, etc. after use.
      ii. These supplies will be checked and replenished in the evening.
   b. Service counters (such as division offices)
      i. The staff and/or students utilizing the service counters should use the provided supplies to wipe down surfaces, counters, tables.
      ii. These supplies will be checked and replenished during the day.
   c. High-touch surfaces
      i. Building staff are to wipe down common area high-touch surfaces (such as entry door hardware and hand rails) on a regular basis.
      ii. These supplies should be shared with the division service counters and will be checked and replenished on a daily basis.

3. Hand sanitizer will be provided at building entrances/in lobbies and service counters.
   a. Hand sanitizer supplies will be checked and replenished during the day.