

Dickinson

Cleaning Protocols and Procedures Spring Semester 2021

December 7, 2020

Dickinson College has always been focused on industry-leading cleaning and care. Our goal continues to be around the care and confidence of our students, staff, faculty and visitors of the college. We strive to promote a safe and clean environment and to provide the best service possible. With the onslaught of the global pandemic, we immediately revised our cleaning protocol and are pleased to announce our enhanced industry-leading cleaning program. This has been developed in accordance with CDC guidelines, best practices as recommended by our cleaning product and insurance vendors.

In addition to the protocols outlined herein, we want to highlight the following improvements that are being made to promote the safety of the Dickinson community and all visitors to campus:

- Paper towels and soap dispensers will be provided in all campus bathrooms. Existing hand blowers will be disabled.
- Hand sanitizing stations will be installed at 180 primary building entrances.
- Disinfecting wipes will be provided in all campus bathrooms.
- Residence hall bathrooms will be cleaned twice daily M to F and once per day on weekends. Self-cleaning bathrooms remain the responsibility of students.

Although housekeeping staff will be cleaning daily, keeping our spaces clean is expected to be a shared responsibility with building occupants. Faculty and staff should self-clean high touch points within their spaces as needed. As an example, in high traffic areas such as the bookstore and dining hall, plexiglass should be cleaned and wiped down every hour. Facilities Management will provide products. We are counting on you to utilize these to wipe down surfaces

periodically throughout the day. In addition, please safeguard these products and resist the urge to remove them for personal use.



What follows is a detailed protocol for each type and category of campus building. Some of the larger buildings such as the HUB and Kline are specifically highlighted. Further in the document is a summary of the CDC guidelines and a listing of the cleaning products that are most often used on campus.

A separate protocol has also been included for transitioning students during the class switch.

Dining also self-performs cleaning, and that specific protocol can be found toward the end of the document.

Residence Buildings:

- All housekeepers are trained on protocol and proper chemical usage. PPE (personal protective equipment) is required at all times.
- All larger residential buildings will be cleaned 7 days a week during normal working hours.
- Bathrooms are cleaned and disinfected daily.
 1. Sinks are cleaned and disinfected which includes sink handles, drain and countertops.
 2. Toilets are scrubbed and disinfected.
 3. Partitions are wiped down and disinfected.
 4. Floors are mopped and disinfected.
 5. Toilet paper and soap are both filled as needed.
 6. Trash is removed.
- Showers are scrubbed and disinfected twice a week.
 1. Shower walls are covered with our disinfecting foam and after proper dwell time, they are sprayed down.
 2. Shower curtains are cleaned and scrubbed and are replaced on a regular basis.
 3. Debris is removed from drains and vents daily.
 4. All flat surfaces and around windowsills are disinfected and cleaned.
- Kitchens and lounges are disinfected and cleaned daily and trash from those areas is removed.
 1. Kitchen counters are cleaned and disinfected.
 2. Stove tops are cleaned and disinfected as well as the stove knobs.
 3. Chairs and couches are wiped down or vacuumed on a regular basis.
 4. Floors are vacuumed and debris is removed.
- Soap dispensers are checked throughout the day seven days a week.
- All hallways are vacuumed and debris is cleared three days a week. If a spill occurs, the area is immediately addressed and cleaned.
- Stairwells are swept and mopped twice a week.
- All touch points in buildings are cleaned and disinfected throughout the working day. This includes doors, railings, flat surfaces and hard furniture.
- Water fountains and filling stations are cleaned and sanitized daily.

Small Houses and Apartments:

- Small houses and apartments are considered to be self-cleaning and will not be cleaned by housekeeping staff during the two residence periods.
- All vacated small house and apartment bathrooms will be cleaned over the spring break switch over period. For students who will remain in their residence for the entire spring semester, they will receive a full bathroom cleaning either during or sometime around the spring break period. For example, the cleaning may occur the week prior to spring break. Facilities Management will schedule with Residence Life to give students notification as to when they will have housekeepers entering their spaces.
- Bathrooms and showers are mopped, hand cleaned and disinfected during the above-mentioned times. Shower curtains are replaced in all locations as needed.
- During the academic year if a student moves out, we will enter the residence to clean and disinfect the room for the next incoming student. The mattress is also checked for replacement.

Isolation and Quarantine Cleaning Procedure:

- Any student who is relocated to a private room with a private bathroom as part of the COVID protocol will be responsible for the upkeep of their space. Sanitizing wipes, trash bags, roll towels, toilet paper and hand soap will be provided for each room. Students may request supplies when needed by using the work order system. Extra trash cans will be placed in hallways close to the rooms for the student to use while in isolation. Trash will be removed as needed by housekeeping throughout the isolation protocol. Once the room is vacated, Residence Life will inform Facilities Management that the room is ready to be cleaned and disinfected for future use.
- A group of students who remain in a dorm during quarantine will receive normal cleaning in restrooms and showers. Restroom closed signs will be posted while cleaning is taking place and it is expected that students will remain out of the restroom facilities until cleaning is complete and the signs have been removed.

Academic and Administrative Buildings:

- Academic and administrative buildings are typically cleaned on 2nd shift

Classrooms are done daily Monday to Friday

1. Supplies will be checked.
2. Trash is removed.
3. Surfaces are dusted, cleaned and disinfected, including chairs and touchpoints.
4. Glass is cleaned.
5. Vacuum or mop hard floors with disinfectant cleaner.

Bathrooms are cleaned and disinfected daily.

1. Sinks are cleaned and disinfected which includes sink handles, drain and countertops.
2. Toilets are scrubbed and disinfected.
3. Partitions are wiped down and disinfected.
4. Floors are mopped and disinfected.
5. Toilet paper and soap are both filled as needed.
6. Trash is removed.

Offices are done twice a week.

1. Vacuum, dust and trash is removed.
2. Vacant offices will be cleaned when requested.

Conference Rooms are done nightly Monday to Friday.

1. Vacuum carpet or mop and disinfect hard floors.
2. Tables, chairs and all touchpoints are cleaned and disinfected.
3. Room is dusted.
4. Glass is cleaned.

Athletic Facilities:

- Lockers rooms are done daily.
- Bathrooms are cleaned and disinfected daily.
 1. Sinks are cleaned and disinfected which includes sink handles, drain and countertops

2. Toilets are scrubbed and disinfected.
 3. Partitions are wiped down and disinfected.
 4. Floors are mopped and disinfected.
 5. Toilet paper and soap are both filled as needed.
 6. Trash is removed
- Showers are scrubbed and disinfected twice a week.
 1. Shower walls are covered with our disinfecting foam and after proper dwell time, they are sprayed down.
 2. Clean and scrub all shower curtains and replace on a regular basis.
 3. Remove debris from drains and vents daily.
 4. Disinfect and clean all flat surfaces and around windowsills.
 - Training Rooms are done nightly.
 1. Trash is removed.
 2. Floors are mopped.
 3. Clean and disinfect flat surfaces, exam tables and touchpoints
 - Fitness Centers (Kline and Durden Center)
 1. Floors are swept nightly.
 2. Floors are scrubbed three times a week.
 3. Glass is cleaned nightly.
 4. Bathrooms are cleaned and disinfected daily.
 - a. Sinks are cleaned and disinfected which includes sink handles, drain and countertops.
 - b. Toilets are scrubbed and disinfected.
 - c. Partitions are wiped down and disinfected.
 - d. Floors are mopped and disinfected.
 - e. Toilet paper and soap are both filled as needed.
 - f. Trash is removed.
 5. Front desk is cleaned and disinfected daily.
 6. Student workers are responsible for cleaning machines throughout the day and use housekeeping products.

Holland Union Building:

- The HUB is maintained on all three shifts.
- All three shifts are responsible for cleaning all restrooms throughout the day.
 1. Sinks are cleaned and disinfected which includes sink handles, drain and countertops
 2. Toilets are scrubbed and disinfected.
 3. Partitions are wiped down and disinfected.
 4. Floors are mopped and disinfected.
 5. Toilet paper and soap are both filled as needed.
 6. Trash is removed.
- All touchpoints are wiped and disinfected throughout the day and evening.
- Floors are scrubbed with a ride-on machine nightly Monday to Friday.
- Side rooms are done nightly Monday to Friday.
- Water Fountains and filling stations are cleaned daily.

Wellness Center:

- The Wellness Center is cleaned 7 days a week.
- Bathrooms are cleaned and disinfected daily.
 1. Sinks are cleaned and disinfected which includes sink handles, drain and countertops.
 2. Toilets are scrubbed and disinfected.
 3. Partitions are wiped down and disinfected.
 4. Floors are mopped and disinfected.
 5. Toilet paper and soap are both filled as needed.
- Exam rooms
 1. All surfaces, touch points and exam tables are cleaned and disinfected.
 2. Floors are mopped and disinfected.
- Kitchen
 1. All surfaces are cleaned and disinfected.
 2. Floors are mopped.
 3. Trash is removed.

4. All touch points are disinfected and cleaned.
- Other
 1. All other areas are vacuumed twice a week.
 2. Soft furniture is vacuumed twice a week.
 3. Dusting is performed at least twice a week or more if needed.
 4. Windows are cleaned and windowsills cleaned and disinfected twice a week.
 5. Trash is removed from all locations.
 - The Clorox 360 Electrostatic Disinfecting Machine will be used at the request of the Wellness Center staff

Children’s Center (Daycare Facility):

- The Children’s Center is cleaned Monday to Friday.
- Bathrooms are cleaned daily.
 1. Sinks are cleaned and disinfected which includes sink handles, drain and countertops.
 2. Toilets are scrubbed and disinfected.
 3. Partitions are wiped down and disinfected.
 4. Floors are mopped and disinfected.
 5. Toilet paper and soap are both filled as needed.
 6. Trash is removed.
- Trash is removed in all areas (daily)
 1. Kitchen
 2. Child Rooms
 3. Hallways
 4. Offices
- All floors are swept, mopped or vacuumed daily.
- All floors, tables and chairs in rooms are cleaned and disinfected daily.
- Countertops, sinks and kitchen areas are cleaned, mopped and disinfected (daily).
- Outside trash receptacles are done weekly or as needed.
- Walls and windowsills in child check-in area are wiped down.
- Use of the Clorox 360 Electrostatic Disinfecting Machine will be used weekly and at the request of the Children Center staff.

Miscellaneous Notes:

- Housekeepers are instructed to wash their hands every hour as they work.
- Cleaning rags and towels are laundered daily, killing any bacteria and germs that may have remained on the rags or towels.
- Masks and gloves are provided and worn at all times.

Changeover cleaning protocol for semesters:

Residential Spaces:

1. All left trash and debris is removed from the rooms.
2. All areas are dusted and floors swept or vacuumed.
3. All flat surfaces are scrubbed and disinfected. This includes floors, baseboards, furniture, closet space, windowsills, blinds and touch points.
4. Hard floors are mopped with disinfectant.
5. Carpet is vacuumed using our HEPA vacuum cleaners

Bathrooms:

1. Sinks are cleaned and disinfected which includes sink handles, drain, piping and countertops.
2. Toilets are scrubbed and disinfected.
3. Partitions are wiped down and disinfected.
4. Floors are mopped and disinfected.
5. Toilet paper and soap are both filled as needed.
6. Trash is removed.
7. All flat surfaces and touchpoints are disinfected.

Hallways and Stairwells:

1. All hallways are vacuumed and free of debris. Walls are wiped down and disinfected
2. Stairwells are swept and mopped/vacuumed. Railings are wiped down and disinfected.

Kitchens and lounges:

1. Kitchen counters are cleaned and disinfected.
2. Trash removed from refrigerators and open areas including food, beverages, condiments, etc.
3. Stove tops are cleaned and disinfected as well as the stove knobs.
4. Chairs and couches are wiped down or vacuumed.
5. Floors vacuumed and debris is removed.

Entrances and exit doors:

1. Doorways are cleared of debris
2. Glass is cleaned and free of tape or any other debris
3. Touchpoints are cleaned and disinfected

Clorox 360 Machine:

- Clorox 360 machines distributed to our high traffic areas, such as large bathrooms, showers, lounges, hallways, entrances and stairwells.

Most frequently used products on a daily basis:



Halt is a hospital grade, one-step cleaner, bactericidal, virucidal, mildewcidal, fungicidal, disinfectant proven effective against norovirus, canine parvovirus and blood borne pathogens. At 1:64 dilution, Halt economically disinfects and deodorizes. With a fantastic, fresh scent, Halt leaves surfaces clean, germ-free, and safe!



Clean by Peroxy is a Green Seal™ Certified all-purpose cleaner that is environmentally responsible. With the cleaning power of peroxide, Clean by Peroxy is a unique product that will effectively clean windows, mirrors, floors, walls, carpets, restrooms, kitchens, tile and grout without streaking. Clean by Peroxy minimizes the number of products, simplifying training and inventory.



Lite'n Foamy Sunflower Fresh is a bio-based foaming handwash, formulated with ingredients made from renewable resources. Sunflower Fresh was formulated for luxurious foam delivery through Spartan's Lite'n Foamy Dispensers. The bio-based materials used in the formula produce a foam that leaves the skin clean and soft. The formulation contains naturally derived actives to form an excellent lather to clean soils found on the skin.



CDC-10 is a quaternary disinfectant compound featuring a clinging foam that kills HBV (Hepatitis B Virus), HIV-1 (AIDS Virus), Herpes simplex Type 2 and Influenza A3/Hong Kong viruses on hard nonporous inanimate surfaces. Ready to use, CDC-10 destroys germs faster than most competitive products and is effective against a broad range of antibiotic-resistant bacteria.



Foamy Q & A is a ready-to-use, acid-based formula with special foaming action for fast and efficient maintenance of shower rooms, restrooms, locker rooms and other areas with similar surfaces to be cleaned. Foamy Q & A can be used on a wide range of acid-resistant surfaces such as ceramic tile walls,

toilet bowls, urinals, chrome, drinking fountains and other stainless-steel surfaces.



BioRenewables Restroom Cleaner is a ready-to-use, bio-based product designed to clean toilets, urinals, and shower rooms. This restroom cleaner features a cool citrus fragrance and contains 8% citric acid, derived from a renewable resource, which provides efficient cleaning action that quickly removes soap scum, water spots and light rust from toilet bowls, urinals and similar hard, non-porous bathroom surfaces.



Steriphene II's dual phenolic system provides effective antimicrobial activity on hard, nonporous, environmental surfaces. Ideal for convenient disinfection after spot clean-up for areas not easily reached during routine disinfection procedures. Steriphene II has been tested and shown effective against Methicillin-resistant *Staphylococcus aureus* (MRSA) and Vancomycin-resistant *Enterococcus faecalis* (VRE).



A one-step disinfectant that is effective against a broad spectrum of bacteria, is veridical including HIV-1, HBV, and HCV, and inhibits the growth of mold and mildew and their odors when used as directed. Kills Pandemic 2009 H1N1 influenza A virus formerly called swine flu. This product also eliminates odors leaving surfaces smelling clean and fresh. Use where odors are a problem. Formulated to aid in the reduction of cross-contamination on treated surfaces, not only in hospitals, but also in schools, institutions and industry.

Clorox 360 System Electrostatic Sprayer:

- We currently have three of these machines. Facilities Management has two and Dining Services has one
- This CDC approved machine gets used regularly in high traffic areas. It provides extensive coverage in a short amount of time.
- Staff run the machine are trained in advance and wear proper PPE at all times when using the device
- Highlights of the machine:
 1. Kills 99.9% of bacteria in 5 seconds
 2. 44 organism claims: Kills cold and flu viruses, MRSA and norovirus in 2 minutes or less
 3. One-step disinfecting
 4. Eliminates odors
 5. Sanitizes soft surfaces
 6. Inhibits the growth of mold and mildew for up to 7 days
 7. Kills 99.9% of bacteria on hard, nonporous surfaces
 8. Sanitizes hard, nonporous surfaces in 1 minute
 9. Sanitizes hard, nonporous food contact surfaces in 2 minutes
 10. Kills odor-causing bacteria
 11. NSF-listed

- Visit: <https://www.cloroxpro.com/products/clorox/total-360/> for more information



From the guidelines per the CDC:

Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
- **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Dining Services cleaning protocols (done by Dining Services staff):

- Dining room tables and chairs in Dining Hall and Union Station are sanitized with quaternary sanitizer every 30 minutes while open for business with a full cleaning of dining rooms during closed periods.
- The Clorox 360 machine is utilized on all dining room tables, chairs, and doors twice per week.
- Dishes are washed and sanitized in the Hobart flight machine to include a final high-heat sanitization at 180 degrees Fahrenheit.
- Staff restrooms are cleaned twice each day, which includes:
 1. Sinks are cleaned and disinfected which includes sink handles, drain and mirror.
 2. Toilets are scrubbed and disinfected.
 3. Partitions are wiped down and disinfected.
 4. Floors are mopped and disinfected.
 5. Toilet paper and soap are both filled as needed.
 6. Trash is removed.
- All touchpoints are washed and disinfected between meal periods to include entry and exit doors in both the front and back of the house, as well as card readers.
- Tile floors in front of house are cleaned twice per day and kitchen floors once per day using commercial floor scrubber.
- Cleaning towels are laundered daily.
- Staff are instructed to wash their hands at the following times:
 1. Upon reporting to their work area
 2. Any time they change gloves
 3. Before and after breaks to include using the restroom
 4. At least every hour in all other cases
- Staff must wear polyethylene gloves when preparing/serving food and cleaning, as well as cashiers when taking payment. Gloves must be changed when switching tasks.
- Staff must wear masks in any production, public or service area, and any place with more than one person, with exception of meal and rest breaks where staff must maintain at least 6 feet of social distance.

Most frequently used products on a daily basis in dining:



Bio Clean Enzymatic Multi Purpose Cleaner is a bio-enzymatic liquid concentrate designed to clean and degrade organic material that builds up on surfaces over time with a great springtime scent.

The combination of bacteria (200 billion cfu/gallon) plus a free enzyme addition enables this product to degrade organic compounds composed of grease, fats, proteins, starch and sugars. The use of the product will also aid in drain maintenance to keep them free of clogs resulting from grease and fats. The safe and easy way to maintain floors and drains in residential, institutional and industrial floor cleaning applications. Use on floors in kitchens, restaurants, shower floors, bathrooms, etc. to cleanly and safely remove organic soils.



Pariser Para BC-100 Disinfectant/Sanitizer/Deodorizer is an EPA-registered disinfectant-type product. The BC 100 solution is for institutions that require stringent disinfecting and sanitization such as hospitals, food processing plants, dairies, restaurants, and bars. When used as directed it can be a disinfectant, mildewstat, sanitizer, deodorizer, and virucide.

Para BC 100 has demonstrated effectiveness against viruses similar to 2019 novel coronavirus (SARS-CoV-2) on hard, non-porous surfaces. Therefore, this product can be used against SARS-CoV-2, the novel coronavirus that causes the disease COVID-19, when used in accordance with the directions for use against Adenovirus Type 5 on hard, non-porous surfaces. Effective against: Salmonella choleraesuis, Staphylococcus aureus, Pseudomonas aeruginosa, Influenza A2, Herpes simplex, Adenovirus type 2, Vaccinia virus.



Clorox 360 System Electrostatic Sprayer

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- 44 organism claims: Kills cold^s and flu viruses, MRSA and norovirus in 2 minutes or less
- One-step disinfecting
- Eliminates odors
- Sanitizes soft surfaces
- Inhibits the growth of mold and mildew for up to 7 days