

College of St. Benedict and St. John's University

COVID-19 Workplace Safety Plan for Custodial Maintenance

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part, that requires careful planning. This plan is part of the larger CSB/SJU plan and focuses on the work typically performed by our Custodial Maintenance employees. It follows the three major steps provided in the federal and state guidance

- Plan Development
- Plan Implementation
- Plan Maintenance and Revision

Framework

The framework for cleaning and disinfecting is based on doing the following:

- Normal routine cleaning with soap and water to decrease how much of the virus is on surfaces and objects and reduce the risk of exposure.
- Frequent disinfection of surfaces and objects touched by multiple people, using [EPA-approved disinfectants against COVID-19](#) . QT Plus is primary disinfectant used on our campuses, supplied by Hillyard companies.

Employee Training and Safety

The considerations about the safety of our custodial staff and other people who are carrying out the cleaning or disinfecting is of paramount importance. The custodial staff are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. Information and training specific to COVID-19 is available on our [Vivid training platform](#) . Unless an equivalent training authenticated by both EHS and department manager has been completed, every employee must successfully complete training on COVID-19 prior to starting work. As a personal protection measure, these staff must also apply the knowledge and experience gained from their required annual safety training, particularly in the following two programs:

- The Hazard Communication (Right to Know) program that addresses safe use of chemicals, reading labels and product Safety Data Sheets and appropriate wear of personal protective equipment (PPE) for cleaning and disinfecting.
- The Bloodborne pathogen program that addresses infection control against biological agents (virus), preaches universal precaution practices, PPE and safe waste handling. EXCEPTION: any waste generated from confirmed (positive) COVID-19 related case on campus should not be red bagged but placed in trash like any regular waste.
- In addition, every employee must review and maintain a copy all the time, of the cleaning, disinfecting product and overall hygiene information, provided by Hillyard, for specific use

in offices, vehicles, and general facility. Supervisors must readily avail these documents and other site-specific protocols to employees.

An employee who has not completed any one of these annually required training, or reviewed the cleaning disinfecting and general hygiene document, should not be assigned to work until they have satisfied this requirement.

Plan Development

Manager/Supervisor

Consistent with the needs of the departments activated by the division heads, to resume work.

- List all buildings on campus and identify the ones that must open and those that can continue to stay closed. For example, classrooms, libraries, athletic buildings can probably stay closed.
- Determine spaces within an open building that can stay closed, example break rooms or can spaces like bathrooms be consolidated based on occupancy size, example one gender specific per floor to reduce the spread of cleaning and increase the frequency.
- Consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them.
- Assign specific staff(s) and equipment to each building based on workload and knowledge of the building components such as surfaces and objects that just need normal routine cleaning and frequently touched surfaces that will need to be cleaned and then disinfected
- Decide when to get external services. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs.
- Assemble PPE and cleaning products enough for the job. If possible, designate separate set of cleaning materials (cart) for public spaces/bathrooms and for the spaces dedicated to employees.
- In order to protect the health of everyone, and due to limited custodial staff, all offices will be cleaned by the occupant, this includes removal of recyclables and trash.

Employees

Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched do not require disinfection. Note, .

- Outdoor areas generally require normal routine cleaning and do not require disinfection. Targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people. For example, outdoor dining seating and external door handles.

- Unoccupied for the last 7 days. If the space or building has not been occupied for 7 days or more, it will only need normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

Determine what needs to be disinfected

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are: Also reference to Hillyard provided product information.

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- touch screens, and
- Stair rails

Each building will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects.

Consider the resources and equipment needed

Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. Do not overuse or hoard supplies.

PLAN IMPLEMENTATION

Read all manufacturer’s instructions for the cleaning and disinfection products you will use. Put on gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

Clean visibly dirty surfaces with soap and water. Clean surfaces and objects using soap and water prior to disinfection. When you finish cleaning, remember to wash hands thoroughly with soap and water. Always clean from less dirty area to most dirty areas and from top to bottom

Use the appropriate cleaning or disinfectant product. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method. Pay attention to the DWELL, sometimes known as CONTACT time and any other special considerations when applying.

Cleaning and disinfecting space, if someone is sick with COVID-19. Close off areas used by the sick person. **Open outside doors and windows** to increase air circulation in the area. Wait as long as possible **up to 24 hours** before you clean or disinfect.

Clean and disinfect **all areas and objects used by the sick person.** If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.

PLAN MAINTAINANCE AND REVISION

Reducing exposure to yourself and others is a shared responsibility. Continue to review and update the daily operational plans based on prevailing circumstances.

[Continue routine cleaning and disinfecting](#) to reduce the risk of exposure to COVID-19. Follow same path for cleaning within a facility.

Check with the product supplier (Hillyard) that supplies don't run short or consider choosing a backup option if the disinfectant or other supplies of first choice is in short supply

When considering a new product, obtain product information and safety data sheet and share with Environmental Health & Safety office for verification before purchasing. For example, QT plus is not directly listed on EPA list but rather as a sub-registered product under Lonza LLC, because Hillyard obtained formulary rights from Lonza.

[Maintain safe behavioral practices](#)

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To gradually reopen and safely maintain our facilities open, we will need to continue these practices:

- Social distancing - stay 6 feet away from others when you must go into a shared space.
- Frequently wash hands or use alcohol-based hand sanitizer when soap and water are not available
- Wear cloth face coverings
- Avoiding touching eyes, nose, and mouth
- Check body temperature daily and monitor for COVID-19 symptoms. Report to supervisor, if your body temperature exceeds 99.0F, and or have persistent cough/ chills/sore throat, or shortness of breath.
- Stay home when you are sick. Go home and seek medical help when you experience COVID-19 symptoms