



Reopening Protocol Disinfection & Cleaning Issued 5.11.2020

The University adopted this protocol to be in full compliance with current state and local orders and consistent with existing federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to comply with changes in state and local orders, to be consistent with new federal and state guidance, or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the DU COVID-19 website, <https://www.du.edu/coronavirus>, for news and other important information.

University of Denver COVID-19 Protocols for Disinfection & Cleaning

This document describes the Disinfection/Cleaning responsibilities of DU personnel returning to buildings and the DU Custodial department during the phased opening of campus during COVID-19. Please also refer to the campus Phased Campus Access & Support Plan and the DU COVID-19 protocols regarding Personal Protective Equipment and Social Distancing, Research, Scholarship & Creative Work, and mandatory Personnel Symptom Monitoring.

1. Phase I, II, III, IV: Building Occupant Responsibilities

With heightened concerns about the potential transmission of the COVID-19 virus, DU personnel are asked to make an extra effort with regard to their daily disinfection/cleaning when re-entering building spaces (offices, office suites, classrooms, etc.). All personnel are also expected to follow DU COVID-19 protocols regarding mandatory Personnel Symptom Monitoring, Social Distancing and Personal Protective Equipment, and, where relevant, regarding Research, Scholarship & Creative Work.

Procedures

- All personnel must follow the University of Denver COVID-19 Protocols for Social Distancing and Personal Protective Equipment and at all times.
- In areas not serviced by the Custodial department, individuals returning to buildings are to:
 - Wipe down all exposed surfaces, **which you have physically touched**, utilizing a disinfectant cleaning product.
 - Wipe down physically contacted items, such as door hardware, light switches, phones, keyboards, and other office or laboratory equipment in your office areas and workspaces.
 - Eliminate the use of (preferred) or regularly clean and disinfect any items in common spaces, such as break rooms, that are shared between individuals, such as condiments, coffee makers, vending machines.
- Note: Custodians will disinfect all Common areas as identified in Section 2 Below.

Disinfectant Material Requests: To receive disinfectant products for your office area, please submit a [Facilities Work Request](#) online. Priority for such products will be given to Phase II personnel returning to work for research, scholarship and creative work that cannot be completed off campus. Supplies, depending upon availability, will be delivered to the room referenced in your request.

- Phase II personnel are individuals who have requested to return to campus to complete their research, scholarship and creative work or identified central personnel, and have been verified by their Dean or Division Head as requiring campus access. Deans and Division Heads then coordinate access via designated Building COVID Access Managers.
- Mail Services will be delivering cleaning supplies between 7:30am and 3:30pm on Monday, Wednesday, and Friday.
- **Disposable wipes.** Facilities will be centrally purchasing disposable wipes. In the event wipes are not available, supplies will be a bottle of disinfectant and 3 cloth shop towels.
 - If using disinfectant wipes, please do not flush these down toilets. Place used wipes in Common area (Hallway, Reception and/or Workrooms) trash receptacles.

- If using cloth towels (they are reusable), please submit a work request for pick-up of used cloth towels and they will be replaced. Please use the same procedure to refill disinfectant bottles.
 - The disinfectant can be used directly from the bottle and does not require dilution.
 - Note: In lieu of cloth towels, paper towels can be used that are available in kitchenettes or bathrooms. Please dispose these in trash receptacles.
- **Gloves:** The University will not be providing gloves specifically for COVID prevention as good hand washing practices remain the best method for preventing the spread of the COVID-19 virus. However, each department will be responsible for providing gloves for task specific jobs as required by OSHA, CDC, or DDPHE.

Definitions:

- **COVID Essential Personnel:** Individuals identified during Stay at Home order, including Campus Safety, HRE, Facilities Management and Planning, IT, and those approved by the Provost or the Vice Chancellor for Business and Financial Affairs.
- **COVID Phase II Personnel:** Individuals identified during the Safer at Home order, approved by their dean or division head and coordinated by their COVID Access Manager who are permitted to come to campus in order to engage in research, scholarship and creative work, or identified central personnel.
- **Disinfecting:** Using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. However, killing germs remaining on a surface after cleaning further reduces the risk of spreading infection.
- **Cleaning:** The removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. By removing the germs, cleaning decreases their number and reduces the risk of spreading infection.

2. Custodial Staff Disinfection and Cleaning Responsibilities

Phase I: Custodial Staff Disinfection and Cleaning Responsibilities During Phases I-IV

Guidelines	Phase I	Phase II	Phase III	Phase IV
	NCR : Phase I: Slow the Spread CDC : Substantial Community Spread City of Denver: Stay at Home Order State of Colorado : “Stay at Home”	NCR : Phase II: Reopen CDC : Moderate Community Spread City of Denver: Level TBD State of Colorado : “Safer at Home”	NCR : Phase II: Reopen CDC : Moderate Community Spread City of Denver: Level TBD State of Colorado : or Successor	NCR : Phase III: Lift Restrictions CDC : Minimal Community Spread City of Denver: TBD State of Colorado: Level TBD
	Essential Personnel Only	20% Launch	50% Launch	100% Launch
Custodial Staffing Level	Staffing Level: 50% staffing in FMP Scheduling: Alternating workweeks Routine custodial assignments are	Staffing Level: 50% staffing in FMP Scheduling: Alternating workweeks Revised custodial assignments in	Staffing Level: 75% staffing in FMP Scheduling: Revised Schedules Revised custodial assignments in	Staffing Level: 100% staffing in FMP Scheduling: Restored to COVID-19 Schedules Routine custodial assignments are

	suspended. Routine cleaning frequencies have been amended to focus on disinfection in all Common Areas.	place to include disinfection and modified cleaning tasks.	place to include disinfection and modified cleaning tasks.	in place. Disinfection service continues. Cleaning has been restored to allow services in all areas w/modified frequencies.
Disinfection Levels of Service: Levels of Service (Custodial Department): Specifically using chemicals to kill germs and the virus on surfaces				
Disinfection level: Lvl 1- Pre-cautionary Disinfection Increased disinfecting of high touch points Focus will be placed on horizontal surfaces in the buildings' common areas, food surfaces, work spaces, etc. Restrooms: Disinfection and cleaning to include diaper changing areas, etc.	Frequency: N/A	Frequency: twice a day once a day twice a day	Frequency: twice a day once a day twice a day	Frequency: once a day once a day twice a day

<p>Disinfection level: Lvl 2- Enhanced Disinfection</p> <p>Increased disinfecting of high touch points</p> <p>Focus will be placed on horizontal surfaces in the buildings’ common areas, food surfaces, work spaces, etc.</p> <p>Restrooms: Disinfection and cleaning to include diaper changing areas, etc.</p>	<p>Frequency:</p> <p>twice a day</p> <p>once a day</p> <p>twice a day</p>	<p>Frequency: N/A</p>	<p>Frequency: N/A</p>	<p>Frequency: N/A</p>
<p>Disinfection levels: Lvl 3- Decontamination of Positive Contact Area</p>	<p>This procedure is an electrostatic application of disinfectant in a building when a confirmed COVID – 19 individual has had contact in a building. This procedure will be used only when a building cannot or a specific area in a building cannot be closed for 6 days to allow the virus to dissipate. This procedure will generally be applied where the positive contact occurred in addition to the traced path of the individual. Areas to be disinfected will be determined on a case by case basis Building will be closed 24 hours prior to and during this procedure. Occupancy will be allowed 24 hours after the completion of this procedure. This is an Outsourced Service.</p>			
<p>Guidelines</p>	<p>Phase I</p>	<p>Phase II</p>	<p>Phase III</p>	<p>Phase IV</p>
<p>Cleaning Levels of Service: Cleaning refers to the removal of dirt and impurities, including germs, from surfaces</p>				
<p>Cleaning Levels of Service:</p>	<p>Service Level - General cleaning to focus only on high traffic areas in occupied buildings.</p> <p>Trash Removal: Daily in common areas only</p> <p>Lavatories: Twice a Day</p> <p>All Floors: As needed</p>	<p>Service Level - Modified general cleaning in all occupied buildings.</p> <p>Trash Removal: Daily in Common areas</p> <p>Lavatories: Twice a Day</p> <p>Common area Floors: Weekly</p>	<p>Service Level - Modified general cleaning in all occupied buildings.</p> <p>Trash Removal: Daily in Common areas</p> <p>Lavatories: Twice a Day</p> <p>Common area Floors: Weekly</p>	<p>Service Level - Modified general cleaning in all occupied buildings.</p> <p>Trash Removal: Daily in all areas</p> <p>Lavatories: Twice a Day</p>

	<p>General workspaces (shared spaces): Daily</p> <p>Individual Office floors: Not cleaned</p> <p>Classrooms and general assembly areas and venues: Not Cleaned</p>	<p>General workspaces (shared spaces): Daily</p> <p>Individual Office space and floors: Not cleaned</p> <p>Classrooms and general assembly areas and venues: Once a Week</p>	<p>General workspaces (shared spaces): Daily</p> <p>Individual Office space and floors: Not cleaned</p> <p>Classrooms and general assembly areas and venues: Twice a Week</p>	<p>All Floors: Daily</p> <p>General workspaces (shared spaces): Daily</p> <p>Individual Office floors: Weekly</p> <p>Classrooms and general assembly areas and venues: Daily</p>

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