



Reopening Guidelines

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 Cleaning and Disinfection

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 Re-Entry Plan](#) and the protocols regarding [Social Distancing and Personal Protective Equipment](#), [Research, Scholarship & Creative Work](#), and mandatory [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 [Symptom Monitoring](#), [Social Distancing and Personal Protective Equipment](#) and, where relevant, [Research](#).

Procedures

- All personnel must follow the University of Denver COVID-19 Protocols for Face Coverings and Social Distancing 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** (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 as well as re-supplying common area hand sanitizer dispensers.

COVID Material Requests: To receive disinfectant products for your office area, Building Managers and Coordinators will submit a [Facilities Work Request](#) online. Supplies, depending upon availability, will be delivered to the room referenced in your request. Mail Services will be delivering cleaning supplies between 7:30am and 3:30pm on Monday, Wednesday, and Friday. Building Managers will monitor and restock wipes, face coverings, and signage in the buildings and will reorder from facilities as necessary.

- **Face Coverings:** Will be centrally purchased by Facilities and will be provided at building entrances adjacent to hand sanitizer dispensers.
- **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.
- **Disinfectant wipes.** Facilities will be centrally purchasing disinfectant wipes. In the event wipes are not available, supplies will be a bottle of disinfectant and 3 cloth shop towels.

- If using disposable 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.
- Classroom disposable wipe canisters will be placed at the entrance of the room and are to be used by individuals to wipe spaces at the beginning of the class.

2. Custodial Staff Disinfection and Cleaning Responsibilities

The Facilities Management and Planning (FMP) Division has been diligently operating the campus since the onset of COVID-19 to successfully establish and implement cleaning, disinfection, and building operational protocols to prevent the spread of the virus. We have increased the frequency of cleaning and disinfection by custodial staff, with increased attention to high touch points and common areas, and with the support of additional equipment (electrostatic handheld and backpack units). Specific detailed procedures have been developed for Administrative, Academic, Housing and Residence Halls, and Athletics and Recreational facilities. These updated levels of service and frequencies of cleaning and disinfection can be found at: <https://www.du.edu/coronavirus/return-work/protocols>

Custodial Staff Disinfection and Cleaning Responsibilities During Phases I-IV

	Phase I	Phase II	Phase III	Phase IV
Custodial Staffing Level	Staffing: 50%	Staffing: 50% to 75% based on mission requirements	Staffing: 75% to 100% based mission requirements	Staffing: 100%
<p>Disinfection: Disinfection works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection. Three levels of disinfection have been established based on the response required to mitigate the virus:</p> <p>LEVEL 1: Pre-cautionary Disinfection - Routine custodial assignments are followed in addition to focused/prioritized disinfecting with standard cleaning disinfectant on high contact areas/touch points (i.e. Elevator controls, door knobs, push plates, hand rails, handles, telephone receivers, etc.).</p> <p>LEVEL 2: Enhanced Disinfection - Using a different disinfectant (Virex), with a higher efficacy on high contact areas to include reachable air vents. Includes a one - time application of an anti-microbial to the carpeted areas. Increased disinfection frequency of high contact points (i.e. elevator controls, door knobs, push plates, hand rails, door handles, telephone receivers, water dispensers, low air vents, etc.) Increasing to twice a day cleaning/disinfection of lavatories.</p> <p>LEVEL 3: Decontamination of a Positive Contact Area - This procedure is an electrostatic application of disinfectant in an area or space when a confirmed positive COVID – 19 individual has had contact in a building. 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. The area will be closed 24 hours prior to and during this procedure. Occupancy will be allowed 1-24 hours after the completion of this procedure based on the type of disinfection technology used.</p> <p>Cleaning: Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection. Cleaning levels will be adjusted throughout campus in order divert custodial resources to the additional disinfection protocols necessary for a successful virus mitigation. The levels of service and frequencies of cleaning and disinfection can be found at: https://www.du.edu/coronavirus/return-work/protocols.</p>				

Disinfection and Cleaning Protocol – All Academic and Administration Buildings

Guidelines		Phase I		Phase II		Phase III		Phase IV	
Custodial Staffing Level		Staffing Level: 50% staffing in FMP Scheduling: Alternating workweeks		Staffing Level: 50% to 75% staffing in FMP Scheduling: Alternating workweeks or schedules as needed by Campus Population		Staffing Level: 75% to 100% staffing in FMP Scheduling: Modified Pre-COVID - 19 Schedules		Staffing Level: 100% staffing in FMP Scheduling: Restored to Pre-COVID-19 Schedules	
		Routine custodial assignments are suspended. Routine cleaning frequencies have been amended to focus on disinfection in all Common Areas.		Revised custodial assignments in place to include disinfection and modified cleaning tasks.		Revised custodial assignments in place to include disinfection and modified cleaning tasks.		Routine custodial assignments are in place. Disinfection service continues. Cleaning has been restored to allow services in all areas w/modified frequencies.	
Definitions		Disinfection Definition: Specifically using chemicals to kill germs and the virus on surfaces. Disinfection does NOT include Cleaning. Includes application of antiviral solution to hard surfaces. Not floors.	Cleaning Definition: Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning DOES include Disinfection. Includes vaccuming or moping floors, pressure washing in lavatories, etc.	Disinfection Definition: Specifically using chemicals to kill germs and the virus on surfaces. Disinfection does NOT include Cleaning. Includes application of antiviral solution to hard surfaces. Not floors.	Cleaning Definition: Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning DOES include Disinfection. Includes vaccuming or moping floors, pressure washing in lavatories, etc.	Disinfection Definition: Specifically using chemicals to kill germs and the virus on surfaces. Disinfection does NOT include Cleaning. Includes application of antiviral solution to hard surfaces. Not floors.	Cleaning Definition: Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning DOES include Disinfection. Includes vaccuming or moping floors, pressure washing in lavatories, etc.	Disinfection Definition: Specifically using chemicals to kill germs and the virus on surfaces. Disinfection does NOT include Cleaning. Includes application of antiviral solution to hard surfaces. Not floors.	Cleaning Definition: Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning DOES include Disinfection. Includes vaccuming or moping floors, pressure washing in lavatories, etc.
Level of Service		Disinfection Level and Frequencies Level 2 Disinfection for Phase 1	Cleaning Level and Frequencies General cleaning to focus only on high traffic areas in occupied buildings.	Disinfection Level and Frequencies Level 1 Disinfection for Phase 2	Cleaning Level and Frequencies Modified general cleaning in all occupied buildings.	Disinfection Level and Frequencies Level 1 Disinfection for Phase 3	Cleaning Level and Frequencies Modified general cleaning in all occupied buildings.	Disinfection Level and Frequencies Level 1 Disinfection for Phase 4	Cleaning Level and Frequencies Modified Pre-COVID 19 cleaning in all occupied buildings.
Areas and Spaces: Definitions									
Classrooms	Classrooms in Use				Weekly - 6pm to 2am		2xWeek - 6pm to 2am		Daily - 6pm to 2am
General Assembly Areas					Weekly - 6pm to 2am		2xWeek - 6pm to 2am		Daily - 6pm to 2am
Shared Spaces	Reception, customer service, lobby, lounges, copy/work rooms, shared kitchenettes, includes wipeable high contact areas	Daily - 6pm to 2am		Daily - 6pm to 2am		Daily - 6pm to 2am			Daily - 6pm to 2am
High touch points.	Door Handles, push plates, elevator controls, stairwell rails	2xDay - Day and Night Shift		2xDay - Day and Night Shift		2xDay - Day and Night Shift		Daily - 6pm to 2am	
Elevators	Elevator Cab		Weekly		Weekly		Weekly		Weekly
Lavatories		Daily - 7am to 3pm	Daily - 6pm to 2am	Daily - 7am to 3pm	Daily - 6pm to 2am	Daily - 7am to 3pm	Daily - 6pm to 2am	Daily - 7am to 3pm	Daily - 6pm to 2am
Trash			Daily in common areas only.		Daily in common areas only.		Daily in common areas only.		Daily in all areas
Common Area Floors					Weekly - Mop, sweep, vac		Weekly - Mop, sweep, vac		
All Floor			As needed - Mop, sweep, vac						Daily - Mop, sweep, vac - 6pm to 2am
Individual Offices			Not cleaned. Place trash in Lobby, hallway or common/shared work-space.		Not cleaned. Place trash in Lobby, hallway or common/shared work-space.		Not cleaned. Place trash in Lobby, hallway or common/shared work-space.		Weekly - 6pm to 2pm
			A roll of trash bags will be placed in each trash receptacle. Bags will be supplied to the BM's.		A roll of trash bags will be placed in each trash receptacle. Bags will be supplied to the BM's.		A roll of trash bags will be placed in each trash receptacle. Bags will be supplied to the BM's.		Trash will be picked up from the office - 6pm to 2pm
			Do not use Door Hanger placards on these spaces.		Do not use Door Hanger placards on these spaces.		Do not use Door Hanger placards on these spaces.		Use Door Hangers in Phase 4
Research Labs			Not cleaned. Place trash in Lobby, hallway or common/shared work-space.		Not cleaned. Place trash in Lobby, hallway or common/shared work-space.		Not cleaned. Place trash in Lobby, hallway or common/shared work-space.		Trash will be picked up from Lab and Floors will be mopped daily - 6pm to 2am
			Spot clean floors as needed.		Spot clean floors as needed.		Spot clean floors as needed.		
Lvl 3- Disinfection: Decontamination of Positive Contact Area		This procedure is an electrostatic application of disinfectant in a area or space when a confirmed positive COVID – 19 individual has had contact in a building. This procedure will be used only when 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. L3 Disinfections will generally be performed by Maintenance vs Custodial staff. The area will be closed 24 hours prior to and during this procedure. Occupancy will be allowed 1-24 hours after the completion of this procedure.							