



COVID-19 Protocols for Cleaning and Disinfection

The University has adopted this protocol to comply with applicable state and local public health orders and to be consistent with applicable federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to respond to changes in state and local public health orders, to be consistent with new federal and state guidance, and/or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the [DU COVID-19 website](#) for news and other important information.

University of Denver COVID-19 Protocols for Cleaning and Disinfection

The Facilities Management and Planning (FMP) Division has been diligently operating since the onset of the COVID-19 pandemic, successfully establishing and implementing cleaning, disinfection and building operational protocols to prevent the spread of the virus. Improvements have been made continuously as our staff have learned the best procedures and equipment to use. The University has expanded 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 (e.g. UV, electrostatic). Some specific examples include:

- Increasing its custodial disinfection and cleaning services in all University owned or operated residential communities and across campus.
- Increasing staffing to allow for additional disinfection in community restrooms and common areas daily. The frequency of cleaning and disinfection in communal restrooms is up to three times in a 24-hour period.
- Providing additional cleaning and disinfection and Plexiglas shielding for customer facing welcome points.
- Purchasing additional equipment and technology, including new electrostatic devices to more efficiently disinfect spaces.
- Creating and operationalizing disinfection stations with disinfectant wipes and hand sanitizers in classrooms, communal areas such as lounges, lobbies and community kitchens.
- Implementing classrooms cleaning and disinfection daily. Between classes, disinfecting supplies, including wipes and hand sanitizer, are provided in the classroom, allowing individuals to wipe their areas prior to the start of the class.

Facilities Management and Planning is following guidance from the EPA, CDPHE and ASHRAE to assist with decision-making on how to operate HVAC systems and how to determine appropriate modifications. Each building has been evaluated with respect to ventilation in coordination with other preventative measures appropriate for the space.

- Facilities Management and Planning has increased the ventilation rates and the use of outdoor air as systems will allow for proper operations.
- MERV 13 filters are currently being used in 42 buildings on campus that have been designed to use them.
- 41 in-room HEPA filtration units have been installed.
- 18 units using photocatalytic oxidation and ultraviolet light have been installed at Ricks Center and are on order for Fisher Early Learning Center.
- 8 negative pressure HEPA units have been installed in the Health & Counseling Center.

Below is a summary of building occupant responsibilities, custodial responsibilities and how to order supplies to support those efforts. The tables that follow provide details on the cleaning schedules for various types of building and rooms on campus under different alert levels.

1. Building Occupant Responsibilities

DU personnel are asked to participate in the disinfection/cleaning of their work space when entering building spaces (offices, office suites, classrooms, etc.).

- In areas not serviced by the Custodial department, all individuals returning to buildings must:
 - Wipe down exposed surfaces, such as door hardware, light switches, phones, keyboards, and other office or laboratory equipment using a disinfectant cleaning product in your office areas and workspaces.
- Custodians will disinfect all common areas as well re-supply disinfection stations in instructional spaces.
- DU will conduct Phase IV disinfection and cleaning at nearly the same schedule as pre-COVID -19 levels, but may be adjusted as conditions dictate.

2. COVID Material Requests

To receive disinfectant products for the applicable area, Building Managers and Coordinators must submit a [Facilities Work Request](#) online. Supplies will be delivered to the room referenced in the request. Building Managers will monitor and restock wipes, face coverings, and signage in the buildings and will reorder from facilities as necessary.

- **Face Coverings:** Facilities will centrally purchase face coverings and will be provided at building entrances adjacent to hand sanitizer dispensers.
- **Gloves:** The University will not provide 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 centrally purchases disinfectant wipes and resupplies Hand Sanitizer dispensers mounted on walls or stands.
 - If using disposable wipes, please do not flush these down toilets. Place used wipes in Common area (Hallway, Reception and/or Workrooms) trash receptacles.
- **Disinfection stations,** which include disposable wipe canisters and hand sanitizer dispensers, are placed near entrances of Instructional spaces and individuals can use them to wipe spaces at the beginning of the class.

3. Custodial Staff Disinfection and Cleaning Responsibilities

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:

LEVEL 1: Pre-cautionary Disinfection – Follows routine custodial assignments with 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). Alert Level Green and Clear.

LEVEL 2: Enhanced Disinfection - Uses a different disinfectant (Virex), with a higher efficacy on high contact areas, including 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) Increasing to twice a day cleaning/disinfection of lavatories. Alert Level Red, Orange, Yellow and Blue.

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.

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.

Disinfection and Cleaning Protocol – All Academic and Administration Buildings

Alert Level		ORANGE, YELLOW, BLUE, GREEN	CLEAR		
Definitions		Disinfection Definition:	Cleaning Definition:	Disinfection Definition:	Cleaning 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 refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning DOES include Disinfection. Includes vacuuming or mopping floors, pressure washing in lavatories, etc.	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 refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning DOES include Disinfection. Includes vacuuming or mopping floors, pressure washing in lavatories, etc.
Level of Service		Disinfection Level and Frequencies	Cleaning Level and Frequencies	Disinfection Level and Frequencies	Cleaning Level and Frequencies
		Level 1 Disinfection for Phase 3	Modified general cleaning in all occupied buildings.	Level 1 Disinfection for Phase 4	Modified Pre-COVID 19 cleaning in all occupied buildings.
Areas and Spaces:	Definitions				
Classrooms	Classrooms in Use		2xWeek - 6pm to 2am		Daily - 6pm to 2am
Disinfection Stations	In Instructional Spaces			Serviced 1xWeek	
General Assembly Areas			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
Elevators	Elevator Cab		Weekly		Daily
Lavatories		Daily - 7am to 3pm	Daily - 6pm to 2am	Daily - 7am to 3pm - prioritized/based on higher occupancy and access	Daily - 6pm to 2am
Trash			Daily in common areas only.		Daily in all areas
Common Area Floors			Weekly - Mop, sweep, vac		Weekly - Mop, sweep, vac
All Floor					Daily - Mop, sweep, vac - 6pm to 2am
Individual Offices			Not cleaned. Place trash in Lobby, hallway or common/shared work-space. A roll of trash bags will be placed in each trash receptacle. Bags will be supplied to the BM's.		Weekly - 6pm to 2am Trash will be picked up from the office - 6pm to 2am
Research Labs			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.		
Level 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 24 hours after the completion of this procedure.			

Disinfection and Cleaning Protocol – Housing Residential Education (HRE) - On Campus

Alert Level		ORANGE, YELLOW, BLUE, GREEN		CLEAR	
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 vacuuming or mopping 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 vacuuming or mopping floors, pressure washing in lavatories, etc.
Level of Service		Disinfection Level and Frequencies Levels of Service - Disinfection Level 1 - Precautionary Disinfection	Cleaning Level and Frequencies Modified general cleaning in all occupied buildings.	Disinfection Level and Frequencies Levels of Service - Disinfection Level 1 - Precautionary Disinfection	Cleaning Level and Frequencies Modified Pre-COVID 19 cleaning in all occupied buildings.
On Campus Buildings		Nelson Hall, Nagel Hall, Johnson-Macfarlane Hall, Centennial Halls, Centennial Towers, Summit Apartments, Ridgeline			
Areas and Spaces	Definitions	Frequency - 7 Day Coverage	Frequency - 7 Day Coverage	Frequency - 7 Day Coverage	Frequency - 7 Day Coverage
High Touch Points	Door Handles, push plates, elevator controls, stairwell	2xDay - Morning and Afternoon			Daily - 8am to 4pm
Elevators	Elevator Cab		Weekly		Daily - 8am to 4pm
General Assembly areas	General Assembly areas in use		2xWeek - 9am to 5pm		Daily - 8am to 4pm
Communal Lavatories	Restrooms that are not located within Dorm rooms	2xDaily - Afternoon and Evening	Daily- Mornings		2xDaily - Afternoon and Evening
Trash Removal			Daily in common areas only.		Daily in all common areas and HRE offices.
Common Area Floors			Weekly - Sweep, Mop, Vacuum		Daily- Sweep, Mop, Vacuum - 7am to 3pm
Front/Service Desk		Daily-Afternoons	Daily- Mornings		Daily- Mornings & Afternoons
Disinfection Stations	In Common areas only			Servicing 1xweek	
Shared Spaces	Lobby, lounges, Laundry, Communal Study Rooms, Kitchenettes, Game Rooms		Daily		Daily
HRE/RD/RA Offices			Not cleaned. Place trash in Lobby, hallway or common/shared work-space.		Weekly- 9am to 5pm
			A roll of trash bags will be placed in each trash receptacle. Trash Bags will be supplied to the occupant.		Trash will be picked up from the office - 9am to 4pm
			Do not use Door Hanger placards on these spaces.		Use Door Hanger placards on these spaces.
Isolation Residence Rooms	L3 Disinfection after positive occupant exit - prior to next occupant entry			As Needed	As Needed
Occupied living quarters/rooms	Cleaning and disinfection of occupied living quarters/rooms will be the responsibility of the resident. The exception to this is level 3 disinfection in response to positive contact with COVID-19.				
Break/Game rooms, Lounges, Community Studies, Kitchenettes, Laundry areas	Occupant/Student Responsibility : Wipe done all exposed surfaces, which you have physically touched , utilizing a disinfectant cleaning product. Physically contacted items, such as appliances, game equipment, kitchenette laundry appliances, TV controllers, etc. should be wiped down regularly in these communal areas. Residence Halls will be supplied with containers of disinfectant wipes to place in these areas.				
Level 3- Disinfection: Decontamination of Positive Contact Area	This procedure is an electrostatic application of disinfectant in a building when a confirmed positive 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 until DU acquires the appropriate equipment.				

Disinfection and Cleaning Protocol – RWC and Athletics

Alert Level		ORANGE, YELLOW, BLUE, GREEN		CLEAR		
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 vacuuming or mopping 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 vacuuming or mopping 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 vacuuming or mopping floors, pressure washing in lavatories, etc.
Level of Service	Disinfection Level and Frequencies	Levels of Service - Disinfection Level 1 - Precautionary Disinfection	Cleaning Level and Frequencies	Modified general cleaning in all occupied buildings.	Disinfection Level and Frequencies	Levels of Service - Disinfection Level 1 - Precautionary Disinfection
	Cleaning Level and Frequencies	Modified Pre-COVID 19 cleaning in all occupied buildings.	Disinfection Level and Frequencies	Levels of Service - Disinfection Level 1 - Precautionary Disinfection	Cleaning Level and Frequencies	Modified Pre-COVID 19 cleaning in all occupied buildings.
Facilities/Buildings		Ritchie Wellness Center and Athletic Complex				
Areas and Spaces	Definitions	Routine Areas of Usage				
	Frequency	7 Day Coverage	7 Day Coverage	7 Day Coverage	7 Day Coverage	
High Touch Points	Door Handles, push plates, elevator controls, stairwell	2xDay - Morning and Afternoon			Daily - 10pm to 6am	
Disinfection Stations	In Common areas only			Servicing 1xweek		
Elevators	Elevator Cab (Both the Gold and Crimson Column apply to each day of Coverage)	Daily - 10am to 5pm	Weekly		Daily - 10pm to 6am	
Communal Lavatories		Daily - 10am to 5pm	Daily - 10pm to 6pm	Daily - 10am to 5pm	Daily - 10pm to 6am	
Trash Removal			Daily in common areas only		Daily in all common areas	
Common Area Floors			Weekly - Sweep, Mop, Vacuum		Daily - Sweep, Mop, Vacuum - 10pm to 6am	
Shared Spaces	Reception, copy/work rooms, shared kitchenettes	Daily - 10pm to 6am			Daily - 10pm to 6am	
Offices			Not cleaned. Place trash in A roll of trash bags will be placed in each trash receptacle. Trash Bags will be supplied to the occupant.		Weekly - 10pm to 6am Trash will be picked up from the office - 10pm to 6am	
HCC	Service Desk	Daily - 10am to 5pm	Daily - 10pm to 6am	Daily - 10am to 5pm	Daily - 10pm to 6am	
	Exam Rooms		Daily - 10pm to 6am		Daily - 10pm to 6am	
	Common/Shared Spaces	Daily - 10am to 5pm	Daily - 10pm to 6am	Weekly	Daily - 10pm to 6am	
	Elevator Cab	Daily - 10am to 5pm	Daily - 10pm to 6am	Daily - 10am to 5pm	Daily - 10pm to 6am	
Sports Med	Main Sports Med and Hockey, Barton and Gymnastics Sports Med rooms		Daily - 10pm to 6am		Daily - 10pm to 6am	
Recreation Areas		Day Camps, Sporting Event, Commencements				
	Frequency	7 Day Coverage	7 Day Coverage	7 Day Coverage	7 Day Coverage	
Locker Rooms	Barton, Magnus, CFC, Pool	Daily - 10am to 5pm	Daily - 10pm to 6pm	Daily - 10am to 5pm - as indicated by door hanger	Daily - 10pm to 6am - as indicated by door hanger	
	Locker Room Lavatories	Daily - 10am to 5pm	Daily - 10pm to 6pm		Use Door Hanger placards on these spaces.	
Hamilton			Daily - 10pm to 6pm		Daily - 10pm to 6am	
Pat Bowlen			Daily - 10pm to 6pm		Daily - 10pm to 6am	
Gates			Daily - 10pm to 6pm		Daily - 10pm to 6am	
Gymnastics			Daily - 10pm to 6pm		Daily - 10pm to 6am (M to Sat)	
Pool Deck			Daily - 10pm to 6pm		3 x Week	
Joy Burns					Daily - 10pm to 6am	
Coors Fitness Center (CFC)			Daily - 10pm to 6pm		Daily - 10pm to 6am	
Event Cleaning		Day Camps, Sporting Event, Commencements				
Magness	TMA Work Order Initiated for Events		Frequency: As Needed	Frequency: As Needed	Frequency: As Needed	
Outdoor Complex	TMA Work Order Initiated for Events		Frequency: As Needed	Frequency: As Needed	Frequency: As Needed	
Athletics and Recreation Staff	Athletics and Recreation Staff Responsibility: Wipe down all exposed surfaces, which you have physically touched, utilizing a disinfectant cleaning product. Physically contacted items, such as appliances, game equipment, kitchenette laundry appliances, TV controllers, etc. should be wiped down regularly in these communal areas. Staff will be supplied with containers of disinfectant wipes to place in these areas. Includes Transactional Counters, Service Desk, Athletic Equipment.					
Level 3- Disinfection: Decontamination of Positive Contact Area	This procedure is an electrostatic application of disinfectant in a building when a confirmed positive 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 until DU acquires the appropriate equipment.					

Disinfection and Cleaning Protocol – Community Commons Complex and Anderson Academic Commons

Alert Level		ORANGE	YELLOW	BLUE	GREEN	CLEAR	
Definitions		Disinfection Definition:	Cleaning Definition:	Disinfection Definition:	Cleaning 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 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.	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 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	Cleaning Level and Frequencies	Disinfection Level and Frequencies	Cleaning Level and Frequencies		
		Level 1 Disinfection for Phase 3	Modified general cleaning in all occupied buildings.	Level 1 Disinfection for Phase 4	Modified Pre-COVID 19 cleaning in all occupied buildings.		
Areas and Spaces:	Definitions						
Classrooms	Classrooms in Use		2xWeek - 6pm to 2am		Daily - 6pm to 2am		
Disinfection Stations	In Instructional Spaces			Serviced 1xWeek			
General Assembly Areas			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		
Elevators	Elevator Cab		Weekly		Daily		
Lavatories		Daily - 7am to 3pm	Daily - 6pm to 2am	Daily - 7am to 3pm - prioritized/based on higher occupancy and access	Daily - 6pm to 2am		
Trash			Daily in common areas only.		Daily in all areas		
Common Area Floors			Weekly - Mop, sweep, vac		Weekly - Mop, sweep, vac		
All Floor					Daily - Mop, sweep, vac - 6pm to 2am		
Individual Offices			Not cleaned. Place trash in Lobby, hallway or common/shared work-space.		Weekly - 6pm to 2am		
			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 2am		
Research Labs			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.				
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 24 hours after the completion of this procedure.					

