

Recommendations from Facilities/Custodial COVID Work Group

(final July 10, 2020)

A. Cleaning Process for Buildings

1. Classrooms

Building & Grounds Attendants will sanitize classrooms every morning prior to 8:00 am. A corner of the whiteboard will be reserved for the staff to time stamp, date and initial the cleaning of each room. Facilities will also leave a bottle of sanitizer (aqueous ozone) and a box of pop-up wipes for students/faculty to clean their individual work area. Facilities staff will refresh sanitizer bottles and wipes as necessary. Aqueous Ozone in bottles remains effective for 4 hours. The aqueous ozone provided by Facilities personnel has a dwell time is 5 minutes on surfaces.

2. Research Labs

Building & Grounds Attendants will perform their standard cleaning in research labs such as floor care, trash and recycle pickup. Academic department lab technicians will be provided one Hygeia RTU aqueous ozone bottle (described in item C below) for faculty to clean counters and touch points.

3. Teaching Labs

Building & Grounds Attendants will perform their standard cleaning in teaching labs such as floor care, trash and recycle pickup. Facilities will provide a bottle of sanitizer (aqueous ozone) and a box of pop-up wipes in each lab for students to clean their individual work area and faculty to clean high touch points such as door and sink faucet handles after each lab. Facilities staff will refresh sanitizer bottles and wipes as necessary. Aqueous ozone in bottles remains effective for 4 hours. The aqueous ozone provided by Facilities personnel has a dwell time is 5 minutes on surfaces.

4. Communal Spaces

(Building Entrances, restrooms, elevators, informal seating areas, stairwells)

Building & Grounds Attendants will sanitize these spaces every morning prior to 8:00 am and an additional 2-3 times throughout the day focusing on sanitizing high touch-points.

5. Department Office Areas

Building & Grounds Attendants will sanitize shared spaces such as conference rooms, reception areas and break rooms daily. Building & Grounds Attendants will perform their standard cleaning in individual offices such as weekly vacuuming, trash and recycle pickup.

Department staff will need to sanitize between uses of shared items such as conference room tables, printers, copiers, coffee stations and microwaves. Employees will be responsible for daily sanitizing their individual workspace and offices as desired. They will be advised not to spray cleaning solution on electronics or screens. Instead use a cloth or paper towel dampened

with sanitizing fluid and wipe electronic equipment. The aqueous ozone produced by Hygeia bottles has a dwell time of 1 minutes on surfaces.

Departments will be provided one Hygeia RTU aqueous ozone bottle (described in item C below) and pop-up wipes for sanitizing individual offices, workspaces and shared items noted above. Department can refill as needed and will not be dependent on Facilities staff for sanitizing spray. Departments can request additional pop-up wipes from Facilities as necessary.

6. NMU Dining will designate at least one designated special cleaning person during operation hours for each NMU Dining Facility (Melted, Fieras, Northern Lights Dining, Wildcat Den, Northern Center Kitchen/Commissary/Bakery, Temaki/Smoothie King, Sundre, Catrax, & Northern Gate). This employee(s) will be trained in proper use of PPE, proper use of the chemicals/disinfectants, and how to properly wash, rinse, sanitize and disinfect areas. All disinfecting will be done using the Purell Multi-Surface Sanitizer/Disinfectant that has a dwell time of 1 minute to kill COVID-19, no rinse, no PPE required, no handwashing after use, can be used on food contact surfaces, on hard non-porous surfaces, porous surfaces, has no shelf life, no fabric binding issues, and does not persist in the environment.

The designated special cleaning personnel will be sanitizing and disinfecting all of our frequently touched areas throughout each dining operation to include: dining tables, door handles, light switches, cooler door handles, phones, entrance door handles, railings, counter tops on the customer side of all food stations, bathrooms, carts, runners, sink handles, time clocks, and loading dock areas. This employee will also fill out every hour the disinfectant log and initial this for accountability.

Each night the Building & Grounds Attendants or designated special cleaning personnel, at closing, will sanitize and disinfect the entire kitchens, back of house, front of house, restrooms, storage areas, office space, floors, and customer waiting areas with Purell Multi-Surface Sanitizer.

Office staff will be responsible for cleaning their own work stations/desks frequently throughout the day; this includes student personnel office areas.

Tasks unique to specific operations are noted below.

- a. Northern Lights Dining (NLD): There will be three COVID-19 employees during operation hours. Two of the COVID-19 employees will wash, rinse, sanitize and disinfect each designated seating area on a rotating basis. Example: If NLD dining is broken up into five sections that are limited to 50% capacity.
 - i. These sections will be seated in a staggering order, so that there are not two sections seated next to each other. Seating will only be open to a specific section and once filled, the NLD dining employee will open up the next section designated for seating.
 - ii. As these areas open up, two of our designated special cleaning employees will wash, rinse, sanitize and disinfect each area with the Dalco Wash Solution, rinse

with water and sanitize/disinfect with Purell Multi-Surface Solution, which will be applied via backpack battery operated sprayer or by manual wiping.

- iii. The third designated COVID-19 cleaning personal will be sanitizing and disinfecting all of our frequently touched areas throughout the NLD dining facility.
- iv. Each food station and back of the house kitchen employee will be frequently washing/rinsing/sanitizing/disinfecting all food contact surfaces with the Purell Multi-Surface sanitizer throughout his or her shift.
- v. NLD Register Attendants will be frequently sanitizing/disinfecting all frequently touched areas at their register with the Purell Multi-Surface Sanitizer.

b. Fieras:

- i. Dining tables will be removed from space.

7. Recreation Services:

- a. Locker Rooms: Facility staff will clean/sanitize space using aqueous ozone before each day's use. Each locker room will have at least one disinfecting wipe dispenser/wipes. User can wipe to disinfect their space.
- b. Weight Rooms: Facility staff will clean/sanitize with aqueous ozone before the space opens each day. This does not include equipment. Each weight room will have at least one disinfecting wipe dispenser/wipes. User can use the wipe to disinfect the equipment before and after each use.
- c. Athletic Training Rooms: Facility staff will clean/sanitize floors, door handles and typical facility space with aqueous ozone each day before opening. Athletic Training staff will clean/sanitize all tables, sinks tubs, and equipment used in rehab with a Husky Arena Disinfectant.
- d. Team Benches: Facility staff will clean/sanitize with aqueous ozone after each practice.
- e. Superior Dome Turf: Facility staff will clean/sanitize each night using aqueous ozone. The product is misted onto the turf.
- f. Swimming Pool: Pool Attendant will be hired to continually clean common touch points, such as ladder handrails, kick boards, benches etc. This will be done during open hours. Facility staff will hose down/sanitize pool deck before it opens each day.
- g. Stadium Seating: Facility staff will clean/sanitize with aqueous ozone before and after each event.
- h. Saunas: Saunas will be closed.

8. Housing (The cleaning process beginning with move-in of residents.):

a. Spooner Hall, Quad 2 Residence Halls and Woodland Park Apartments:

An aqueous ozone generator unit will be installed in the custodial closet on the first floor of each hall, two Quad 2 lobbies, Housing Facilities Maintenance shop and FitZone hallway. Building & Grounds Attendants, student custodians, resident director, resident assistants, and lobby desk staff will all have access to the unit. 32 oz. spray bottles will be available for use.

1. Community/shared spaces include building entrances, public lobby area, restrooms, TV and study rooms, seating areas, stairwells, elevators and laundry room. Building & Grounds Attendant will sanitize these spaces each weekday (M-F) beginning at 7:30 am. High touch points will be sanitized two additional times throughout the day prior to staffs' work shift ending at 4 pm. Weekend student custodians will provide one cleaning each on Saturday and Sunday.
2. Community kitchens, one on each floor: The same cleaning practices as listed above will be adhered to for kitchen sinks, stoves, microwaves, refrigerators, table, chairs and floors.
3. Recreation equipment: (Pool table, foosball and ping-pong equipment) During lobby desk open hours, as equipment is checked out and returned to the lobby desk, desk staff workers shall sanitize equipment using provided bottles of aqueous ozone and pop-up wipes.
4. Because of the amount of touching to interior common space doors, doors will be propped to alleviate the touching of door pulls/handles and exit push bars. All perimeter, 24 hour security doors will remain closed. Sanitizing of those door will be done three times a day.

b. Spalding Hall

As this facility is being set up as a COVID quarantine building, our cleaning and sanitizing practices will be the same as explained above for the other housing facilities with the exception as noted below and that aqueous ozone will not be used. As Housing & Residence Life is converting to aqueous ozone, there remains a surplus of cleaning chemicals that will be transferred to Spalding Hall for use.

1. Student rooms: Cleaning & sanitizing will be done on an as used basis.
2. Basement recreation areas and community kitchen will be closed since this facility is being used as a quarantine building. There is no lobby desk to support the cleaning of recreation equipment between usages, gear is simply left in the open for students to use.

c. Lincoln Laundry Facility:

Aqueous ozone generator unit will be installed in the mechanical/custodial room. Building & Grounds Attendants, student custodians and Community Advisors will all have access to the unit. 32 oz. spray bottles will be available for use.

1. Community/shared spaces include building entrance, restroom, tables, chairs and laundry equipment. Building & Grounds Attendants will sanitize facility each

weekday (M-F) beginning at 7:30 am. High touch points will be sanitized two additional times throughout the day prior to staffs' work shift ending at 4 pm. Weekend student custodians will provide one cleaning each on Saturday and Sunday.

d. Norwood, Center & 1600 Lincoln Apartments:

Aqueous ozone will be used for cleaning and acquired by staff from either the Housing Facilities Maintenance Shop or the Lincoln Laundry Facility.

1. Entryways/Laundry Equipment: Building entrance areas and laundry equipment will be sanitized each weekday (M-F) beginning at 9:00 am. High touch points will be sanitized two additional times throughout the day prior to staffs' work shift ending at 4 pm. Weekend student custodians will provide one cleaning each on Saturday and Sunday.

B. MicrobeCare Antimicrobial Coating

Purchase: MicrobeCare Chemical - 100 gallons and ATP Test Meter/strips.

Application: Product to be applied electrostatically by Building & Grounds Attendants with NMU purchased Clorox 360 machine. Facilities will designate and train five Building & Grounds Attendants to apply the product for consistency across campus. Facilities will work with each cost center to determine areas to be sprayed and provide training as needed.

The effectiveness of the MicrobeCare application will be monitored over time using an Adenosine Triphosphate (ATP) meter to test for surface microbes. Specific locations will be selected based on high traffic usage and monitored every 4 weeks.

PPE Requirements: A respiratory program is necessary when electrostatically spraying this product. This program will be coordinated with the NMU Safety Department.

Areas of focus for application: High touch point areas – elevators, drinking fountains, stairwells, door handles/push bars, restrooms, soft seating areas, classrooms, lab areas, locker/shower rooms, conference rooms, rec equipment, athletic areas, dining hall tables, bleacher seating, and service counters. Facilities will coordinate with department heads prior to spraying designated department spaces and property. An implementation plan is included identifying the priority level of spaces.

Why: This product will provide additional protection to building occupants and allow expectations of Facilities operations to be achievable as described in the Cleaning Process section. Many areas that cannot be regularly sanitized by cleaning staff due to limited access, time and/or staffing. Effectiveness range is approximately 1,200 sanitations (1-2 years).

Time Frame: Product expected to arrive by mid-July. An implementation plan is included establishing the priority order of space application as purchased product volume allows with dates.

C. Hygeia RTU Aqueous Ozone

Purchase: 100 bottles.

Application: Bottle is filled with tap water and aqueous ozone is generated through the trigger mechanism. These will be distributed to each department office for sanitizing within department areas and individual offices.

Why: This product will be provided to departments for sanitizing individual offices and workspaces on a daily basis. Department can refill as needed. This eliminates the need for Building & Grounds Attendants to have to provide and refresh sanitizing solution every 4 hours. Effectiveness range of bottle is approximately 1-2 years. This aqueous ozone dwell time is 1 minute on the surface.

Time Frame: Bottles expected to arrive by second week of July. Distribution plan is being developed along with personal protection equipment (PPE) items supplied by Safety Department.

D. Hand Sanitizing Stations

Approximately 250 hand-sanitizing stations will be installed in strategic high traffic locations. See attached floor plans for the location in each building. Building & Grounds Attendants will refill stations as needed.

E. Bottle Fill Stations

An inventory of bottle fill stations as part of existing drinking fountains was completed for all campus buildings. See attached floor plans and spreadsheet. Eight bottle fill stations will be added as indicated in spreadsheet.

F. Bathroom Safety

Bathroom counters, fixtures, light switches, and door hardware will be sprayed with MicrobeCare. Social distancing requirements will be communicated through signage at the mirror locations. No fixtures will be removed or additional barriers installed.

G. Elevator Safety

Elevator push buttons will be sprayed with MicrobeCare. Social distancing requirements will be communicated through signage with maximum capacity of two riders. No barriers will be installed.

H. Stanchions

Results of space audits have not resulted in a great number of stanchions being required. Dining and Rec Services have greatest need and are the departments that already possess stanchions. The library is the only other potential need. As a result, the work group recommendation is for individual departments to procure stanchions as necessary. The Facilities and Safety work groups will perform space audits, make recommendations and provide information as to where to purchase stanchions to departments in need.

I. Door Wedges

Propping self-closing doors to department offices, classrooms, labs, restrooms, etc. is not recommended due door maintenance issues, fire safety codes, and impact on effectiveness of heating, cooling and ventilation systems.