



UNIVERSITY OF
South Carolina

Guidance for Cleaning and Disinfecting Surfaces
During COVID-19 Pandemic Events

TABLE OF CONTENTS

SECTION 1 PURPOSE..... 3

SECTION 2 POLICY 3

SECTION 3 TRAINING OF PERSONNEL 3

SECTION 4 ROUTINE CLEANING AND DISINFECTING..... 3

 4.1 PERSONAL PROTECTIVE EQUIPMENT REQUIRED 4

 4.2 MINIMAL CLEANING OF ROOMS AND SURFACE AREA PROCEDURES FOR CUSTODIAL STAFF 4

 4.3 MINIMAL PROCEDURES FOR FACULTY, STAFF AND STUDENTS 6

 4.4 EXAMPLES OF HIGH-TOUCH SURFACES 7

SECTION 5 ENHANCED CLEANING AND DISINFECTING 8

 5.1 PERSONAL PROTECTIVE EQUIPMENT..... 8

 5.2 MINIMAL CLEANING OF ROOMS AND SURFACE AREA PROCEDURES FOR CUSTODIAL STAFF 10

 5.3 GUIDANCE ON CLEANING AND DISINFECTING SPECIFIC SURFACES 12

SECTION 6 CHEMICAL SAFETY INFORMATION 13

SECTION 7 REFERENCES 14

APPENDICES

A. EXAMPLE OF RESTRICTED ACCESS SIGN 15

B. APPA APPEARANCE LEVEL DEFINITIONS..... 16

C. ROUTINE CLEANING FREQUENCIES 18

D. OSHA’S EXAMPLES OF CUSTODIAL TASKS ASSOCIATED WITH EXPOSURE RISK LEVELS..... 26

E. LIST OF SPECIFIC AREAS FOR ROUTINE CLEANING AND DISINFECTING 27

F. LIST OF SPECIFIC AREAS FOR ENHANCED CLEANING AND DISINFECTING 27

1. PURPOSE

During pandemic events, such as but not limited to COVID-19, H1N1, Norovirus or Influenza, departments of the University must consider the potential risks of exposure to potentially infectious agents and how these risks can be minimized. The purpose of this document is to aim for a clean and healthy environment for students, faculty, and staff by taking measures to prevent community spread of these potentially infectious agents. The University of South Carolina family and the departments within to include, but not limited to, Athletics, Facilities, Student Health, Academics, Colleges and Residence Life will make every effort to manage, implement and follow the procedures within this document.

2. POLICY

The CDC currently states the best means for staying healthy, during a COVID-19 pandemic include, but not limited to, maintaining social distancing between yourself and others (at a minimum of 6ft), wash hands frequently with soap and water for at least 20 seconds and/or use at least 60% alcohol base hand sanitizer, wear face coverings, avoid touching your eyes, nose and mouth, and stay home if you are sick. However, they also suggest since infectious agents such as, but not limited to, the novel coronavirus may remain viable for hours to days on surfaces it is best practices to clean visibly dirty surfaces followed by disinfection to prevent the spread of potentially infectious agents.

This document is based on current information provided by the Center for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), Association of Physical Plant Administrators: Leadership in Educational Facilities (APPA) and the Occupational Safety and Health Administration (OSHA). These COVID-19 procedures will be updated if additional information becomes available from any of the resources listed above. Current websites from these sources may be referenced within this document but may change at the host site; therefore, reference the website links listed in section 7 for up to date information. It should be noted that the Coronavirus (COVID-19) is a novel virus and that information about the spread is still being researched. The information in this document is based on what is currently known about the virus. However, as information becomes available, cleaning, disinfecting and processes associated with the spread of the virus may change and will be subject to change. It is important that the CDC, EPA, OSHA, and other guidelines be reviewed periodically to ensure proper guidelines are being followed.

3. TRAINING OF PERSONNEL

Employees are trained on the following procedures prior to beginning the job and annually thereafter or upon any updates that may be provided by OSHA, CDC, EPA, or SC DHEC. This training will include, but not limited to, the following:

- A. Recognizing the symptoms and hazards of the potential infectious agents to include, but not limited to, COVID-19.
- B. What to do if you develop symptoms from COVID-19
- C. Hazards of the Cleaning and Disinfecting Chemicals per the OSHA Hazard Communication Standard 29 CFR 1910.1200 requirements
- D. Personal Protective Equipment (PPE) training will include, but not limited to:
 - a. Who will need to use protective clothing and equipment,
 - b. When it should be used,
 - c. How to put it on,
 - d. How to use/wear the clothing,
 - e. How to take the clothing/equipment off properly, and
 - f. How to properly dispose or clean the clothing/equipment.
- E. Hazards of potential Bloodborne Pathogens per the OSHA Bloodborne Pathogen Standard 29 CFR 1910.1030
- F. Proper disposal of regulated waste and PPE per OSHA standard 29 CFR 1910.132.
- G. This training will be provided by classroom and/or video instruction and hands-on demonstrations.

4. ROUTINE CLEANING AND DISINFECTING

Routine cleaning and disinfecting of surfaces, during a COVID-19 pandemic and outbreaks, will remain at the APPA Level 2 standards (Appendix B). Examples of cleaning frequencies for specific areas can be found in appendix C. Once activated, custodial staff will then focus on high touch surfaces along with their daily routine cleaning procedures. Students, faculty, and other staff members are asked to assist with keeping their high touch surfaces clean and disinfected in their personal spaces.

Specific areas such as health care facilities and medical/biological laboratories may require higher level of cleaning and disinfecting standards. These areas should ensure the most up-to-date policies and practices specific to the area.

4.1. Routine Cleaning and Disinfecting Personal Protective Equipment (PPE)

Routine cleaning and disinfecting of surfaces may require the use of everyday PPE such as, but not limited to, gloves and eye/face protection. Enhanced cleaning will require additional PPE; therefore, reference section 5.1 of this document for the required enhanced cleaning PPE. Personal Protective Equipment must be worn according to the Occupational Safety and Health Administration (OSHA) and is intended to be utilized when performing any cleaning to include handling of waste or trash. Other PPE may be required due to cleaning and disinfecting solutions used. Please verify with Environmental Health and Safety (EHS) if you have any questions. https://www.sc.edu/about/offices_and_divisions/ehs/index.php

PPE will be:

- A. Selected based upon the hazard to the employee
- B. Properly fitted and periodically refitted per regulatory requirements (e.g., respirators)
- C. Regularly inspected, maintained, and replaced by the wearer as necessary
- D. Properly removed, cleaned, and stored or disposed of by the wearer to avoid contamination of self, others, or the environment

This PPE may include, but is not limited to the following:

- A. Eye and Face Protection
 - a. Protection must comply with ANSI Z8.1, Occupational and Educational Personal Eye and Face Protection Devices and 29 CFR 1910.133, Eye and Face Protection
 - b. Depending on cleaning material, either goggles or safety glasses with face shields shall be used.
 - c. They must be compatible with the disinfectant products being used.
- B. Hand Protection
 - a. Nitrile gloves should be appropriate; however, the Safety Data Sheet (SDS) will dictate the exact material.
 - b. Hand protection must also comply with 29 CFR 1910.138, Hand Protection
 - c. They must be compatible with the disinfectant products being used.
- C. Respiratory Protection
 - a. Protection must comply with ANSI Z88.2 and 29 CFR 1910.134, Respiratory Protection
 - b. They must be compatible with the disinfectant products being used
 - c. OSHA requires for any individual assigned to a task requiring the use of respiratory protection, they should be physically able to wear a respirator. A physician or other licensed healthcare professional will make the determination of an employee's fitness. This determination and medical evaluation should be conducted prior to any respirator usage. Contact Environmental Health and Safety for further assistance with respiratory protection.

4.2. Minimal Cleaning of Rooms and Surface Area Procedures for Custodial Staff

At a minimum, the following must be completed; however, specific area checklist templates can be found at https://sc.edu/about/offices_and_divisions/ehs/occupational_and_environmental_safety/workplace_safety/cleaning_disinfecting/index.php A list of these areas can be found in Appendix E. For surface cleaning frequencies reference Appendix C. While following this guidance, it is recommended to use the cleaning and disinfecting agents that are appropriate for the situation and/or potential exposure. When using these EPA approved cleaners, detergents, and disinfectants, follow the manufacturers' instruction on mix ratio and contact time.

- Ensure cleaning supplies are stocked and readily available. If supplies are running low, notify your supervisor so these items can be reordered.
- After cleaning and disinfecting procedures have been completed for each area, custodial management must sign off on the checklists. These checklists will be given to your supervisor at the end of each day or as directed.
- Ensure cleaning cart is stocked with items such as:
 - EPA approved cleaner/detergent/disinfectant/wipes
 - Disinfectant spray such as Lysol for porous surfaces (fabrics)
 - Microfiber/cleaning cloths
 - Microfiber/string mop heads and bucket
 - Vacuum cleaner
 - Extension pole with duster and dusting cloths
 - Paper products (paper towels, toilet paper, tissues)
- Perform hand hygiene
 - Hands should be cleaned often and immediately:
 - Upon arrival to work
 - After removing gloves
 - After contact with an ill person(s)
 - After blowing one's nose, coughing or sneezing
 - After using the restroom
 - Before eating or preparing food. etc.
 - Washing hands with soap and water for at least 20 seconds is best practices.
 - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer containing at least 60% alcohol may be used. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- Apply appropriate PPE as needed

Routine cleaning and disinfecting of surfaces will require the use of everyday PPE such as, but not limited to, gloves and eye/face protection. Other PPE may be required due to the cleaning and disinfecting solutions used. Please verify with Environmental Health and Safety (EHS) if you have any questions.

 - Eye and Face Protection – Safety glasses, goggles, or face shield should be worn if there is a potential for a splash hazard from the chemical
 - Hand Protection – Nitrile gloves should be worn during most tasks. While using certain chemicals it may require a different type of glove. Reference the chemical's safety data sheet for appropriate glove type.
 - Respiratory Protection – During routine cleaning procedures respiratory protection is not usually needed; however, have your supervisor contact Environmental Health and Safety if it is found to be needed.
- Prepare cleaning and disinfecting solutions according to the manufacturer's instructions.
- Enter room and empty trash receptacles by using top pull method with the waste bag and then clean the trash receptacle.
- Begin cleaning from rear far wall, moving forward to exit door. Perform cleaning from top to bottom.
 - Perform dusting of ledges and other horizontal surfaces (e.g. light fixtures, air vents, etc.)
 - Clean tabletops, legs and then base
 - Clean non-porous portions of chairs/seats by beginning with the top to bottom approach
 - Clean doorknobs/door handles/push doors
 - Clean windows
 - Vacuum carpeted floor and sweep and mop non-carpeted floors
 - Additional areas may be indicated on the appropriate checklist for the area being cleaned.

- New or freshly laundered microfiber/cleaning cloths should be used to clean each surface to prevent cross contamination (e.g. toilets, sinks, partitions, urinals, showers, counter tops, mirrors, trash receptacles, dispensers, baseboards, doors, door fixtures, walls, etc.)
- New or freshly laundered mop heads and mop water should be changed between common spaces to prevent cross contamination.
- Gloves should be changed between common spaces to prevent cross contamination.
- Used gloves should be discarded with trash waste after cleaning each area. Hands should be washed or sanitized after each glove change.
- Used microfiber/cleaning cloths and mops heads should be placed in a containment bag and submitted to laundry service at the end of each shift.

4.3. Minimal Procedures for Faculty, Staff and Students

- Faculty, Staff and Students will assist with maintaining a clean and healthy environment on campus by cleaning, between each use, areas such as, but not limited to (see section 4.4 of this document for extended list):
 - Tables in meeting rooms, conference rooms, study rooms/areas
 - Personal office items (i.e. phones, keyboard, mouse, arm rests, etc.)
 - Whiteboards, chalkboards, dry-erase markers, erasers, projectors, remotes
 - Podiums/Instruction areas
 - Exercise Equipment
- Ensure cleaning supplies are stocked and readily available in the area. If supplies are running low notify your supervisor, professor, or advisor so these items can be reordered (e.g., disinfecting wipes and spray).
- Perform hand hygiene
 - Hands should be cleaned often and immediately:
 - Upon arrival to work
 - After removing gloves
 - After contact with an ill person(s)
 - After blowing one's nose, coughing or sneezing
 - After using the restroom
 - Before eating or preparing food
 - Washing hands with soap and water for at least 20 seconds is best practices.
 - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer containing at least 60% alcohol may be used. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- Apply appropriate PPE as needed
 Routine cleaning and disinfecting of surfaces may require the use of everyday PPE such as, but not limited to, gloves and safety glasses, goggles, or face shields. Other PPE may be required due to cleaning and disinfecting solutions used. **Contact your supervisor, professor, or advisor to verify with Environmental Health and Safety (EHS) if PPE is needed and what the appropriate PPE would be.** Examples of appropriate PPE are:
 - Eye and Face Protection – Safety glasses (face shields or goggles) may need to be worn if there is a potential for a splash hazard from the chemical. If you are using pre-moistened wipes eye and/or face protection is not required.
 - Hand Protection – Nitrile gloves may need to be worn during some tasks. Reference the chemical's safety data sheet, product label or EHS for appropriate glove type.
 - Respiratory Protection – During routine cleaning procedures respiratory protection is not usually needed. Contact Environmental Health and Safety if it is found to be needed.

- New or freshly laundered cleaning cloths or pre-moistened disinfecting disposable wipes should be used to clean each common surface to prevent cross contamination.
- Begin high-touch surface cleaning/disinfecting by using appropriate cleaning agent (e.g., disinfecting wipes and spray).

4.4. Examples of High-Touch Surfaces

Kitchens / Food Areas / Breakrooms / Lounges	Tables and Chairs	Countertops	Doorknobs
	Food Contact Surfaces	Light Switches	Paper towel / Napkin Dispensers
	Soap Dispensers	Sink Surfaces and Hardware	Vending Machine Exteriors
	Push Doors	Water Fountains	Phones (land line)
	Exterior and Handle of all Appliances	Salt and Pepper Shakers	Condiment Dispensers
Shower, Change/Locker, Restrooms	Toilet and Shower Stall Doors and Doorknobs	Countertops	Entrance / Exit Doorknobs
	Soap Dispensers	Sink Surfaces and Hardware	Paper towel / Napkin Dispensers
	Hot Air Blowers	Light Switches	Toilets and Urinals
Lobbies / Hallways / Elevators	Tables and Chairs	Water Fountains	Doorknobs
	Railings	Light Switches	Tabletops
	Elevator Buttons and Panels	Countertops	Push Door Bars
	ID Card Readers	Computers, Keyboards, and Mouse	Phones (land line)
Offices / Conference Rooms / Classrooms	Tables and Chairs	Light Switches	Doorknobs
	Drawer Handles	Books	Push Door Bars
	Railings	Pens / Pencils	Tabletops
	File Cabinets	Hole Punch	Phones (land line)
	Staplers / Tape Dispensers	Computers, Keyboards, and Mouse	Printers

5. ENHANCED CLEANING AND DISINFECTING

During pandemics such as COVID-19 and other outbreaks, enhanced disinfecting and cleaning of surfaces will be activated when the area/space has been visited or occupied by a person known to be, or suspected of being, infected by an infectious agent. These procedures could possibly be elevated to APPA Level 1 (Appendix B) standards.

After being notified of a person with a confirmed COVID -19 infection on campus, the following cleaning and disinfecting protocol will be followed based on the current guidance from the CDC and other best practices:

- A. Buildings and/or specific areas where the confirmed infected person(s) spent time will be assessed using established protocols by the University Contact Tracing Team. The cleaning scope will then be established based on the risk of

potential contamination, as determined by a representative from the Contact Tracing Team, a representative from Environmental Health and Safety, and a representative from impacted department (e.g., Facilities, Housing and Food Services).

- B. The representatives listed above will complete the following (as applicable):
- a. Communicate to the custodial staff, responsible for cleaning, the scope of cleaning necessary for each impacted area.
 - i. CDC states to close off areas used by the person who is sick, open doors and windows (if feasible), and wait as long as possible (at least several hours) before entering to clean and disinfect.
 - ii. If it has been more than 3 days since the person(s) with suspected/confirmed illness has visited or occupied the facility, the following enhanced cleaning procedures are not needed. Refer to the routine procedures listed in section 4 of this document.
 - b. Identify areas that require restricted access during and immediately following the enhanced cleaning.
 - c. Communicate the timeline and the completion of the enhanced cleaning to each department that has been impacted.
- C. The cleaning and disinfecting staff will:
- a. Follow the minimal procedures listed below.
 - b. Follow the procedures identified within their specific area checklists. These can be found at (insert hyperlink to EHS website) A list of these areas can be found in Appendix F.
- D. If an outside contractor is used to perform the enhanced cleaning and disinfecting, then they are responsible for providing the following to the impacted department(s) prior to beginning work:
- a. Proposed scope of work
 - b. List of products to be used along with the respective safety data sheets (SDS)
 - c. Application methods they plan to use for cleaning and disinfecting

5.1. Enhanced Cleaning and Disinfecting Personal Protective Equipment (PPE)

Various combinations of engineering and administrative controls, safe work practices and PPE may be appropriate for staff, depending on the hazard and risk assessments suggested by the Occupational Safety and Health Administration (OSHA). Examples of these controls are listed below. The OSHA examples of environmental service tasks associated with exposure risk levels are listed in Appendix D.

- A. Engineering Control Examples:
Ensure areas being cleaned have proper ventilation, especially if workers need to access contaminated COVID-19 areas during the first 24 hours. Obtaining proper ventilation may include increasing air changes per hour and/or adding air circulation before and during cleaning tasks.
- B. Administrative Control Examples:
Restrict access to COVID-19 contaminated areas and post signage (Appendix A). If possible, permit access only to essential personnel for at least 24 hours. Allowing contamination to remain on non-porous surfaces during this time may permit potentially infectious viral particles to become non-infectious.
- C. Safe Work Practices:
Staff should ensure they do not use cleaning procedures that could re-aerosolize infectious particles. This includes avoiding practices such as dry sweeping or use of high-pressure streams of water or cleaning chemicals. Staff should avoid touching their faces, including their eyes, noses, and mouths, until after they have thoroughly washed their hands upon completing work and/or removing PPE. Cleaning and Disinfecting supplies such as, but not limited to, mop heads, rags, towels, and dusting cloths should be changed out between each room.
- Hands should be cleaned often and immediately:
 - Upon arrival to work
 - After removing gloves
 - After contact with an ill person(s)

- After blowing one's nose, coughing or sneezing
- After using the restroom
- Before eating or preparing food
- Washing hands with soap and water for at least 20 seconds is best practices.
 - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer containing at least 60% alcohol may be used. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

D. Personal Protective Equipment (PPE):

Generally, staff will not need special precautions, beyond those already used, to protect them from the hazards they encounter during routine jobs tasks. The selection of PPE should reflect the risk and anticipated sources of exposure to COVID-19 and potentially hazardous cleaning chemicals. Due to these risks, **at a minimum**, it is recommended the following be used while performing cleaning and disinfecting procedures within the areas that have been occupied by a person known to be, or suspected of being, infected with COVID-19.

- If entering an area within the **first 24 hours** the following PPE should be worn (according to the recommendations from CDC):
 - Gloves
 - Gowns **or** Liquid-splash protective suits **or** Disposable suits
 - Safety glasses **or** Goggles **or** Face Shield
 - Respirator (e.g., half-mask cartridge, full-face cartridge, N95)
 - Face shield
 - Additional PPE maybe required based on the manufactures SDS
- If entering an area **after the first 24 hours and before 3 days** have passed, then the following PPE should be worn (according to the recommendations from CDC):
 - Gloves
 - Gowns **or** Liquid-splash protective suits **or** Disposable suits
 - Safety glasses **or** Goggles **or** Face Shield
 - Cloth Face Covering/Mask
- If entering an area **after 3 days** has past, then the following PPE should be worn:
 - Gloves
 - Gowns **or** Liquid-splash protective suits **or** Disposable suits
 - Safety glasses **or** Goggles **or** Face Shield if needed for cleaning products used
- For enhanced cleaning and disinfecting tasks, staff should wear gloves and gowns (or liquid-splash protective or disposable suits) for all task to include handling trash.
- PPE should be compatible with the chemical products being used. Gowns, disposable suits, or liquid-splash suits will be selected due to the chemical being used.
- PPE should be removed carefully to avoid self-contamination for the wearer and the surrounding areas.
- PPE should be replaced between each area that has been visited or occupied by ill person(s) to prevent the potential spread of infectious agents.
- Hands should be cleaned **after** removing gloves.
- Staff should immediately report breaches in PPE such as a tear in gloves or suits or any other potential exposures to their supervisor.

5.2. Minimal Cleaning of Rooms and Surface Area Procedures for Custodial Staff

This section provides steps on the cleaning and disinfecting of rooms or areas occupied by those with suspected or confirmed COVID-19 infections. It is aimed at limiting the survival of the infectious agents in the key environments. These procedures will be updated if additional information becomes available from CDC, EPA, OSHA or APPA. **At a minimum, the following must be completed; however, detailed procedures should be identified within the specific area checklist templates.**

These can be found at

https://sc.edu/about/offices_and_divisions/ehs/occupational_and_environmental_safety/workplace_safety/cleaning_disinfecting/index.php list of these specific areas can be found in Appendix F.

- A. Entering a space within the first 24 hours from when a person with a suspected or confirmed COVID-19 infection have occupied or visited the area:**
- a. Close off areas used by the ill person(s) and wait as long as practical before entering to begin cleaning and disinfecting. It is recommended by CDC to wait at least 24 hours before entering.
 - b. Once area is closed off, demarcate the area with restricted access signs. Examples of these can be found in Appendix A.
 - c. If possible, open outside doors and windows to increase air circulation in the area while cleaning.
 - d. Ensure cleaning supplies are stocked and readily available. Check the cleaning cart for the following examples (ensure there are multiple gloves, cloths, dusters, and mop heads to change out between each common area):
 - i. EPA approved cleaner/detergent/disinfect/wipes
 - ii. Multiple microfiber/cleaning cloths
 - iii. Multiple microfiber/string mop heads and bucket
 - iv. HEPA Vacuum cleaner
 - v. Extension pole with duster and multiple dusting cloths
 - vi. Gloves (ensure they are the correct size for use)
 - vii. Anti-microbial soap
 - viii. Hand sanitizer
 - e. Apply appropriate PPE
 - i. Safety glasses/goggles or face shield (depending on chemical and method of application to be used)
 - ii. Disposable gloves
 - iii. Gowns or Liquid-splash protective suits or Disposable suits (depends on the availability and the chemical and method of application to be used)
 - iv. Respirator (e.g., half-mask cartridge, full-face cartridge, N95)
 1. Contact EHS for specific respirator to be used
 - f. Prepare cleaning and disinfecting solutions according to the manufacturer's instructions.
 - g. Enter room, pick up loose debris, empty trash receptacles by using top pull method, and then clean the trash receptacle.
 - h. Begin deep cleaning from the highest reachable point to the bottom of the room. Start this process from the rear far wall, moving forward to exit door.
 - i. Perform dusting of vents (supplies and returns), light fixtures, sprinkler heads.
 - ii. Clean all parts of the following:
 1. Wall Fixtures
 2. Tables
 3. Countertops
 4. Ledges
 5. Thermostat
 6. Vents (supply and return)
 7. Doors, Doorknobs
 8. Chairs
 9. Windows
 10. Baseboards
 11. Door Glass
 12. Blinds
 13. Push Door Bars
 - iii. Vacuum carpeted floors with a HEPA vacuum and Sweep and Mop non-carpeted floors
 1. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 2. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
 - iv. New or freshly laundered microfiber/cleaning cloths should be used to clean each surface to prevent cross contamination (e.g. toilets, sinks, partitions, urinals, showers, counter tops, mirrors, trash receptacles, dispensers, baseboards, doors, door fixtures, walls, etc.)

- v. New or freshly laundered mop heads and mop water should be changed between common spaces to prevent cross contamination.
- vi. Gloves should be changed between common spaces to prevent cross contamination.
- vii. Used gloves should be discarded with trash waste after cleaning each area. Hands should be washed or sanitized after each glove change.
- viii. Used microfiber/cleaning cloths and mops heads should be placed in a containment bag and submitted to laundry service at the end of each shift.

B. Entering a space after 24 hours, but before 3 days has passed since a person with a suspected or confirmed COVID-19 infection has occupied or visited the area:

- a. CDC states that cleaning is adequate. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility. The appropriate PPE (listed below).
 - i. Safety glasses/goggles or face shield (depending on chemical and method of application to be used)
 - ii. Disposable gloves
 - iii. Gowns or Liquid-splash protective suits or Disposable suits (depends on the availability and the chemical and method of application to be used)
 - iv. Filtering Face Cover/Mask

C. Entering Residence Halls where person(s) with a suspected or confirmed COVID-19 infection are being housed:

- a. Focus on frequently cleaning and disinfecting common areas where staff and others providing services may encounter ill person(s).
- b. Use the appropriate PPE listed in Section 5.2.A.e or 5.2.B.a
- c. Reduce the cleaning and disinfecting of bedrooms and bathrooms used by ill person(s) to as needed.
 - i. Consider providing personal cleaning supplies for an ill person(s)' room and bathroom. These supplies might include tissues, paper towels, cleaners, and EPA-registered disinfectants.
 - ii. If access is needed to these areas use the procedures outlined in the specific area checklist templates. These checklists can be found at https://sc.edu/about/offices_and_divisions/ehs/occupational_and_environmental_safety/workplace_safety/cleaning_disinfecting/index.php A list of these specific areas can be found in Appendix F.
- d. Once the area has been vacated by the ill person, perform the enhanced cleaning and disinfecting procedures outlined in Section 5 of this document.
- e. Consider providing ill person(s) with disposable food service items to limit the number of items being handled by non-infected persons.

D. Entering a space after 3 days has passed since the person(s) with a suspected or confirmed COVID-19 infection has occupied or visited the area:

- a. If it has been more than 3 days since the person(s) with suspected/confirmed illness has visited or occupied the facility CDC recommends no additional cleaning beyond regular cleaning practices.

5.3. Guidance on Cleaning and Disinfecting Specific Surfaces

This section provides guidance on how to clean and disinfect specific rooms or areas occupied by those who are suspected or confirmed a COVID-19 infection. These procedures will be updated if additional information becomes available from the CDC, EPA, OSHA or APPA. **At a minimum, the following must be completed; however, detailed procedures should be identified within the specific area checklist templates.** These can be found at https://sc.edu/about/offices_and_divisions/ehs/occupational_and_environmental_safety/workplace_safety/cleaning_disinfecting/index.php A list of these specific areas can be found in Appendix F.

A. Hard (Non-porous) Surfaces

- a. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty (to sight or touch), they should be cleaned using a detergent or soap and water prior to disinfection.

- b. CDC states, for disinfection, most common EPA-registered household and commercial disinfectants should be effective.
 - i. A list of products approved by the EPA, for disinfecting surfaces from infectious agents, can be found on their website.
 - ii. Follow the manufacturer's instructions while cleaning and disinfecting surfaces. This will pertain to the concentration of chemical to use, PPE to use, required ventilation, application method and the contact time.
 - 1. Diluted household bleach may be used in place of other cleaning/disinfecting solutions; however, ensure it is appropriate for the surface.
 - 2. Prepare bleach solution by mixing 5 tablespoons (1/3 cup) of bleach per gallon of water or 4 teaspoons of bleach per quart of water.
 - 3. Never mix bleach and ammonia or any other type of cleanser. Doing so may produce harmful gases or vapors.
 - 4. Ensure a contact time of at least 1 minute for bleach solution to kill infectious agent.
 - 5. Bleach solutions will be effective for disinfection up to 24 hours.

B. Soft (Porous) Surfaces

- a. For surfaces such as, but not limited to, carpets, rugs, furniture and drapes, remove visible contamination with appropriate cleaners indicated for use on these surfaces.
- b. After cleaning, if items can be laundered, go to section 5.3.D which is listed below.
- c. Follow the manufacturer's instructions while cleaning and disinfecting surfaces. This will pertain to the concentration of chemical to use, PPE to use, required ventilation, application method and the contact time.
- d. Otherwise, use EPA-approved cleaning and disinfecting agents found on their website and that are suitable for porous surfaces.
- e. Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - i. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - ii. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

C. Electronics

- a. For items such as, but not limited to, tablets, touch screens, keyboards, remote controls and atm machines remove visible contamination with appropriate cleaners indicated for use on these surfaces.
 - i. Consider use of wipeable covers for electronics.
- b. Follow the manufacturer's instructions while cleaning and disinfecting surfaces. This will pertain to the concentration of chemical to use, PPE to use, required ventilation, application method and the contact time.
 - i. For touch screen devices use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect. Dry these surfaces thoroughly to avoid pooling of liquids.

D. Linens, Clothing and Other Items that may go into the laundry

- a. Wear disposable gloves when handling dirty laundry.
- b. To minimize the possibility of dispersing infectious agents into the air, do not shake dirty laundry.
- c. After cleaning visibly dirty surfaces (if present), launder items (as appropriate) in accordance with the manufacturer's instructions.
 - i. Items to be laundered may include mops heads, rags, towels, and dusting clothes. This list is not all-inclusive; therefore, each department should verify other items that may be included.
 - ii. Launder items using the warmest appropriate water setting for the items and dry the items completely at the warmest appropriate setting. Ensure items are completely dry before removing.
 - iii. CDC states dirty laundry that has been in contact with an ill person(s) can be washed with other people's items.
- d. Clean and disinfect hampers or other carts that were used for transporting dirty/infected laundry. Use the hard or soft surface cleaning procedures listed above.
- e. If laundering is not possible, use the procedures listed above in section 5.3.B.

E. Alternative Disinfection Methods

- a. The effectiveness of alternate surface disinfection methods external icons, such as ultrasonic waves, high intensity UV radiation, and LED blue lights against the virus that causes COVID-19 has not been fully established.
- b. CDC does not recommend the use of sanitizing tunnels. Currently, there is no evidence that sanitizing tunnels are effective in reducing the spread of COVID -19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or injury.
- c. In most cases fogging, fumigation, and wide-area or electrostatic spraying are not recommended as the primary methods of surface disinfection and have several safety risks to consider, unless specified as a method of application on the product label.

6. CHEMICAL SAFETY INFORMATION

A. Chemical Safety while Cleaning Consumables (Produce)

The Food and Drug Administration (FDA) recommends choosing produce that is not bruised or damaged, and make sure that pre-cut items are either refrigerated or on ice both in the store and at home. The FDA suggests cleaning consumable products such as fruits and vegetables using the following steps:

1. Wash your hands for 20 seconds with warm water and soap before and after preparing fresh produce.
2. If damage or bruising occurs before eating or handling, cut away the damaged or bruised areas before preparing or eating.
3. Rinse produce BEFORE you peel it, so dirt and bacteria are not transferred from the knife onto the fruit or vegetable.
4. Gently rub produce while holding under plain running water. **There is no need to use soap or a produce wash.**
5. Use a clean vegetable brush to scrub firm produce, such as melons and cucumbers.
6. Dry produce with a clean cloth or paper towel to further reduce bacteria that may be present.
7. Remove the outermost leaves of a head of lettuce or cabbage.
8. If you're working with something like spinach, leeks or other leafy greens which can have a lot of dirt, place the produce in a large bowl of cold water, swish it around to remove the grit, lift it out, and drain in a colander.

For more information on cleaning fruits and vegetables visit the FDA website:

<https://www.fda.gov/consumers/consumer-updates/7-tips-cleaning-fruits-vegetables>

B. Chemicals used in the home or at work can be dangerous to your health and the environment when not used properly. To keep you and those around you safe, follow these safety tips below.

1. Follow the instructions on the label when you use and store chemicals. Prepare cleaning and disinfecting solutions by using the correct mix ratio and contact time according to the manufacturer's instructions.
2. Store products in their original containers.
3. Do not mix products. This may cause deadly gases or cause a fire. **Examples of what not to mix are listed below.**
 - a. **Bleach and Vinegar/Acids (produces chlorine gas)**
 - i. Symptoms of exposure: irritation to throat, nose and eyes, coughing, difficulty breathing, burning/watery eyes, and a runny nose. Very high levels could be deadly
 - ii. Typical products containing acids: vinegar, glass and window cleaners, automatic dishwasher detergents, toilet bowl cleaners, drain cleaners, rust removal products, and brick/concrete cleaners.
 - b. **Bleach and Ammonia (produces chloramine gas)**
 - i. Symptoms of exposure: Coughing, nausea, shortness of breath, watery eyes, chest pain, irritation to throat, nose and eyes, wheezing, and fluid in the lungs
 - ii. Typical products containing ammonia: glass and window cleaners, interior/exterior paints
 - c. **Bleach and Alcohol (produces chloroform)**

- i. Symptoms of exposure: irritation of throat, nose and eyes, central nervous system damage, and other organ damage.
 - ii. Common alcohols found in disinfectants are ethyl alcohol, isopropyl alcohol, and acetone
 - d. **Hydrogen Peroxide and Vinegar (produces peracetic acid)**
 - i. Symptoms of exposure: irritation to skin, eyes and upper respiratory system, corrosive to eyes, may cause permanent lung damage
 - e. **Different brands and types of drain cleaner** (they may have different pH properties causing a violent reaction)
 - i. Symptoms of exposure: irritation to eyes, corrosive to skin and eyes
- 4. Chlorine Bleach: Sodium Hypochlorite is the active ingredient in bleach. It is found in many cleaning and disinfecting products; therefore, it is important to check the product label to ensure the product does not contain sodium hypochlorite before mixing.
 - i. It is best practices to only mix bleach with water.
- 5. Mixing any cleaning chemical, including green chemicals, could cause bad reactions if instructions are not specifically followed.
- 6. For more information on safe and effective disinfectant use visit EPA's Six Steps for Safe & Effective Disinfectant Use <https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use>

7. REFERENCES

- EPA List N: Disinfectants for Use <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- OSHA Infectious Disease https://www.osha.gov/SLTC/healthcarefacilities/infectious_diseases.html
- OSHA Guidance on Preparing Workplaces for COVID-19 <https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA COVID-19 <https://www.osha.gov/SLTC/covid-19/>
- OSHA Control and Prevention <https://www.osha.gov/SLTC/covid-19/controlprevention.html>
- Centers for Disease Control and Prevention <https://www.cdc.gov/>
- CDC Interim Guidance for Administrators of US Institutions of Higher Education <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
- CDC Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- CDC Cleaning and Disinfection for Community Facilities <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, schools, and Homes <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- EPA's Six Steps for Safe & Effective Disinfectant Use <https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use>



Appendix B: APPA Appearance Level Definitions

Association of Physical Plant Administrator's (APPA) Five Levels of Clean

The following is a summary of key indicators for each of APPA's five levels of cleanliness. The lower the score higher the level of cleanliness.

Level 1 – Orderly Spotlessness

Level 1 establishes cleaning at the highest level. This is show-quality cleaning for that prime facility

- Floors and base molding shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
- Lights all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Level 2 – Ordinary Tidiness

Level 2 is the base upon which cleaning should be maintained. Lower levels for washrooms, changing/locker rooms, and similar type facilities are not acceptable.

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation.
- Lights all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Level 3 – Casual Inattention

Level 3 reflects the first budget cut or some other staffing-related problem. It is a lowering of normal expectations. While not totally acceptable, it has yet to reach an unacceptable level of cleanliness.

- Floors are swept or vacuumed clean, but upon close observation dust, dirt, and stains, as well as a buildup of dirt, dust, and/or floor finish in corners and along walls, can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks and splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints.
- Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Level 4 – Moderate Dinginess

Level 4 reflects the second budget cut, or some other significant staffing-related problem. Areas are becoming unacceptable. People beginning to accept and environments lacking normal cleanliness. The facility begins to constantly look like it requires a good "spring cleaning".

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.

- There is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull and dingy with streaks and splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks that will be difficult to remove.
- Less than 5% of lamps are burned out and fixtures are dingy and dirty.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5 – Unkempt Neglect

This is the final and lowest level. The facility is always dirty, with cleaning accomplished at an unacceptable level.

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy, and there is a conspicuous buildup of dirt, dust, and/or floor finish in corners and along walls.
- Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5% of lamps are burned out and fixtures are dirty with dust balls and insects.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

Appendix C: Routine Cleaning Frequencies

Note: Frequencies may need to be reduced for low traffic areas and increased for high traffic areas or for areas that are occupied/utilized on weekends. The following frequencies are guidelines. You should reference the specific building cleaning schedules.

Entrances, Lobbies, Reception, Foyer - APPA Level 2	Frequency
Doors, Doorknobs, Push Doors, and ID card readers (High-touch areas) damp wiped clean.	4 times per day
Tiled and linoleum floors will be dust mopped and damp mopped/washed.	3 days per week
Doormats will be lifted and vacuumed both sides.	5 days per week
Carpeted areas will be vacuumed, and spot cleaned.	3 days per week
Trash receptacles will be emptied and cleaned.	5 days per week
Door glass and panel glass will be cleaned both sides. Only to the top of the door frame.	5 days per week
Door glass will be kept free (clean) of stains, marks, etc.	5 days per week
Entrance doorframes, side glass panels and top glass panels will be cleaned.	5 days per week
Drinking fountain and bottle filler faucets and buttons will be damp wiped clean.	4 times per day
Finger and other marks will be removed from wall up to 6 ft.	5 days per week
Horizontal surfaces and railings will be dusted, and damp wiped clean.	5 days per week
Stainless steel kick plates will be cleaned.	5 days per week
Exterior garbage containers (within 16ft.) will be emptied and damp wiped.	5 days per week
Computers, Keyboards, Mouse, Printer, Staplers, Tape Dispensers, and other high touch surfaces in offices (completed by occupant) will be damp wiped clean.	Between each occupant of reception area
Desktops, Tabletops, Light Switches, (completed by occupant) will be damp wiped clean.	2 times per day
Furniture (non-porous surfaces) damp wiped clean.	4 times per day

Stairs and Landings – APPA Level 2	Frequency
Stairs and landings will be swept, and damp mopped/washed.	3 days per week
Doors, Doorknobs, Push Doors damp wiped cleaned and will be kept free of finger marks.	4 times per day
Handrails will be dusted, and damp wiped.	5 days per week
Walls will be spot cleaned up to 6ft high.	5 days per week
Stainless steel kick plates will be cleaned.	5 days per week

Elevators – APPA Level 2	Frequency
Floors to be dust mopped and damp mopped/washed.	5 days per week
Doors and walls will be kept free of marks.	5 days per week
Buttons, panels, and other high-touch areas damp wiped clean.	4 times per day
Ceiling panels will be cleaned.	1 day per month
Stainless steel panels will be polished.	5 days per week
Elevator exterior Doors on each floor will be kept free of marks.	5 days per week

Corridors, Hallways - APPA Level 2	Frequency
Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.	3 days per week
Carpeted floors to be vacuumed and spot cleaned.	3 days per week
Horizontal surfaces and railings will be dusted, and damp wiped clean.	5 days per week
Trash receptacles will be emptied and cleaned.	5 days per week
Drinking fountain and bottle filler faucets and buttons will be damp wiped clean.	4 times per day
Walls will be spot cleaned up to 6ft high.	5 days per week
Vending machine buttons/panels dusted, and damp wiped clean	4 times per day
Door glass and partition glass will be completely cleaned both sides.	5 days per week

Office Areas - APPA Level 2	Frequency
Doors, Doorknobs, and Push Doors (High-touch areas)	4 times per day
Carpets will be vacuumed, and spot cleaned	3 days per week
Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.	3 days per week
Horizontal ledges will be dusted.	5 days per week
Trash receptacles and recycling bins will be emptied and cleaned.	5 days per week
Finger marks will be removed from walls and partitions will be spot cleaned up to 6ft high.	3 days per week
Horizontal and vertical blinds spray cleaned in Summer and Winter	2 times per year
Horizontal and vertical blinds dusted	4 times per year
Computers, Keyboards, Mouse, Printer, telephones, and other high touch surfaces in offices (completed by occupant)	2 times per day
Desktops, Tabletops, Arm Rests, Light Switches, Staplers, Tape Dispensers, and other desk supplies (completed by occupant)	2 times per day

Meeting Rooms, Conference Rooms, Multi-Purpose Rooms - APPA Level 2	Frequency
Trash receptacles will be emptied and cleaned.	5 days per week
Carpet will be vacuumed, and spot cleaned.	5 days per week
Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.	3 days per week
Furniture (non-porous surfaces) damp wiped clean.	5 days per week
Tables will be damp wiped (completed by occupant)	After each use of room
Upholstery cleaning	1 day per month
Horizontal ledges will be dusted, and damp wiped clean.	5 days per week
Walls spot cleaned up to 6ft high.	1 day per week
Phones, projectors, computers, mouse, table-top speakers damp wiped clean (completed by occupant)	After each use of room
Light switches, doors, doorknobs, and push doors damp wiped clean.	4 times per day
Whiteboards, Chalkboards, Dry-erase markers, and erasers damp wiped clean (completed by occupant)	After each use of room

Restrooms, Showers, Change/Locker Rooms – APPA Level 2	Frequency
All fixtures to be cleaned, (i.e. bowls, urinals, sinks, basins, mirrors, chrome surfaces and interface.)	5 days per week
Sink surfaces, stall doors, soap dispensers, light switches, hot air blowers, paper towel dispensers, and other high-touch surfaces will be damp wiped clean.	4 times per day
Entrance / Exit doorknobs damp wiped clean.	4 times per day
Trash receptacles will be emptied and cleaned.	5 days per week
All supplies will be replenished.	5 days per week
Walls will be spot cleaned up to 6ft high.	5 days per week
Walls will be washed floor to ceiling.	2 days per month
Toilet partitions will be damp wiped.	5 days per week
Floors will be swept and washed.	5 days per week
Walls and toilet partitions will be kept free of graffiti.	5 days per week
Floor drains will be primed.	5 days per month
Floor drains will be cleaned, and floor drain lids lifted and cleaned.	5 days per month
Shower stalls/walls, shelves, fixtures, and floors will be cleaned	5 days per week
Damp wipe benches or other seating areas	4 times per day
Mirrors to be dust wiped and damp wiped	5 days per week
Shower floor drains will be cleaned and sanitized. Hair and debris will be removed from drains	2 times per day
De-scale Toilets and Urinals	As Needed

Community Kitchens, Breakrooms, Lounges, Staff Room – APPA Level 2	Frequency
Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.	3 days per week
Supplies will be replenished.	5 days per week
Furniture (non-porous surfaces) damp wiped clean.	5 days per week
Sink surfaces, soap dispensers, light switches, hot air blowers, paper towel dispensers, appliance handles, and other high-touch surfaces will be damp wiped clean.	4 times per day
Tables will be damp wiped.	4 times per day
Trash receptacles will be emptied and cleaned.	5 days per week
Walls will be spot cleaned up to 6ft high.	5 days per week
Upholstery cleaning	1 day per month
Carpet will be vacuumed, and spot cleaned.	5 days per week
Entrance / Exit doorknobs damp wiped clean.	4 times per day
Salt/Pepper Shakers and condiment dispensers damp wiped clean	2 times per day
Stainless steel sinks and counters will be cleaned.	5 days per week
Vending machine buttons/panels dusted, and damp wiped clean.	4 times per day
Remove gum from all surfaces.	5 days per month

Public/Common Areas -APPA Level 2	Frequency
Carpets will be vacuumed, and spot cleaned	3 days per week
Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.	3 days per week
Trash receptacles and recycling bins will be emptied and cleaned.	5 days per week
Walls will be spot cleaned up to 6ft high.	5 days per week
Door glass and panel glass will be cleaned both sides. Only to the top of the door frame.	5 days per week
Door glass will be kept free (clean) of stains, marks, etc.	5 days per week
Entrance / Exit doorknobs damp wiped clean.	4 times per day
Horizontal ledges will be dusted, and damp wiped clean.	5 days per week
Chairs, tables and table legs will be damp wiped	5 days per week
Doormats will be lifted and vacuumed both sides.	5 days per week
Vending machine buttons/panels dusted, and damp wiped clean	4 times per day
Remove gum from all surfaces.	5 days per month
Drinking fountain and bottle filler faucets and buttons will be damp wiped clean.	4 times per day

Laboratories (Teaching and Research) – APPA Level 2	Frequency
Carpets will be vacuumed, and spot cleaned (completed by occupant)	5 days per week
Tiled and linoleum floors will be dust mopped and damp mopped/washed.	5 days per week
Trash receptacles will be emptied and cleaned.	5 days per week
Sinks and counters will be cleaned (completed by occupant)	5 days per week
Eyewash stations will be cleaned (completed by occupant)	5 days per week
Door glass and partition glass will be cleaned both sides.	5 days per week
Entrance / Exit doorknobs damp wiped clean.	4 times per day
Horizontal ledges will be dusted, and damp wiped clean (completed by occupant).	5 days per week
Computers, Keyboards, Mouse, Printer, telephones, and other high touch surfaces in offices (completed by occupant)	2 times per day
Desktops, Tabletops, Arm Rests, Light Switches, Staplers, Tape Dispensers, and other desk supplies (completed by occupant)	2 times per day

Outside Common Areas (To Include Patio Dining) - APPA Level 2	Frequency
Exterior Solar Compactors damp wiped clean and sprayed disinfectant	2 days per month
Exterior Trash Receptacles damp wiped clean and sprayed disinfectant	2 days per month
Exterior Recycling Receptacles damp wiped clean and sprayed disinfectant	2 days per month
Exterior Trash and Recycling Dumpsters and Enclosures damp wiped clean and sprayed disinfectant	2 days per month
Benches, chairs and tables damp wiped clean and sprayed disinfectant	1 day per week
Statues and Monuments damp wiped clean and sprayed disinfectant	1 day per month
Patio Dining Tables and Chairs damp wiped clean and sprayed disinfectant	7 days per week

Classrooms, Lecture Halls/Theatres - APPA Level 2	Frequency
Trash receptacles will be emptied and cleaned.	5 days per week
Carpet will be vacuumed, and spot cleaned.	5 days per week
Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.	3 days per week
Furniture (non-porous surfaces) damp wiped clean.	5 days per week
Podium/Instruction Area will be damp wiped (completed by occupant)	After each use of room
Upholstery cleaning	1 day per month
Walls spot cleaned up to 6ft high.	1 day per week
Phones, projectors, computers, mouse, table-top speakers damp wiped clean (completed by occupant)	After each use of room
Light switches, doors, doorknobs, and push doors damp wiped clean.	4 times per day
Whiteboards, Chalkboards, Dry-erase markers, and erasers damp wiped clean (completed by occupant)	After each use of room
Horizontal ledges will be dusted, and damp wiped clean.	5 days per week

Computer Laboratories - APPA Level 2	Frequency
Trash receptacles will be emptied and cleaned.	5 days per week
Carpet will be vacuumed, and spot cleaned.	5 days per week
Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.	3 days per week
Furniture (non-porous surfaces) damp wiped clean.	5 days per week
Podium/Instruction Area/Tables will be damp wiped (completed by occupant)	After each use of room
Upholstery cleaning	1 day per month
Walls spot cleaned up to 6ft high.	1 day per week
Phones, projectors, computers, mouse, table-top speakers damp wiped clean (completed by occupant)	After each use of room
Light switches, doors, doorknobs, and push doors damp wiped clean.	4 times per day
Whiteboards, Chalkboards, Dry-erase markers, and erasers damp wiped clean (completed by occupant)	After each use of room
Horizontal ledges will be dusted, and damp wiped clean.	5 days per week

Indoor Rock-Climbing Wall - APPA Level 2	Frequency
Doors, Doorknobs, and Push Doors (High-touch areas) damp wiped clean.	4 times per day
Trash receptacles will be emptied and cleaned.	7 days per week
Floors will be vacuumed.	7 days per week
Hand holds will be sanitized.	After each use

Weight Rooms (Strength and Conditioning Areas) - APPA Level 2	Frequency
Doors, Doorknobs, and Push Doors (High-touch areas) damp wiped clean.	4 times per day
Trash receptacles will be emptied and cleaned.	7 days per week
Floors (to include equipment feet and behind machines) will be dust mopped and damp mopped/washed.	7 days per week

Equipment will be sanitized by dusting and damp wiping to include vinyl pads and equipment frames (custodial staff)	4 times per week
Equipment will be sanitized by damp wiping to include vinyl pads (each user)	After each use
All sanitizing wipes for equipment will be replenished	As needed daily
Mirrors and glass surfaces will be damp wiped clean	7 days per week

Basketball, Badminton, Racquetball, Soccer/Floor Hockey, Squash, and Volleyball Indoor Courts - APPA Level 2	Frequency
Doors, Doorknobs, and Push Doors (High-touch areas) damp wiped clean.	4 times per day
Trash receptacles will be emptied and cleaned.	7 days per week
Floors (to include under seating areas) will be dust mopped and damp mopped/washed.	7 days per week
Scrub floors with ionized scrubber or wet mopped	1 day per week
Remove scuff marks	As needed daily
Damp wipe balls and other sport equipment	Between each rental
Mirrors and glass surfaces will be damp wiped clean	7 days per week

Cardiovascular Deck - APPA Level 2	Frequency
Doors, Doorknobs, and Push Doors (High-touch areas) damp wiped clean.	4 times per day
Trash receptacles will be emptied and cleaned.	7 days per week
Floors (to include equipment feet and behind machines) will be dust mopped and damp mopped/washed.	7 days per week
Equipment will be sanitized by dusting and damp wiping (custodial staff)	4 times per week
Equipment will be sanitized by damp wiping by each user	After each use
All sanitizing wipes for equipment will be replenished	As needed daily
Handrails and base of railings will be dusted, and damp wiped.	3 times per week
Horizontal ledges and window ledges in the alcoves will be dusted, and damp wiped clean.	2 times per week
Mirrors and glass surfaces will be damp wiped clean	7 days per week

Indoor Track - APPA Level 2	Frequency
Vacuum the athletic surfacing to remove any dust, dirt or debris	3 times per week
Spot mop spills with diluted neutral cleaner. Rinse with clean fresh water	7 days per week
Use an auto scrubber on low pressure equipped with a nonabrasive (soft nylon bristles) cylindrical brush. Ensure sufficient moisture is applied	1 day per week
Handrails and base of railings will be dusted, and damp wiped.	3 times per week

Student Health Laboratories – APPA Level 2	Frequency
Carpets will be vacuumed, and spot cleaned.	5 days per week
Tiled and linoleum floors will be dust mopped and damp mopped/washed.	5 days per week
Trash receptacles will be emptied and cleaned.	5 days per week
Stainless steel sinks and counters will be cleaned	5 days per week
Eyewash stations will be cleaned	5 days per week
Entrance / Exit doorknobs damp wiped clean.	2 times per day

Door glass and partition glass will be cleaned both sides.	5 days per week
Computers, Keyboards, Mouse, Printer, telephones, and other high touch surfaces in offices (completed by occupant)	2 times per day
Desktops, Tabletops, Arm Rests, Light Switches, Staplers, Tape Dispensers, and other desk supplies (completed by occupant)	2 times per day

Student Health Patient Care Areas – APPA Level 2	Frequency
All fixtures will be completely cleaned, i.e. bowls, basins, mirrors, and chrome surfaces.	5 days per week
Waste receptacles will be emptied and cleaned as per medical waste disposal regulations.	5 days per week
All supplies will be replenished.	5 days per week
Walls will be spot cleaned to a height of 6 FT. anything over 6FT will require extension poles.	5 days per week
Floors will be swept, and damp mopped/washed with germicide.	5 days per week
Floor drains will be primed.	1 day per week
Floor drains will be cleaned.	1 day per month
Sinks will be cleaned.	5 days per week

Project Areas	Frequency
Wash all walls in entrances, hallways and public areas.	2 times per year
Hard surfaces scrubbed and recoated (two coats)	2 times per year
Hard surfaces burnished	2 times per year
Hard surfaces stripped and refinished	2 times per year
Hard surfaces spray buffed	2 times per month
Wash walls in offices	1 time per year
Extraction clean all carpets	2 times per year
Vacuum and clean all fabric furniture, wash all vinyl/plastic furniture	1 day per month
Wash all building outside perimeter windows	2 times per year
All interior glass unless otherwise specified	2 times per year
All supply, return and exhaust air diffuser grills will be vacuumed and washed	2 times per year / as needed
Clean and sanitize tables and chairs including tops and underneath surfaces, legs and arms including removing gum, etc.	2 times per year
Service rooms: Boiler, Electrical, Mechanical, communications rooms to be dusted, swept, and/or vacuumed.	2 times per year

Interior of Transportation Vehicles - APPA Level 2	Frequency
Remove debris/trash from floor, between and under seats	3 times per day
Sweep floor thoroughly to include wheel wells and drivers' area	2 times per day
Mop floor thoroughly (includes all floor areas under seats using clean water)	7 days per week
Windows cleaned and wiped dry	7 days per week
Seats tops, backs and cushions damp wiped	7 days per week
Handrails will be dusted, and damp wiped	3 times per day
Overhead rails and luggage racks will be dusted, and damp wiped	2 times per day

All parts on the chair lift will be dusted, and damp wiped	7 days per week
Dashboard, drivers' gauges, and drivers' sun visor dusted, and damp wiped	Between each driver
Steering wheel, driver shift, mirrors and other high-touch surfaces in driver's area dusted, and damp wiped	Between each driver
Remove graffiti and gum	7 days per week
A/C supply grills dusted, and damp wiped	7 days per week
Ceiling panels, roof hatches and rear wall damp wiped clean	2 times per month
Upholstered areas will be shampooed.	2 times per month

Other Areas, General Cleaning Services, Areas Not Specified – APPA Level 2	Frequency
Sanitize all handrails and touched surface area	2 times per day
Furniture to be spot cleaned	1 day per week
Mops to be cleaned/laundered to avoid odor (If using in contaminated room must change out between each contaminated area)	After each use
Dust exterior doors and frames of lockers, partitions, and ledges	3 days per week
Thoroughly clean all floor drains – flush with water and an enzyme product	1 day per week
All marmoleum sheet floors, ceramic stone tile floors, VCT tile, and terrazzo flooring to be swept with a dust mop; spillage will be removed immediately	5 days per week
All carpets will be vacuumed, and all stains removed	3 days per week
Finger marks will be removed from glass desks, tabletops, door glass, and display cases	5 days per week
Finger marks and smudges will be removed from walls and other surfaces, where accessible	3 days per week
All graffiti shall be removed as it appears	5 days per week
Clean and sanitize all waste receptacles, sinks, tables, and countertops	5 days per week
Window ledges and tracks will be dusted and wiped	1 day per month
All metal surfaces, including push plates and kick plates will be cleaned and polished	1 day per month
Spot cleaning of ceramic tile grout	1 day per month
Refrigerator clean out (completed by occupant)	1 day per month
Appliances clean out (i.e. demo kitchen range, hood range, oven microwaves, dish washers etc.)	1 day per month

Appendix D: OSHA’s Examples of Environmental Services Tasks Associated with Exposure Risk Levels

Lower (caution)	Medium	High	Very High
<ul style="list-style-type: none"> ▪ Routine cleaning and housekeeping in low-volume offices, manufacturing or industrial facilities, and other spaces not occupied by members of the general public. <p>Note: For activities in the lower (caution) risk category, OSHA's <i>Interim Guidance for Workers and Employers of Workers at Lower Risk of Exposure</i> may be most appropriate.</p>	<ul style="list-style-type: none"> ▪ Routine cleaning and housekeeping in spaces frequented by staff and/or members of the general public. 	<ul style="list-style-type: none"> ▪ Cleaning visible blood, body fluids (including respiratory sections, mucous, etc.), or other potentially infectious materials from people suspected of having or known to have COVID-19. <p>Note: Exposure risk associated with such work tasks may be lower if proper engineering and administrative controls, safe work practices, and PPE are used, as described in this section.</p>	<ul style="list-style-type: none"> ▪ Category not applicable for most anticipated work tasks. <p>Note: Most environmental services work tasks are associated with no more than medium exposure risk; see the other columns of this chart. Avoid tasks that would place workers in this risk category, including those that could re-aerosolize potentially infectious SARS-CoV-2 from environmental surfaces.</p>

Appendix E: List of Specific Areas for Routine Cleaning and Disinfecting

Routing Cleaning and Disinfecting Checklist Templates for the following areas can be found at https://sc.edu/about/offices_and_divisions/ehs/occupational_and_environmental_safety/workplace_safety/cleaning_disinfecting/index.php

- Classrooms/Lecture Halls/Auditoriums/Theatres
- Common Areas
- Community Kitchens/Lounges/Breakrooms
- Computer Laboratories
- Elevators
- Entrances/Lobbies/Reception/Foyers
- Hallways/Corridors
- Interior of Transportation Vehicles
- Laboratories (Medical, Teaching, and Research)
- Laundry Rooms
- Meeting/Training/Conference Rooms
- Office Spaces
- Recreation Facilities (To Include Exercise Equipment)
- Shower/Change/Locker/Restrooms
- Stairs and Landings
- Student Health Exam Rooms
- Student Health Isolation Room

Appendix F: List of Specific Areas for Enhanced Cleaning and Disinfecting

Enhanced Cleaning and Disinfecting Checklist Templates for the following areas can be found at https://sc.edu/about/offices_and_divisions/ehs/occupational_and_environmental_safety/workplace_safety/cleaning_disinfecting/index.php

- Classrooms/Lecture Halls/Auditoriums/Theatres
- Common Areas
- Community Kitchens/Lounges/Breakrooms
- Computer Laboratories
- Elevators
- Entrances/Lobbies/Reception/Foyers
- Hallways/Corridors
- Interior of Transportation Vehicles
- Laboratories (Medical, Teaching, and Research)
- Laundry Rooms
- Meeting/Training/Conference Rooms
- Office Spaces
- Recreation Facilities (To Include Exercise Equipment)
- Shower/Change/Locker/Restrooms
- Stairs and Landings
- Student Health Exam Rooms
- Student Health Isolation Room

Revised 9-3-2021