

Covid-19 Cleaning & Facilities Services

As faculty, staff, and students begin to come back to campus, Campus Services would like to inform everyone what is being done to protect employees and visitors and that there will be some adjustments to the level of services that are available to match the current environment and resources. University safety and cleanliness is our top priority and our crews have taken extra measures to keep public and common areas on campus as clean as possible. We have been following CDC recommendations and have been taking important steps to ensure the health and safety of our cleaning crews, as well as the students, faculty and staff of UVU. To maintain health and safety on campus, students, faculty and staff will have **shared responsibility** for maintaining physical distance, wearing masks and keeping classroom and office spaces clean.

What WE are doing to help protect you:

The COVID-19 pandemic has stretched resources, and our current focus is on providing services such as increased sanitization (additional hand sanitization stations, sanitizing wipes, frequent wiping down of common touch points, etc.) and the cleanliness of classrooms and public areas.

- Following CDC guidelines for cleaning and disinfecting public spaces
- Restrooms and all surfaces within are cleaned daily
- Entrances including door knobs are cleaned daily
- Classrooms and furniture within are cleaned daily
- Furniture in hallways and public spaces are cleaned daily
- Additional sanitizing wipes, portable sanitizing stations, disinfectant spray, and paper towels have been ordered to provide more frequent cleaning of high touch surfaces
- Plexi-glass and sneeze guards have been ordered and are being installed in high traffic areas
- Classrooms will be reconfigured to ensure proper physical distancing
- Chairs and furniture in common areas have been removed or signs have been placed on furniture to facilitate social distancing

Office Cleaning Expectations

Due to the focus in classrooms and public spaces, this will result in minimal custodial services to the rest of campus for the immediate future. One service that has been reduced is the frequency in which we clean individual offices. During this time we respectfully ask for your patience, understanding, and assistance in cleaning individual offices.

Individual offices will be cleaned by Custodial Services **once a week** and will typically be on Thursday or Friday. Administrative/Reception desks are considered the same as offices. Weekly Custodial Services include:

1. Emptying the garbage receptacle
 - If an occupant's garbage receptacle is full, they can empty it into one of the larger receptacles in a hallway as those are emptied more frequently. The occupant can also set their office garbage receptacle outside of their office door on Monday, Wednesdays, Fridays and we will do our best to empty it that night
2. Disinfect door handles, light switches, and telephone
3. Clean the door and glass
4. Vacuum from edge to edge, or open floor area
5. In private office spaces it is the **occupant's responsibility** to clean surfaces in the workspace
6. Any additional cleaning is the responsibility of the office occupant

*If the occupant does not want to have Custodial Services clean their office, they can download and print a "Please Do Not Clean" sign which can be found on the UVU Human Resources website, and tape this sign to their office door

What we ask each department to do:

- Practice routine cleaning and disinfection of frequently touched objects and surfaces in your work space, such as workstations, keyboards, telephones, handrails, and doorknobs
- To disinfect, use products that meet EPA's criteria for use against the COVID-19 virus and are appropriate for the surface. Items such as keyboards and mice can be sanitized with 70% alcohol wipes to avoid damaging electronics
- Conference tables will be wiped down by the meeting host at the conclusion of a meeting
- Employees will wipe down their respective workstations daily
- Conference rooms should be limited to X-number of people to facilitate social distancing (6 feet apart)
- Each department should assign an employee(s) to conduct a daily walk through and wipe down high-touch surfaces areas within their department spaces at least two times a day

We appreciate your support and patience as we begin phasing in University operations and maintenance. If you have any questions, please reach out and let us know.