

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-62
Subject:	Pandemic Plan Cleaning Strategy	Effective Date:	March 2020
		Revised Date:	
Facilities Officer:	Maggie Garcia, Director Central Services	Reviewed Date:	

Standard Operating Procedure

This protocol was developed to provide a consistent message to University Department personnel regarding infectious disease outbreak response on campus. Outbreak response requires surveillance of illness symptoms, illness reporting, implementation of prevention measures and thorough communication.

Purpose

If a “significant number” of illnesses (as determined through a coordinated effort of medical professions, and the involved university official) are reported to implement special cleaning protocols to contain and prevent and spread of illness.

Procedure

General cleaning of the majority of the university facilities is the responsibility of Central Services-Custodial Services Department on the Main Campus and Environmental Services Department on Health Science Campus. Consideration will be given to the amount of time the infectious disease outbreak lives on hard surfaces outside the body, as this will impact the cleaning needs. Central Services under Facilities & Construction and Environmental Services are responsible for the following cleaning strategies for the University of Toledo.

Maintaining availability of infection control supplies (e.g., hand-hygiene products, hand sanitizer, soap, cleaning supplies and essential PPE).

Review frequency of cleaning during a pandemic event. Increased frequency for high-touch surfaces is significant in controlling the spread of microorganisms during an infectious outbreak. Posting of signage related to hand hygiene is suggested to Administration.

As outbreak response escalates, consultation with the Toledo Lucas County Health Dept., CDC and University officials regarding enhanced cleaning practices as described below will occur. Thresholds of each step of enhanced cleaning will be discussed with Facilities & Hospital Management.

Level One

- Maintain normal operations
- Begin to notify staff of the situation

Level Two

- Reduce cleaning in the following areas: Office & Research Labs.
- Deploy resources to increase the frequency of **high touch points** across campus such as but not limited to:
 - **Elevators, door handles, push bars & plates, food courts, kitchenettes (tables, backs of chairs, counters, and outside of appliances) handrails in stairwells, restroom fixtures & dispensers, switch plates, vending machines.**
- Deploy additional mounted hand sanitizers in public areas.

Encourage students, faculty & staff to wash hands with soap and water for 15-20 seconds or use alcohol based hand sanitizer as part of their office supplies.

Level Three

- Maintain Level Two.
- Deploy disinfectant wipes for cleaning spaces where known case(s)/individual(s) affected with an infectious disease during an outbreak may have been on campus.
- Get extra support from cleaning Contractor as needed and/or increase high touch point cleaning in public areas to a minimum of three (3) times daily during normal working hours (train contractor personnel/staff on UToledo protocols).
- Consider halting the cleaning of office areas dependent on situation).

Level Four

- Maintain Level Three
- Stop cleaning labs and classrooms and redeploy staff to high touch points on campus.
- Request and train additional contractor personnel and/or staff and deploy disposable disinfectant wipes.
- Increase frequency of disinfection of critical touch points to as many times as possible:
 - Daily cleaning of restrooms, meeting and conference rooms and **all common areas:**
 - Including but not limited to: Elevators, door handles and push bars & plates, food courts, kitchenettes (tables, backs of chairs, counters, outside of appliances) handrails in stairwells, restroom fixtures & dispensers, switch plates, vending machines.

Academic and administrative departments are responsible to ensure, shared workstations have appropriate supplies to disinfect desktop, telephone and keyboards between each use.