Dragons Care Campus Cleaning Plan

A crucial part of the Minnesota State University Moorhead’s return to campus plan includes a focus on providing a safe and healthy campus environment. Our campus staff are working hard to ensure a clean and healthy space for all students, faculty, staff, and visitors. Central to this effort is our ongoing adherence to the guidelines published by the Center for Disease Control (CDC), the Minnesota Department of Health (MDH), the Minnesota State system office, and other key leaders in the facility maintenance industry. The following plan provides details of what is being done to clean and disinfect campus facilities, and how students, faculty and staff can assist in this critical endeavor.

The success of these efforts relies on the entire campus community to continue to follow the basic personal health practices outlined by CDC to limit transmission of the COVID-19 virus. MSUM is strongly encouraging all students, faculty, staff and visitors to:

- Wash their hands with soap and water for at least 20 seconds frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the restroom. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. Dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Avoid touching their face (their mouth, nose, and eyes in particular) with their hands.
- Wear masks to prevent the spread of COVID-19 when they are on campus in accordance with our Dragons Care plan.
- Maintain six feet of physical distance between themselves and others.
- Stay at home if they are sick or not feeling well.

The primary method of cleaning and disinfecting hands is to wash with soap and water. Students, faculty, staff, and visitors are encouraged to take advantage of the numerous restroom facilities throughout each building to wash their hands on a regular basis. Additionally, hand sanitizer stations will be provided at key entrances to buildings and at some departmental customer service counters.

Our Building Services staff are procuring an inventory of cleaning supplies and PPE for the campus community. These supplies include things like disinfectant cleaners, hand sanitizers and dispensers, disinfectant wipes, and some personal protective equipment. These items are an important part of controlling the spread of germs and viruses but are also in high demand. Building Services continues to order additional supplies to stay appropriately stocked. That said, medical facilities, long-term care facilities, and emergency responders have top priority for receiving these supplies. Responsible use of these products by the campus community will help to ensure continued availability for everyone, including our campus.
Facility Cleaning Operations:

The CDC defines cleaning, disinfecting and sanitizing as:

- **Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

- **Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- **Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by *either cleaning or disinfecting* surfaces or objects to lower the risk of spreading infection.

Building Services’ General Maintenance Workers (GMWs) make up our diligent and dedicated professional cleaning staff, specially trained in cleaning processes and sanitation products to provide a healthy work environment campus-wide. Our focus is on cleaning all surfaces from floor to ceiling in classrooms, common use areas, restrooms, lobbies, customer service areas, and gathering spaces, along with trash and recycling removal.

The products we use are specially formulated for use in a broad public setting and are generally more potent but less harsh than common household cleaners. Our disinfecting products are listed on the CDC and EPA lists of chemicals rated to deal with COVID-19 and other biological contaminants. Our most heavily used disinfectants are one-step quaternary-based disinfectant cleaners. They are designed to dry quickly to leave a safe surface for human contact, while also imparting an antibacterial film that continues to disinfect new contaminants that come in contact with the cleaned surface for up to 72 hours.

As part of our response to the current global health crisis, we have put additional effort into high touch surfaces in accordance with CDC and Minnesota Department of Health (MDH) guidance. These include, but are not limited to, doors, door handles, light switches, handrails and elevator buttons. We normally clean these surfaces daily, which is adequate given both the guidance and the disinfectants we use, but have increased the frequency to twice daily to provide additional peace of mind, in balance with other cleaning requirements within each building. This insures the germicidal barrier on these surfaces remains potent but safe. Please do not re-clean behind the GMW staff as this may reduce or eliminate the residual barrier.

Some unique areas on campus have specific cleaning requirements over and above general cleaning and disinfecting as outlined by their governing regulatory agencies, including our commercial food preparation and service facilities. Although not specifically outlined in this document, these areas will continue to be cleaned and disinfected in accordance with those agencies’ strict guidelines. Information regarding these areas may be obtained from the appropriate directors.
Individual Responsibilities:

We are all responsible for helping to ensure our campus is a clean and healthy environment. If you see trash, we pick it up and throw it away. If an area needs attention, we should report it to the Physical Plant at 218-477-2662.

Although GMWs vacuum and empty trash in office suites and individual offices, employees are responsible for cleaning their personal work surfaces such as desktops, computer keyboards/mice, office materials, and personal belongings in these private office spaces. Cleaning materials are available to each office/department for use at service counters, reception areas and in individual offices by ordering through the campus online requisition form https://my.mnstate.edu/IT/Forms/PpeRequest. Refills of disinfectant cleaner solution may be obtained by contacting your building’s GMW.

Employees are permitted to bring in common household cleaning products to clean their individual work spaces. For the safety of all employees, we ask you to please keep the cleaning products you bring from home in your own personal space and ensure the products have the original manufacturer’s labels still on them. Please be mindful of others by trying to use products that are fragrance free. Contact Building Services if you have any questions about the household cleaning products you intend to bring to campus. If you have questions about appropriate cleaners for your IT equipment, please call the IT Help Desk at 218-477-2603.

Individuals are responsible for picking up and cleaning behind themselves in breakrooms, meeting rooms, restrooms, and other similar spaces. This is both common courtesy and will assist GMWs when they perform general cleaning and disinfecting in these areas.

Faculty and students can also provide additional disinfecting of high touch areas in classrooms, laboratories, and computer labs. Either a spray bottle of disinfectant and towels, disinfectant wipes, or sanitizing wipes will be provided in these locations for additional disinfecting of high touch areas. Lab users should always follow appropriate laboratory procedures, and be sure to properly clean and store all equipment, chemicals, experiment products, and other items used within a lab or classroom.

Students are responsible for cleaning in their individual residence hall rooms in accordance with Housing & Residential Life policies.
Service Levels for Typical Spaces:

The University has established standard minimum cleaning and disinfection levels that are consistent with the CDC and MDH guidance. These minimum levels will ensure a safe environment for all of the campus community, and are attainable with existing staffing. Additional cleaning and disinfection may be accomplished over and above these minimums as activity levels require and resources permit.

Several factors were considered when determining cleaning service levels for each area of campus. These include but are not necessarily limited to:

- Multi user areas, which would require more frequent service. Examples include restrooms, classrooms, conference rooms, and common user spaces
- Single user space, which would require less frequent service. Examples include individual offices and work spaces
- High touch areas include door handles, stair rails, customer service counters, light switches, elevator and vending machine buttons, etc.
- High traffic corridors and high use spaces

Questions or concerns about service levels or cleanliness of an area should be directed to the Physical Plant by calling 218-477-2662 or by emailing buildingservices@mnstate.edu.
Basic Service Levels:

1) Common areas of all buildings:
   - Entries/Vestibules/Lobbies:
     - Daily (5 days/week): clean glass, vacuum/mop floors and runners, empty trash
     - Twice per day (5 days/week): disinfect high touch areas
   - Corridors/lounges/stairwells:
     - Daily (5 days/week): vacuum/scrub floors, empty trash, clean/disinfect tables and vending machines
     - Twice per day (5 days/week): disinfect high touch areas
   - Restrooms:
     - Daily (5 days/week): clean/disinfect fixtures, clean walls and partitions, mop floors, restock
     - Twice per day (5 days/week): disinfect high touch areas including faucets, flush valves, paper towel and soap dispensers

2) Educational/Academic Spaces/Meeting rooms:
   - Classrooms/Auditoriums:
     - Daily (5 days/week): empty trash, clean white/chalk boards, dust mop hard floors, disinfect tables/desk tops, disinfect high touch areas
     - Weekly or as needed: vacuum carpets, mop hard floors, spot clean walls
     - User responsibility: additional disinfection of high touch surfaces
   - Department Labs:
     - Daily (5 days/week): empty trash, clean white/chalk boards, dust mop hard floors, disinfect counters/tables/desk tops (if cleared), disinfect high touch areas including pianos
     - Lab user responsibility: clean counters, empty and wipe out sinks, wipe up spills, clear work spaces, additional disinfection of high touch surfaces
   - Computer labs/electronic classrooms:
     - Daily (5 days/week): empty trash, clean/disinfect tables and counters, disinfect high touch areas, keyboards and mice
     - Computer lab user responsibility: provide additional disinfection of high touch surfaces, including computers, keyboards and mice
   - Meeting rooms:
     - Daily (5 days/week): empty trash, clean white/chalk boards, dust mop hard floors, disinfect tables/desk tops, disinfect high touch areas
     - Weekly or as needed: vacuum carpets, mop hard floors, spot clean walls
     - User responsibility: additional disinfection of high touch surfaces
3) Departmental suites and offices /workspaces:
   - Customer Service Counters:
     - Daily (5 days/week): empty trash, vacuum floors, disinfect high touch areas
     - User responsibility: clean/disinfect service counters and high touch surfaces
   - Office suites
     - Weekly or as needed: empty trash, vacuum floors, disinfect high touch areas
     - User responsibility: clean/disinfect personal work spaces including equipment
   - Individual offices and work stations:
     - Weekly or as needed: empty trash, vacuum/mop floors
     - Users responsibility: clean/disinfect high touch and personal work spaces including equipment

4) Designated Lunch/Breakrooms:
   - Daily (5 days/week): empty trash, clean/disinfect open counter tops, tables, sinks, appliance exteriors, chairs, floor
   - User responsibility: clean and clear counters and sinks, clean and maintain interior of refrigerators, microwaves, coffee makers

5) Athletic Facilities and Wellness Center:
   - Activity areas: Fieldhouse, gyms
     - Daily (5 days/week): empty trash, clean floors
     - Twice per day (5 days/week): disinfect high touch areas
     - Additional cleaning as necessary based on event schedules
   - Event areas:
     - Daily (5 days/week): empty trash, clean floors
     - Twice per day (5 days/week): clean/disinfect fixtures and high touch areas
     - Additional cleaning as necessary based on event schedules
   - Locker rooms and Restrooms:
     - Daily (5 days/week): clean and disinfect restroom fixtures, walls, stall partitions, showers, mop floors, restock supplies, disinfect high touch areas and benches
     - User responsibility: clean and disinfect lockers
     - Additional cleaning as necessary based on event schedules
   - Fitness/weight rooms:
     - Daily (5 days/week): empty trash, clean walls, floors, mirrors, disinfect equipment
     - Twice per day (5 days/week): disinfect high touch areas
     - User responsibility: disinfect equipment before and after use
     - Additional cleaning as necessary based on event schedules
6) Residence Halls
   • Entrances/elevators/stairwells/lobbies
     • Twice per day (7 days/week): clean/disinfect glass, vending machines, water bottle fillers, door hardware, railings, and elevator call buttons
   • Lounges/study rooms/meeting rooms/corridors
     • Daily (7 days/week): empty trash, clean/disinfect glass and furnishings, door hardware, and railings
     • Cleaning products will be available in high traffic areas to wipe down between users
   • Kitchens and Laundry
     • Daily (7 days/week): empty trash, clean/disinfect door hardware, open counter tops, sinks, appliances and furnishings
     • User responsibility: clean appliance after use, clear counters, empty sinks
     • Cleaning products will be available to wipe down between users
   • Restrooms
     • Daily (7 days/week): empty trash, clean/disinfect fixtures, counters, sinks, and showers, clean walls and partitions, restock individual cleaning supplies
     • Twice per day: disinfect high touch areas
     • Cleaning products will be available to wipe down fixtures between users
   • Computer labs:
     • Daily (7 days/week): clean/disinfect tables, chairs, counters, equipment and door hardware
     • Cleaning products will be available to wipe down between users
   • Completely vacant resident rooms will be cleaned and disinfected before being reassigned to another resident in accordance with Residential Life procedures.

7) Comstock Memorial Union:
   • Entries/Vestibules/Lobbies/Service counters:
     • Daily: clean glass, vacuum/mop floors and runners, empty trash
     • Twice per day: disinfect high touch areas
   • Corridors/lounges/community spaces/recreation:
     • Daily: vacuum/scrub floors, empty trash, clean furnishings
     • Twice per day: disinfect high touch areas
   • Restrooms:
     • Daily: clean/disinfect fixtures, clean walls/partitions, mop floors, restock
     • Twice per day: disinfect high touch areas
   • Dining areas:
     • Dining service contractor: provide additional cleaning and sanitizing/disinfecting of tables, counters and high touch areas during operational hours
   • Meeting rooms:
- Daily: empty trash, vacuum/mop floors, clean white boards
- Twice daily: disinfect tables, counters and high touch areas
- Additional cleaning as necessary based on event schedules
- Meeting rooms may be kept locked to ensure cleanliness prior to scheduled meeting
- Computer Terminals:
  - Daily: clean/disinfect tables, counters
  - Twice per day: disinfect keyboards/mice and high touch surfaces on printers/copiers

8) Livingston Lord Library:
- Entries/vestibules/lobbies/service counters:
  - Daily (5 days/week): clean glass, vacuum/mop floors and runners, empty trash
  - Twice per day (5 days/week): disinfect high touch areas
- Corridors/lounges:
  - Daily (5 days/week): vacuum/scrub floors, empty trash, clean furnishings
  - Twice per day (5 days/week): disinfect high touch areas
- Restrooms:
  - Daily (5 days/week): clean/disinfect fixtures, clean walls and partitions, mop floors, restock
  - Twice per day (5 days/week): disinfect high touch areas
- Meeting rooms/Study areas:
  - Daily (5 days/week): empty trash, vacuum/mop floors, clean white boards
  - Twice daily (5 days/week): disinfect tables, counters and high touch areas
- Computer labs:
  - Daily (5 days/week): empty trash, clean/disinfect tables and counters, disinfect high touch areas including keyboards and mice
  - Computer lab user responsibility: provide additional disinfection of high touch surfaces, including computers, keyboards and mice

References:
https://www.health.state.mn.us/#coronavirus
https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
Frequently Asked Questions:

1. Is campus safe for me to return to work or study?
   Yes. Our cleaning protocols and products comply with all CDC and MDH guidance, and the products are on the approved EPA list as effective against COVID-19. The entire campus was cleaned prior to reopening and continues to be cleaned daily.

2. How can I help to keep our campus clean and safe?
   First and foremost, follow the self-health guidelines published by the CDC. These include staying home when sick, washing your hands regularly, covering your cough, practicing social distancing, and wearing a face mask. Secondly, if you see trash on the ground, pick it up and dispose of it. If you notice an area that needs attention, say something by reporting it to the nearest GMW or calling the Physical Plant at 218-477-2662.

3. How often are the rest rooms being cleaned?
   Restrooms are deep cleaned daily five days per week. Fixtures and high touch surfaces are revisited twice a day.

4. What is Facilities doing to keep hallways clean?
   Hallways are cleaned daily five days per week, and high touch areas like door knobs and handles, handrails, elevator push buttons, and water fountains are disinfected twice a day.

5. Will classrooms be cleaned between classes?
   No. Classrooms will be cleaned and disinfected daily with a disinfectant cleaner that actively eliminates germs and viruses for up to 72 hours. MDH has determined a daily clean and disinfecting is adequate for the maintenance of classrooms. We will also provide either disinfectant wipes or a spray bottle of disinfectant with dry wipes for self-care within each classroom if you are concerned your desk area is not sufficiently clean.

6. Will cleaning supplies be provided to departments?
   Each department will be able to order cleaning materials through a campus online requisition form to request items such as disinfectant cleaners and wipes. These are intended for departmental customer service areas, but may also be used by individuals to clean their work spaces.

7. Who do we contact when our sanitizer, and or other supplies run out?
   Contact your departmental front desk staff, who will contact the building GMW or use the campus online requisition form to re-order supplies.
8. Do I need gloves or other personal protective equipment to use the disinfectant wipes or sprays provided in classrooms?

No. The manufacturer does not require PPE for occasional use of the product typical to the average employee or student. GMWs wear PPE because of the wide variety of cleaning products they use and the various hazards they encounter while performing their duties to keep campus clean.

9. Can I use my own sanitizing wipes or other home cleaning products?

You may use personal home cleaning supplies in your office or personal workspace. Common household wipes and cleaners like Clorox are effective against COVID-19. However, we ask you not to use them on common areas or high touch surfaces that are cleaned by GMW staff. The products used by our staff are specially formulated to provide a long-lasting disinfecting barrier that continues to fight germs and viruses for up to 72 hours, even after repeated touching. This germ-fighting barrier will be removed by the other cleaners, thus inadvertently leaving the surface unprotected against future germs and viruses.

10. How often are the elevators and the elevator buttons cleaned?

The elevators buttons are considered high touch surfaces and are cleaned twice a day five days per week. The elevator itself is cleaned daily.

11. When and how is the cloth furniture cleaned?

Cloth furniture is cleaned when visibly soiled. Soft surfaces are really hard to disinfect. Soft surfaces can be wiped with disinfectant but this may damage the fabric and may not take care of all germs. Using extraction on soft surfaces would disinfect the cloth furniture but this is not feasible to do on a daily basis.

12. How often are water fountains cleaned/disinfected?

Water fountains are cleaned and disinfected twice a day.

13. If someone in my office is sick, can I request the office to be deep cleaned again?

Our daily cleaning protocols will ensure the common spaces in our buildings are clean, so a special deep cleaning is not required. Additional cleaning may requested by submitting a work order and we will come discuss the specific concerns with you and determine if additional cleaning is required. Please call the Physical Plant at 218-477-2662 if you think an area needs immediate attention.

14. Who can I contact if I have questions or concerns about the level of cleaning?

Questions or concerns about service levels or cleanliness of an area should be directed to the Physical Plant at 218-477-2662.