



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 830.5

Title: COVID-19 Custodial Policy

Implementation Date: February 25th, 2021

Last Revised:

Last Audited:

Introduction

COVID-19 is a disease caused by the SARS-CoV-2 strain of coronavirus that can trigger what doctors call a respiratory tract infection. It can affect your upper respiratory tract (sinuses, nose, and throat) or lower respiratory tract (windpipe and lungs). It spreads the same way other coronaviruses do, mainly through person-to-person contact. Infections range from mild to deadly. The safety and health of the ETSU community is our highest priority, and we take any threat very seriously.

Purpose

The purpose of this policy is to protect the health and safety of faculty, staff, and students by providing specific measures for custodial staff to implement and utilize in an effort to reduce the transmission of Covid-19 and protect the health and welfare of ETSU building occupants.

Scope

This policy is intended to assure that all faculty, staff, and students occupying ETSU owned or leased buildings are provided with an indoor environment that is safe and free from viral contaminants that may adversely impact the health of occupants through the spread of COVID-19.

Procedures

Custodial Services staff will adhere to the following procedures:

Common Areas (Lobbies, Elevators, Study Rooms, Hallways, Stairwells)

- Post Covid-19 signage in all areas.

- Deep clean all common areas every evening and disinfect high-touch surfaces with electrostatic sprayers as follows:
 - Doorknobs, light switches, handrails, tables, countertops, public printers, push-buttons on vending machines and elevators, and lobby furniture.
- Maintain hand sanitizer stations at building entrances and conduct periodic checks throughout the day to ensure their operability.
- Keep interior hallway doors propped open where it does not present a security or fire safety risk.
- Conduct periodic checks of disinfectant wipe buckets to ensure availability.
- Personal offices will not be entered or cleaned. Staff will be responsible for cleaning their office spaces. Custodial Services will provide cleaning products to staff members upon request.
- Check and maintain "Please Do Not Drink" signage that has been installed on all water fountains to prevent use by faculty, staff, and students
- Ensure that all water fountains are cleaned on a daily basis.

Classrooms

- Deep clean all classrooms every evening and disinfect high-touch surfaces with electrostatic sprayers as follows:
 - Doorknobs, light switches, handrails, tables, desktops, seating, and computers in computer labs.
- Re-arrange and maintain classroom furniture to promote social distancing.
- Check and maintain all Covid-19 related signage.
- Check disinfectant wipe buckets to ensure availability.

Community Restrooms

- Deep clean and disinfect all surfaces every evening.
- Check and maintain Covid-19 related signage.
- Close common restrooms for 30 minutes during university business hours in all occupied facilities for daily disinfecting using electrostatic disinfecting sprayers. Signage will be posted during closure times. The following restroom locations will be electrostatically disinfected during normal business hours (in addition to nightly deep cleaning) as indicated in the table below:

ETSU Facility	Frequency	# of Restrooms	Floor
Burgin Dossett	2	6	1 st , 2 nd , 3 rd
Lamb Hall	1	4	1 st S & 1 st N
Nicks	1	2	2 nd
Warf Pickel	1	2	3 rd
Subway	1	2	1 st
Wilson Wallis	1	2	2 nd
Hutcheson	1	2	1 st
Yoakley	1	2	2 nd
Ross Hall	1	2	2 nd
Mathes	1	2	2 nd
Ball	1	2	2 nd
Burleson	1	2	1 st
Brooks	1	2	2 nd
Dome	1	4	2 nd E 2 nd W
Library	1	2	2 nd
Culp Center	1	2	2 nd
CCB	1	2	2 nd
Gilbreath	1	2	2 nd
Brown Hall	1	4	2 nd
Neil Dossett	1	2	2 nd
CPA	1	2	1 st
Sam Wilson	1	2	2 nd
Roger Stout	1	2	2 nd
UH	1	2	2 nd

CoM Facility	Frequency	# of Restrooms	Floor
VA 1	1	2	1 st
VA 2	1	4	1 st & 2 nd
VA 4	1	2	Ground Floor Main Lobby
VA 7	1	4	Ground Floor and 1 st Main Lobby
VA 52	1	4	1 st & 2 nd
VA 60	1	4	1 st & 3 rd
VA 119	1	4	2 nd E 2 nd W
VA 178	1	10	Ground, 1 st & 2 nd both A & B Wings
VA 212	1	2	1 st

Responsibilities

The Facilities Management Custodial Services Office will be responsible for the implementation and continued use of all measures and procedures enumerated in this policy.

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