



Adelphi University Facilities Housekeeping & Custodial Services

Protocols for regular cleaning and /or disinfecting campus buildings

Cleaning / disinfecting definitions in accordance with CDC and New York state Department of Health guidelines:

- a. **Cleaning** – the removal of foreign material (e.g. soil, and organic material) from objects.
- b. **Sanitizing** - reducing contaminants or bacteria to a safe level, lowering the number of germs on a surface.
- c. **Disinfection** -the thermal or chemical destruction of pathogenic and other types of organisms.
- d. **Decontamination** - a more extensive disinfection of a room or area following known exposure to hazardous or infectious material.
- e. **Sterilization** – a process that destroys or eliminates all forms of microbial life and is carried out in health-care facilities by physical or chemical methods.

Regular cleaning protocol

- Regular cleaning, as prescribed by building occupancies, continues. Priorities are to provide for increased cleaning and disinfecting of high traffic, high touch surfaces.
- *High-touch surfaces include:*
 - Stair railings
 - Exterior and interior door hardware and surfaces
 - Light switches
 - Restroom fixtures, partitions, faucets, dispensers (toilet paper, paper towels)
 - Elevator control panels and call buttons
 - Common area counter tops and appliances
 - ADA handicap door push plates
 - Water bottle filling stations
- *High-traffic areas include:*
 - Restrooms
 - Building entrances
 - Classrooms, lounges, and meeting spaces
 - Hallways
- Disinfecting high-touch surfaces in high-traffic areas is performed daily (more as schedules allow).
- Hand sanitizing stations are located throughout the campus at main entry points.

The campus community is encouraged to practice preventative cleaning in their personal offices, residential spaces or workspaces which are normally not accessible to the custodial staff. Supplemental cleaning of teaching spaces and offices not regularly accessible to the custodial staff should be performed as needed by room occupants / faculty with supplies provided by their department.



Cleaning protocols for areas where someone is suspected/confirmed to have COVID-19:

Health Services areas and Residential Life and Housing areas with confirmed cases may be handled by a vendor partner.

All other areas:

- Custodial team will wait 24 hours after the person has left the area before entering to clean and disinfect. Custodial team will wear proper face masks, disposable gloves, and goggles for all tasks in the disinfection process.
- Cleaning and disinfection will be performed in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA approved disinfectants, following the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Disinfecting these areas includes safely providing a full saturation of disinfectant to all surfaces including walls, fixtures, floors, counter / desk tops.
- If it has been more than 7 days since the person with suspected / confirmed COVID-19 was present, neither additional cleaning nor disinfection is necessary (per CDC Guidelines). In these cases, the custodial staff will follow normal procedures for regular cleaning including disinfection of high-traffic, high-touch areas.

Cleaning tasks and frequencies performed by AU Custodial staff

Location type	Cleaning provided	Frequency
All buildings	Removal of refuse and paper recyclables	Daily
All buildings	Apply EPA approved disinfectant to all public restrooms and public areas	Daily
All buildings	Apply EPA approved disinfectant to all refuse and recycle containers and surfaces	Daily
Public Restrooms	Disinfect all toilets, sinks, urinals, mirrors. Remove trash, sweep and mop floors, replace paper products and hand soap.	Daily and as needed
Entrances, Lobby areas, Hallways and Restrooms	Disinfect all high-touch areas	Daily

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Lobby Areas	Sweep, mop, vacuum carpets / walk off mats, remove trash, wipe down furniture, clean glass entry doors, police exterior entrances.	Daily
Hallways	Sweep, mop, auto scrub, buff floors	Weekly and as needed
Classrooms	Remove trash, sweep, spot mop floors, disinfect surfaces	Daily
Lecture Halls	Remove trash, sweep, spot mop floors, disinfect surfaces	Daily
Offices / Cubicles	Spot clean, dust	As needed
Offices / cubicles	Remove trash and recycling	Weekly / as needed
Stairwells	Disinfect handrails and doorknobs	Daily
Carpeted floors	Vacuum offices, suites, office cubicles	Monthly
Carpeted floors	Vacuum public spaces, hallways, carpet classrooms, conference halls, lecture halls	Bi-monthly / as needed
Carpeted floors	Shampoo private offices, suites or cubicles	As requested w/funding
Carpeted floors	Shampoo public spaces, hallways, carpeted classrooms, conference classrooms, lecture halls	Annually
Tile floors	Dust, damp mop, spot mop	Daily
Tile floors	Strip, wax, buff	Annually
White boards / chalk boards	Erase and wash	Weekly

***Cardboard removal - originating department is responsible for breaking down all cardboard and neatly stacking by recycle container in area. A work ticket should then be submitted for pick up.**