

COVID-19 Sanitation, Cleaning, and Disinfecting Information

To: NHTI College Community

From: Jason Wovkanech, Interim Director of Campus Safety

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Purpose: To provide to the College Community with information on protecting oneself and others through good personal sanitation, cleaning and disinfecting practices.

To reduce the potential for transmission of COVID-19 through contact surfaces it is imperative that all community members practice good personal sanitation, cleaning and disinfection practices in their offices, classrooms and living spaces.

The NHTI Maintenance Department and their contracted janitorial services company, Janitech, will be conducting building cleaning and disinfection procedures that adhere to CDC, EPA, and OSHA guidance.

Cleaning Supplies and Products

All hand sanitizer, cleaning supplies and products to be used on campus shall be provided by the college as these products are identified for their effectiveness in killing COVID-19.

Current EPA-Approved and Available Cleaning and Disinfecting Product in Use

[Peroxide Multi Surface Cleaner and Disinfectant](#). This multi-surface cleaner and disinfectant is a 3-in-1 multi-purpose spray to help make the cleaning process easier. This EPA registered product quickly **disinfects in 45 seconds** at our current dilution rate (**kills 99.999% germs**)

This disinfectant is recommended for streak-free cleaning on **hard surfaces and glass with no PPE required**. It is recommended that you spray, allow for the maximum kill time as listed above and then wipe clean all surfaces to remove debris and dirt. You may also use as a light mist over clean surfaces and allow to air dry. Paper towels will be available to wipe clean all surfaces. When completing wiping down surfaces, discard paper towel in trash.

Specific areas have been identified on campus (i.e. fitness center, dental, nursing, residence hall common areas, etc.) and will be issued and receive training on the use of electrostatic cleaning devices as these are larger areas with high frequency use needing to be quickly and frequently disinfected.

Hand Sanitizer

Hand sanitizer will be available in offices, classrooms and other areas. The hand sanitizer is provided by the State of NH. It is in liquid form and not a gel form. If you provide your own hand sanitizer, it should contain at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Avoid touching your eyes, nose, and mouth with unwashed hands. Read more CDC-specific information on [handwashing](#).

Mask, Glove and Tissue Disposal (Non Enhanced PPE Area)

If you are using a disposable face mask, gloves, or a tissue, properly dispose of these in the trash.

Mask, Gloves, Gowns Used in Enhanced PPE Areas or During Deep Cleaning of Areas Where a Suspected or Confirmed Individual Has Been

If you are using PPE in these situations; disposable gloves, masks and other PPE shall be disposed of in the proper trash receptacle for PPE. Materials used during deep cleaning of area(s) with suspected or confirmed case of Covid-19 shall be disposed of as hazardous material.

Cleaning Hard and Non-Porous Material or Item Like Glass, Metal, or Plastic

High touch areas are surfaces frequently touched by multiple people and should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, (i.e. point of sale keypads) should be cleaned and disinfected before each use.

Examples of frequently touched surfaces and objects that require routine disinfection are: tables, doorknobs, crash bars, railings, handles, light switches, countertops, desks, toilets/urinals, shower areas, faucets and sinks, water fountains/bottle fill stations, vending/ATMs and plexiglass/plastic barriers.

Due to the potential high use and inability to frequently disinfect the following items are disabled or not in use: most water fountains and vending machines.

Disinfecting Soft and Porous Material or Items (Carpet, Rugs, Cloth/Fabric Seating, Bulletin Boards, etc.)

Soft and porous materials are generally not as easy to clean and disinfect as hard and non-porous surfaces. Most soft and porous materials that have high touch potential been removed from common spaces on campus due to difficulty in cleaning and disinfecting for COVID-19. Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting. Vacuuming can be done as it normally would be.

Maintenance Department Work Routines

The Maintenance Department has developed a cleaning strategy that ensures that common areas, high touch surfaces are cleaned and disinfected at least twice daily and classrooms if time is available between classes are cleaned between class or other activities are frequently cleaned. Focus will be on cleaning and disinfecting only high touch areas and general cleaning of all other areas.

The Maintenance Department is not responsible for individual and frequent disinfecting or equipment and personal spaces in offices.

Individual Cleaning and Disinfecting Procedures

Due to short time periods between some classes or high frequency use areas on campus which will require more frequent disinfecting faculty, staff, and students shall be responsible for disinfecting areas before and after use. Faculty, staff, and students are not responsible for general office cleaning (trash disposal, vacuuming, etc.)

Faculty and Students

Faculty shall be responsible for disinfecting the desk, lecterns, chairs, and instructional equipment they use during the instruction period. Equipment includes, but is not limited to: computer keyboards, mouse, monitors, AV or projector equipment and/or whiteboards, shared markers, etc. prior to and at the conclusion of the class period.

Students shall be responsible for cleaning and disinfecting high touch areas they use including desk surfaces, chairs, computer keyboard, mouse, monitors, etc.

Areas that are designated as enhanced PPE spaces with small parts or sensitive equipment do not require disinfecting of sensitive equipment, except as determined by the faculty member as needing to be cleaned per protocol (i.e. chemistry or biology lab equipment, etc.). Equipment that can be cleaned without damage should be cleaned.

Students in these areas shall clean and disinfect high touch areas they use including desk surfaces, chairs, computer keyboard, mouse, monitors etc.

Enhanced PPE spaces shall have a separate trash receptacle for proper disposal.

Staff Cleaning

Office members shall be responsible for cleaning and disinfecting high touch and shared surfaces within their office space prior to and after each use. These surfaces include, but are not limited to: desk surfaces, chairs, computer keyboards, mouse, monitors, phones, faxes, printers, copiers, etc.

Shared Lounge Spaces

Faculty and staff should not congregate in lounge spaces. Sharing of appliances should be limited and, if used, shall be disinfected before and after use.

Food at Events

There is currently no evidence of COVID-19 being transmitted through food. If food is offered at any event follow these guidelines: Have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Do not share food and utensils. Limit the number of people handling or serving food, going in and out of food handling preparation areas. Identify one person to serve all food so that multiple people are not handling the serving utensils. Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, and condiments, so that multiple people are not handling the items. All persons handling and serving food items should follow [safe food handling practices](#) and wear facemask and gloves.

Shared food spaces

It is recommended that food not be stored in community refrigerators where others can potentially touch another's food items. It is recommended that the Capitol Commons be used, or food be brought in cooler, etc.

Bathrooms shall be stocked with disinfectant supplies, so staff can wipe down areas prior to and after use (toilets, sink handles, door handles, etc.).

Residence Halls - Residence Life Staff Cleaning

Enhanced cleaning of all common areas will be performed, including regular disinfecting of frequently touched surfaces (door handles, hard/soft surfaces, table, chairs, stair railings, elevators, etc.). Cleaning shall be accomplished by the Janitech and Residence Life Staff. Resident Assistants on evening duty shall disinfect high touch surfaces using College provided EPA-approved products and electrostatic cleaners. All bathrooms will be cleaned and disinfected twice daily. EPA-approved disinfecting cleaning products will be provided in all common spaces for residents to clean spaces before and after use.

Outdoor Areas

Outdoor areas generally require normal routine cleaning and do not require disinfection. Existing cleaning and hygiene practices for outdoor areas. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. The targeted use of disinfectants will be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people over short periods (i.e. between athletic events in a tournament).

Deep Cleaning

If an office, classroom and/or other areas identified as a location where a suspected or confirmed case of COVID-19, deep cleaning will be done. This area shall be closed for at least 24 hours, or as long as possible, ventilated. Maintenance staff wearing proper PPE will then clean and disinfect the area. This may require staff or classes to be moved to another location or to remote operations. If an area has been unoccupied for seven days or more, only normal routine cleaning will be done to reopen the area. Disinfecting is not required.

Vehicles

Vehicles that are used by NHTI staff shall be cleaned and disinfected before and after use by the users. This will be done per CDC guidance for cleaning [nonemergency transport vehicles](#).

Need Hand Sanitizer or Cleaning Supplies?

Email nhtimaintrequest@ccsnh.edu if your area should need hand sanitizer, cleaning supplies, or PPE.