

# CLEANING, DISINFECTING AND SANITATION FOR COVID-19

## Changes Highlighted in Bronze

The following guidelines are in place to provide the NHTI community with information on protecting oneself and others through effective sanitation, cleaning and disinfecting practices to reduce the potential for COVID-19 transmission through contact surfaces. This guidance adheres to Center for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA) and the Office of Safety and Health Administration (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 products in use:

- **[Peroxide Multi Surface Cleaner and Disinfectant](#)**. Applied through electrostatic devices. This multi-surface cleaner and disinfectant is a 3-in-1 multipurpose spray which makes the cleaning process easier. This EPA registered product quickly disinfects in 45 seconds; killing 99.999% of all germs.
- Recommended for streak-free cleaning on hard surfaces and glass with no PPE required.
- Use by:
  - Spraying and allowing for the maximum kill time of 45 seconds and then wipe clean all surfaces to remove debris and dirt; or
  - Lightly 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.
- **[Clorox 360 Electrostatic Disinfection System](#)**. It is a one step disinfecting process that sanitizes, eliminate odors and sanitizes porous surfaces. Used to clean large areas and reduces time needed to disinfect. Kills 99.9% of bacteria in 5 seconds. Kills 44 organism claims: Kills cold and flu viruses, MRSA and norovirus in 2 minutes or less.
- **[Humane Choice General Disinfecting and Cleaning Wet Wipes](#)**. Effectively cleans and disinfects all washable surfaces with disposable wipes.
- Use by:
  - Wiping down surface; allow for one (1) minute for contact time.
  - Dispose of wipe in trash after use.
- **[Novalent AM RTU Antimicrobial Surface Protectant All-Purpose Cleaner](#)**.
  - EPA approved product provides up to 90 day surface cleaning/protectant and inhibitor of against bacteria, fungi and algae.
  - Not an EPA approved virucide for SARS-CoV-2
  - Spray on with surface dry time of approximately 10 minutes.

Electrostatic cleaning devices are used in specific areas on campus that have high frequency use which requires quick and frequent disinfection. (i.e. fitness center, dental, nursing, residence hall common areas, etc.)

## Sanitation

### Hand Hygiene

#### Hand sanitizer

Hand sanitizer is available in offices, classrooms and other areas on campus. Hand sanitizer in use is provided by the state of NH. It is in liquid and not gel form. If providing your own hand sanitizer, it should contain at least 60% alcohol. Cover all surfaces of your hands and rub them together until dry.

#### Handwashing

Washing hands frequently with soap and water for at least 20 seconds (length of happy birthday song) is effective in removing COVID-19. Wash hands 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. CDC information on [handwashing](#).

### Proper Disposal of PPE, Masks, Gloves, and Gowns

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

If using Personal Protective Equipment (PPE): gowns, disposable gloves, masks (fitted N95) and other PPE properly dispose of in a trash receptacle for PPE. **Face shields/google should be retained by the individual and should be disinfected before after use.**

## Cleaning and Disinfecting Processes

### Frequently Touched Surfaces

Frequently touched surfaces shall be **cleaned at least once** daily.

More frequent cleaning and implementation of disinfection may be required based on the following factors: shared setting with frequently touched surfaces, high transmission of COVID-19 in community, reduced mask wearing, or if there are people at risk for severe illness.

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

### Shared Items/Equipment

Shared equipment regardless of situation shall be disinfected before/after use. This includes, but not limited to the following: Pens, keyboards, phones, electronic office devices, vending/ATM machines, shared office equipment, athletics equipment for athletics teams/recreational sporting events.

Due to the potential high use and inability to frequently disinfect the following items are disabled or not in use: Water fountains (except some bottle filling stations) and vending machines

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

Soft and porous materials are generally not as easy to clean and disinfect as hard non-porous surfaces. Most soft and porous materials that have high touch potential been removed from common spaces **to prevent congregation** and difficulty in cleaning and/or disinfecting for COVID-19.

Soft and porous materials should only be cleaned or laundered using soap, detergent, or other type of cleaner appropriate for use on these surfaces per the directions on the item's label, using the warmest appropriate water setting. Completely dry items. Vacuuming can be done as it normally would be.

## Cleaning/Disinfection If Suspected/Confirmed COVID-19 Has Been Present

If a space is identified where an individual who is a suspected or confirmed case of COVID-19 was located, **deep cleaning and disinfection** shall be done by the NHTI maintenance staff.

- If there has been a sick person or someone who tested positive for COVID-19 in your facility within the 24 hours:
  - Any areas they have been shall be closed for at least 24 hours, or as long as possible, and ventilated.
  - Persons who work or are attending classes in these area may be directed to another area on campus or conduct work/classes remotely.
- Maintenance staff wearing mask and gloves will clean and disinfect the area.
- Once cleaning and disinfection is complete the area shall be reopened.
- If it has been more than three (3) days since the individual has been in the area(s), only normal routine cleaning will be done in the area. No additional disinfection is required and routine cleaning practices can occur.

## Maintenance Department Work Routines

The Maintenance Department has developed a cleaning and/or disinfections strategy that ensures:

- Conducts routine cleaning requirements (trash disposal, vacuuming, etc.) as part of their normal responsibilities
- Academic buildings, including classrooms, common/public areas and frequently touched surfaces in these area are cleaned and disinfected at least once daily
- Bathrooms shall be cleaned and disinfected at least once daily
- The focus is on cleaning and disinfecting only high touch areas and general cleaning of all other areas.
- The Maintenance Department **is not** responsible for cleaning and/or disinfecting of departmental or individually used frequently touched equipment, except in the instance of a suspected/confirmed case having been present in previous three (3) days.

## Individual Cleaning and Disinfecting Procedures

Due to short time periods between classes and the high frequency of use within spaces on campus (i.e. shared office spaces, classrooms, conference rooms). More frequent disinfecting is required and will be responsibility of persons using these area.

Faculty, staff, and students are not responsible for routine cleaning requirements (trash disposal, vacuuming, etc.)

### Classrooms - Faculty and Students

**Faculty** shall be responsible for disinfecting the areas they use 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** in these areas shall clean and disinfect high touch areas they use including desk surfaces, chairs, computer keyboard, mouse, monitors etc.

**Designated Enhanced PPE Areas** in which small parts or sensitive equipment are used do not require disinfecting of small parts/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/disinfected without causing damage should be cleaned/disinfected.

Some Enhanced PPE spaces which have potential for transference of bodily fluids (i.e. Dental Lab with live patients) shall have a separate trash receptacle for PPE disposal.

Dental Program should follow established practices for proper infectious control in a Dental setting

### **Faculty/Staff Cleaning – Shared Office Areas/Conference Rooms**

Faculty and Staff that have shared offices or use conference rooms shall be responsible for cleaning and disinfecting high touch surfaces and shared equipment within their office space prior to and after use. These surfaces include, but are not limited to: table/desk surfaces, chairs, computer keyboards, mouse, monitors, phones, faxes, printers, copiers, etc.

### **Athletics Department - Indoor Gym Athletic/Fitness Area Cleaning**

Due to increased risk factors that occur during gym usage and athletic events. cleaning and disinfection is required more frequently. This includes before and after athletic event, between the usage of different teams when events are in success, and due to frequent usage of equipment in the fitness center.

### **Academic Building Bathrooms**

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

Shower areas are not available for use.

Hand dryers are disabled

### **Residence Halls**

Enhanced cleaning of all common areas will be performed, including regular disinfecting of frequently touched surfaces (bathrooms, door handles, hard/soft surfaces, table, chairs, stair railings, elevators, etc.). Due to being a higher risk area as it is a congregate living setting these facilities require to be cleaned and at least twice daily

- Cleaning and disinfecting in Residence Halls shall be accomplished by the NHTI Maintenance, Janitech and Residence Life Staff.
- Resident Assistants on evening duty and on weekends shall conduct disinfection processes.
- Disinfecting products will be provided in all common spaces for residents to use before and after use.

## **Vehicles**

Vehicles that are used by NHTI staff shall be cleaned and disinfected before and after use by individual using them. This includes:

- At a minimum wiping down high touch surfaces with disinfectant wipes.
- If it was identified a suspected or positive COVID-19 person was in vehicle and it is three days or fewer:
  - Clean and disinfect entire interior of vehicle, OR
  - Let vehicle sit without use for at least three full days

## Outdoor areas

Disinfection in outdoor area will be done effectively, efficiently and safely on hard surfaces and objects frequently touched by multiple over short periods. Examples include, but not limited to:

- Benches between changing of athletics teams in a tournament.
- Tables, chairs, during events/activities/gatherings
- Most outdoor areas generally do not require disinfection, or anything other than routine maintenance cleaning.

## Food Handling

### Shared Food Containers/Appliances

- Shared appliances should be limited and, if used, shall be disinfected before and after use.
- Food not be stored in community refrigerators where multiple persons can touch food items.
- Use other options for food. For example, touchless food delivery, Capitol Commons, or food be brought in cooler, etc.
- If eating meals in groups, weather permitting, do so outdoors and socially distanced.
- Shared food containers in which multiple people can grab items are prohibited (i.e. candy dishes, tubs with shared drinks, etc.)

### Food at Events

There is currently no evidence of COVID-19 being transmitted through food. If food is being offered at any activity/event follow these guidelines:

- Buffet style meals are prohibited.
- Use pre-packaged boxes or bags for each attendee
- 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 shall wear a face mask, gloves and follow [safe food handling practices](#)

### Vending Machines

Vending machines are extremely high touched surfaces by multiple people and cannot be disinfected on a regular basis (before/after use) are in general public area, therefore, they will continue to not be in use.

## Need Hand Sanitizer or Cleaning Supplies?

Email [nhtimainterequest@ccsnh.edu](mailto:nhtimainterequest@ccsnh.edu) if your area should need hand sanitizer, cleaning supplies or PPE.

All information in this document was obtained from the CDC and the New Hampshire Department of Health and Human Services websites.

Updated: May 21, 2021