



## COVID-19 Pandemic Cleaning Protocol

UPEI Custodial Services will be maintaining their best practice in daily cleaning of all areas of campus. Routine practices, which include cleaning and disinfection of surfaces, are important to control the spread of COVID-19. Enhanced environmental cleaning protocols are necessary to standardize practice, reduce variability, and focus on the most effective cleaning measures. During the pandemic, custodial services are outlined as follows.

### Custodial Services

#### Daily:

- General cleaning including chalkboards and trays, waste removal, and spot cleaning of flat surfaces as necessary.
- Offices – each individual with office space is responsible for keeping their office clean to whatever level of cleanliness they desire. Facilities Management staff will not be entering individual offices for the foreseeable future. Garbage can be placed outside individual office spaces by 10 am each Thursday for collection.
- Classrooms will be disinfected after each class including desktops, workstation/keyboard, wrist support, monitor, mouse, chairs (hard surface only), and podium.
- High touch surfaces, washrooms, lounge areas, are cleaned twice per day.

#### High-touch surfaces include

- door knobs and light switches
- elevators push buttons
- photocopiers
- chairs (hard surface only)
- tables
- electronics
- handrails
- countertops
- fax machine
- Laboratories should have their own disinfectant for frequent touch points (as listed in their [Return to Laboratory Work Plan](#)). For any lab or general area that does not use disinfectant as part of their daily protocols, please contact Health, Safety, and Environment for direction.

**Weekly:** Sweep, dust-mop/vacuum floors, dust flat surfaces, and damp mop floors.

## Cleaning of Shared Spaces

Facilities Management will continue to clean meeting rooms, administration/reception areas, kitchens, and lunchrooms. Users of these shared spaces are responsible to clean items touched such as microwave, fridge, printers, table tops, etc., before and after use.

- Facilities Management will supply cleaning disinfectant (oxivir \*\*) and microfibre cloths (two per bottle of cleaning disinfectant) over and above a department's regular supply of cleaning products for high-traffic reception/administration, kitchens, and lunchrooms, where access is not controlled.
- Cleaning disinfectant can be requested by contacting Health, Safety, and Environment at [HSE@upei.ca](mailto:HSE@upei.ca) and picked up at the Central Utility Building upon approval.
- Bottle of oxivir \*\* and reusable microfibre cloths.
  - Each bottle must have an expiration date (expires within four weeks). In the event that there is no expiration, please reach out to the building Facilities Custodian for an expiration date.
  - Refill Stations
    - Each building will have a designated Refill Station for disinfectant bottles and microfibre cloths.
    - There will be signage to indicate where to place your empty bottle and where to collect a full bottle.
    - Used microfibre cloths are to be placed in the laundry bin labelled "used cloths". Clean microfibre cloths will be available at the refill station.
- Meeting Rooms:
  - Dedicated meeting rooms on-campus booked through 25Live will have a Meeting Room Cleaning Protocol posted, cleaning disinfectant and microfibre cloths.
  - Please refer to the Meeting Room Cleaning Protocol in each meeting room.

## Instructions for How to Disinfect

- Spray enough cleaner on the cloth/paper towel to dampen.
- Wipe all surfaces with a damp cloth/paper towel.
- Reapply cleaner when necessary to maintain a damp cloth/paper towel, you may use the same cloth to wipe down the touch points.
- Let the cleaner sit on the surface for approximately **five minutes**.
- **Oxivir is safe for most surfaces and does not need to be wiped off.\*\***

## Decontamination of Areas Potentially Contaminated by Suspected or Confirmed COVID Case

In the event that an employee, student, or visitor has been identified as COVID-19 positive, the University will contact an outside service provider to decontaminate the areas and surfaces that were exposed. Facilities Management will block and tape off the areas exposed and post signage to indicate that it is off limits. In some situations where convenient, the area(s) may be

cordoned off for three days as part of the decontamination process. Once the areas have been decontaminated, they will be reopened for use.

**\*\* Oxivir** is a one-step disinfectant cleaner based on proprietary Accelerated Hydrogen Peroxide (AHP®) technology to deliver fast, effective cleaning performance. At 1:40 dilution, disinfects in five minutes. Virucide, bactericide, fungicide, and mildewcide. Meets bloodborne pathogen standards for decontaminating blood and body fluids.

SDS can be found at [https://sds.phsa.ca/msds\\_files/14898.pdf](https://sds.phsa.ca/msds_files/14898.pdf).

**\*\* Please note:** Oxivir is safe for most surfaces, however, for brass items or any specialized equipment please check cleaning instructions prior to using Oxivir.