



Green River College Covid-19 Facilities Custodial Plan

This is a living document, subject to continuous updates.

Green River College (GRC) Facilities custodial plan includes how the custodial staff will be implementing the disinfecting strategies for:

- modified Covid-19 “Day-to-Day” 3 Phase Strategy
- plan when a confirmed or presumptive Covid-19 case is reported to GRC

In both the above scenarios; Employees must first complete safety training of both Covid-19 and Non Covid-19 before starting any cleaning work. All appropriate and applicable Personal Protective Equipment (PPE) must be worn during the employee’s shift unless at break or lunch.



From the CDC

“The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).”

Covid-19 “Day-to-Day” 3 Phase Strategy

This plan focuses on performing the day-to-day cleaning and moving into a Covid-19 disinfecting stage twice a day.

Facilities Custodial Covid-19 modified Cleaning Schedule

Day Custodians:

From 6:30 am to 10:00 am Custodial will be performing Day-to-Day general cleaning

From 10:00 am to 12:00 pm Custodial will be performing COVID-19 cleaning

From 12:00 pm to 2:00 pm Custodial will be performing Day-to-Day general cleaning

From 2:00 pm to 3:00 pm Custodial will be performing COVID-19 cleaning

Night Custodians:

From 3:00 pm to 6:00 am Custodial will be performing Day-to-Day general cleaning

From 6:00 pm to 9:00 pm Custodial will be performing COVID-19 cleaning

From 9:00 pm to 11:00 pm Custodial will be performing Day-to-Day general cleaning

Indoor areas such as Counters- Tabletops- Doorknobs- Bathroom fixtures- Toilets- Phones-Keyboards- Tablets, Light switches, Stair handrails, Classrooms desks, chairs, Handles on equipment athletic, Buttons on elevators and vending machines, any surfaces that may have blood, stool, or body fluids on them.

Outdoor areas generally require normal routine cleaning and do not require disinfection. 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. You should maintain existing cleaning and hygiene practices for outdoor areas.

Confirmed Covid-19 Case Is Reported

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in College spaces. It is applied from 48 hours prior to the onset of symptoms until seven days have passed since the person was present in a college space. After notification of a person with confirmed COVID-19 on a college campus, the following cleaning and disinfecting protocol will be followed: Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis.

Process:

A Covid-19 Response team is assembled. It includes the Facilities Director, Facilities Manager, Environmental Safety Manager and Custodial personnel. This team develops the plan of cleaning and disinfecting an area. The cleaning scope will be implemented based on the risk of potential contamination as determined, in coordination with input from the Executive Team, Facilities and Campus Safety. Coordinate with GRC's Emergency Operations personnel and Campus Safety, on communication methods, campus wide.

Identify areas that require restricted access during and immediately following enhanced cleaning.

Communicate with impacted department(s)

Cleaning and disinfecting room's surface area such as desks, tables, and other furniture, hardware and other high touch surfaces.

Every attempt will be made to give advance notice allowing the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.

Identifying staff who will be conducting the cleaning & disinfecting. This includes a debrief of the situation, reviewing resources and provided and question & answer period.

The Facilities Custodial crew will:

Follow the Enhanced Cleaning for Prevention guidance outlined in this document.

If possible, wait 24 hours after the ill person was present in a space prior to beginning cleaning and disinfection.

If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be reviewed by EHSM prior to work commencing.

All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.

Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.

After the Facilities Custodial staff have concluded their debrief, they don the required personal protective equipment (PPE) during cleaning and disinfecting: Disposable gloves, gowns or a lab coat to protect contamination of clothing. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected, it can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Green River College Facilities Covid-19 Response Team

Confirmed Covid-19 Case
Individual received positive test results and discusses contact tracing locations with GRC

Presumptive Covid -19 Case
Individual is asymptomatic and discusses contact tracing locations with GRC

Campus Safety
Notifies Facilities Director of a Positive or Presumptive Covid-19 Case and secures the area

Facilities Director
Establishes regular communication with the GRC Emergency Operations Committee

Covid-19 Response Team
A team is assembled which includes the Facilities Director, Facilities Manager, Environmental Safety Manager and Custodial personnel

Covid-19 Response Team
Team assembles to implement Covid-19 strategy for cleaning, contained in this plan

Covid-19 Response Team
Facilities Custodial Staff follows safety protocols, to clean & disinfect contact tracing locations

Covid-19 Response Team
Reassembles to conduct a walk thru of the area, and report an all clear to Campus Safety

This flowchart is a representation of the Facilities plan, as of May 28, 2020.

This plan is exclusive to the Facilities response, and does not include all actions campus wide.

Definitions

Covid-19 Cleaning in a 3 Phased strategy. Day-to-day cleaning and moving into a Covid-19 disinfecting stage twice a day.

Disinfectant. Virex II 256 Disinfectant Cleaner is a one-step, quaternary-based disinfectant cleaner concentrate providing broad-spectrum disinfection at 1:256 dilution. Use in healthcare and other facilities where cleaning and prevention of cross-contamination are critical. Bactericidal, veridical and fungicidal. Kills MRSA and VRE. Virex II 256 Disinfectant Cleaner meets blood borne pathogen standards for decontaminating blood and body fluids. The #1 name in hospital hard surface disinfection. Virex II 256 is blue in color with a minty scent. All disinfectants are EPA-Approved and used appropriately.

High-Touch of hard Surfaces. Counters- Tabletops- Doorknobs- Bathroom fixtures- Toilets- Phones- Keyboards- Tablets- Any surfaces that may have blood, stool, or body fluids on them

Mask/Face covering. Surgical masks or appropriate cloth masks are the most appropriate type of mask to prevent transmission of the coronavirus for now. Surgical masks are said to help reduce the spread of the virus, included Coronavirus. This type of mask is also effective in blocking large drops and particles from the mouth and nose of the wearer, which can avoid virus infection to others.

Personal Protective Equipment (PPE). Protective clothing, helmets, goggles, gloves, facemask or other garments or equipment designed to protect the wearer's body from injury or infection.

Safety Data Sheet (SDS). Material Safety Sheet or formally (MSDS) are documents that list information relating to occupational safety and health for the use of various substances and products.

Communication

Employees who have questions, should immediately communicate with their lead, supervisor or manager. Updates are in multiple formats including: in person observing social distancing, by GRC email, by phone calls, Zoom meetings and by the college website.

<https://www.greenriver.edu/campus/campus-safety/emergency-preparedness/covid19/>

A safety bulletin board is posted in the Facilities lunchroom. Language Link services are available for communication in 240 different languages.

Safe Colleges Covid-19 Training

As a GRC employee, you have been assigned a Safe Colleges online training account. You must first take the assigned Covid-19 modules and successfully pass the quiz before performing Covid-19 related tasks.

Personal Protective Equipment

Keep in mind the availability of cleaning and disinfection products and appropriate and applicable PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs. For more information on appropriate PPE for cleaning and disinfection

Approved Cleaner and Disinfectant

GRC is currently utilizing Virex II 256 Disinfectant Cleaner. It is a one-step, quaternary-based disinfectant cleaner concentrate providing broad-spectrum disinfection at 1:256 dilutions.

Resources

These plans remain flexible, it is a living document, so staff can adjust to revised or updated information and follows the CDC guidelines for cleaning of Office buildings and Higher Education. GRC Facilities also monitors Local, State and Federal guidance when updated information changes or specific circumstances change.

Green River College Covid-19 Webpage

<https://www.greenriver.edu/campus/campus-safety/emergency-preparedness/covid19/>

Washington State, Phase 1 Higher Education & Critical Infrastructure Workforce Training restart Covid-19 requirements

[file:///C:/Users/mcrutcher/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/2P8UM100/Phase%201%20Higher%20Education%20COVID-19%20Safety%20Requirements%20Final%20\(3\).pdf](file:///C:/Users/mcrutcher/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/2P8UM100/Phase%201%20Higher%20Education%20COVID-19%20Safety%20Requirements%20Final%20(3).pdf)

CDC Guidelines & Requirements

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

Public Health—Seattle & King County

<https://www.kingcounty.gov/depts/health/news/2020/March/5-suspected-covid.aspx>

Washington State Department of Health

<https://www.doh.wa.gov/>