

## Campus Health and Safety Enhancements

The Facilities Management and Operations Division is responsible for facilitating daily cleaning of all administrative, academic and residence halls. The division will continue with the cleaning enhancement plan that began in March of 2020. This plan includes using CDC-approved disinfectants, enhanced campus cleaning and increased daily wipe downs of high touch point areas in buildings, including but not limited to, door knobs, light switches, hand rails and faucet handles.

### >>> Enhancement of Custodial Services

Division employees have made the following additions to their normal cleaning efforts due to the COVID-19 Pandemic:

- Increased custodial support
- Off-hours deep cleaning
- Documented monthly training covering standard practices as well as emerging trends
- Use of enhanced level of disinfectants
- Spot checking heavily used restrooms and cleaning with a CDC-approved disinfectant
- Misting and fogging classroom spaces, weight rooms and other appropriate high-use areas
- Installing and maintaining hand-sanitizer dispensers in public spaces
- Disinfecting door knobs, hand rails and other common area touch points throughout the day
- Following CDC guidelines for cleaning non-health facilities in response to the identification of a COVID-19 symptomatic individual
- Campus water fountains will be inoperable to limit the spread of bacteria and viruses

### >>> Social Distancing Campus Enhancements

- Floor signage will be placed in all buildings directing traffic flow. We ask that you please stay on the right side when passing others.
- Floor decals will be placed where needed to identify social distancing of 6 feet.
- Signs will be posted indicating the number of individuals that can safely social distance in each classroom or lab, and other common spaces.
- Markings will be placed in each room identifying the location of each desk or chair to social distance properly.
- Plexi-glass barriers (sneeze guards) will be added to service desks, help counters or other areas of high walk-up traffic to ensure employee protection.
- Specific doors for entry and exits will be identified for each building.

- Employees, students and visitors are asked to self-regulate the number of people in an elevator to allow for social distancing (no more than two is recommended).
- Where possible, Facilities Management and Operations will restrict the direction of travel on stairways which will be consistent with entry and exit protocols.

### **»» Employees and Student Cleanliness Responsibilities**

Employees and students are responsible for sanitizing their work, study and living areas in between custodial cleanings. Employees and students should disinfect all shared items before and after use. Examples include, but are not limited to the following commonly shared items:

- Printers, copiers, plotters, etc.
- Personal mobile devices, tablets, laptops, keyboards and computer mouse, and paper cutters
- Any other tools, machines, materials and resources that are shared

Users of common areas such as supply and copy rooms, kitchenettes or breakrooms, study areas and labs share a responsibility to disinfect and sanitize high-touch surfaces in between the formal cleanings completed by Custodial Services. High-touch surfaces to be disinfected and sanitized include:

- Front desks, counters, service windows, pens and pencils set out for shared use
- Conference room mouse and keyboards, chair armrests, table surfaces and other shared supplies
- Kitchenette sinks, soap and paper towel dispensers, refrigerator handles
- Door handles, light switches, handrails, push plates, drawer and cabinet handles

**For more information regarding safety measures provided by the Office of Facilities Management and Operations, visit their website: [alasu.edu/faculty-staff/physical-plant](https://alasu.edu/faculty-staff/physical-plant)**