

**SANTA ANA COLLEGE
STANDARD OPERATING PROCEDURE**

CUSTODIAL DOWNTIME CLEANING, MAINTENANCE AND OPERATIONS

SYNOPSIS

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| Objective: | Procedures for detail cleaning and disinfecting of facilities during periods that the college has a reduced number of staff on its campuses such as winter intersession, spring break, summer intersession, school session transitions, and emergency situations such as pandemics. In the event of a pandemic, facilities will be cleaned and disinfected in accordance with Centers for Disease Control and Prevention (CDC) guidelines. |
| Applicable to: | Administrative Services staff including the Vice President, Director of Physical Plant & Facilities, Maintenance Supervisor, Custodial Supervisor, Lead Custodians, Senior Custodian/Utility Workers, Custodians and other college staff for whom this procedure might apply. |
| Initiator: | Administrative Services |

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What are the procedures for custodial downtime cleaning during extenuating circumstances?

During periods where daily operations of entering and exiting campus facilities are disrupted by events such as natural disasters, pandemics, civil unrest or other events beyond the control of the college, custodial and other college staff, as applicable, will adhere to the following procedures when performing downtime cleaning. These procedures may be revised, as appropriate, to reflect adherence to any state, county, local, or District orders to ensure the health and safety of campus employees:

Current COVID19 Pandemic: Revised downtime cleaning procedures

1. Custodial staff will report for duty wearing a mask, and will maintain a minimum distance of approximately six feet from each other in the custodial shop (Z-108). Groups of no more than 10 staff members at a time will enter Z-108 to receive a briefing and work assignment from their supervisor and/or lead custodian. Staff members will remain outside Z-108 until they are called in for a briefing and/or work assignment.
2. In his/her briefing, the supervisor will specify the work that custodial staff are to perform (e.g. bathrooms only, bathrooms and offices only, classrooms, etc.).
3. It is the responsibility of each custodian to ensure physical distancing of at least six feet from another person at all times. Multi-person activities will be limited where feasible (e.g. two-person lifting activities).
4. Custodians will proceed to Z-102. Only one person at a time will enter Z-102 and select a radio. It is the responsibility of each custodian to carefully wipe down the radio with a cloth dampened with disinfecting solution. Custodians will always wear eye protection and gloves when using disinfectant cleaning solution.
5. Custodians will walk to their assigned work area. The sharing of carts is no longer allowed. This is necessary to ensure physical distancing. The use of carts requires supervisor approval.
6. Equipment and supplies will be delivered to each work area. It is the responsibility of each custodian to disinfect equipment prior to use.
7. Upon arrival at their assigned work area, custodians will conduct a radio check with their supervisor and/or lead custodian and Public Safety. In the event a radio does not work, the custodian will exchange the radio for another one and conduct the same radio check upon arrival to their assigned work area. Custodians will be available at all times by radio during their work shift with the exception of breaks.
8. Custodians will use the [Downtime Cleaning log](#) to communicate work completed and work incomplete. If an area is marked incomplete, the custodian will note the reason in the comments section of the log.
9. Custodians will use the last section of the log to note any facilities damage in their assigned area.
10. At the end of the work shift, custodians will follow the same protocols as when reporting for duty. Custodians will disinfect radios, return them to Z-102, and will submit the log to their supervisor and/or lead custodian.
11. Hands will be washed with soap and water for 20 seconds immediately at the end of the work shift and upon leaving campus.

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What are the procedures for custodial downtime cleaning in a facility where someone is known to be sick with a pandemic virus?

In accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>), custodial staff will adhere to the following downtime cleaning procedures in the event a college building was occupied by someone known to be sick with a pandemic virus:

1. Custodial staff will use caution tape to restrict access to the areas used by the person who has been identified as sick.
2. Custodians will ventilate the area and wait 24 hours before cleaning and disinfecting the area. If it is not feasible to wait 24 hours, wait as long as possible.
3. Custodians will clean and disinfect all areas and equipment in the affected area, used by the person who is sick, (e.g. offices, bathrooms, common areas, and shared electronic equipment such tablets, touch screens, copiers, keyboards, remote controls, ATM machines, etc.). Custodians will not clean and disinfect any electronic equipment until the custodial supervisor and/or lead custodian provide manufacturer's instructions for cleaning and disinfecting the equipment.
4. The custodial supervisor and/or lead custodian will document the issuance of PPE to custodial staff.
5. Masks, protective eyewear, disposable gloves, and gowns will be worn during the cleaning process and when handling trash.
6. Hands will be washed with soap and water for 20 seconds immediately after removing gloves.

Custodial staff will be required to participate in training conducted by their supervisor and/or lead custodian regarding when to use PPE, how to properly put on and take off PPE, and how to properly dispose of PPE. Staff will also be required to participate in training on the hazards of the cleaning chemicals used by the college in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200) and will be required to comply with OSHA's standard on Bloodborne Pathogens (29 CFR 1910.1030) including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

What is the EPA-registered disinfectant cleaning solution custodians will use for downtime cleaning?

Custodians will use the following EPA-registered disinfectant cleaning solution (or commensurate EPA-registered disinfectant solution) for downtime cleaning:

320 Disinfectant Bathroom Cleaner

Vendor: WAXIE Sanitary Supply

Disinfectant, cleaner and deodorant with pleasant mint scent. Effective against a wide variety of gram-positive and gram-negative bacteria. In use dilution, it is noncorrosive and non-staining to plastic, vinyl, synthetics, enamel, tile and most common metals. Pleasant mint fragrance. EPA registration #1839-168-14994.