



Safe Work Practices:

COVID-19 Safety for Custodial Staff

ID#

CSF002-A

Revised

6/12/20

Note: The current COVID-19 pandemic is evolving rapidly. This document is based on current conditions and is subject to frequent change.

Custodial Staff

The following safe work practices are to be followed by all CSUF custodial staff employees:

The following document serves as department specific general safe work practice (SWP) document for CSUF custodial staff. The following work plan should be used in conjunction with the CSUF General Safe Work Practice document.

Practices to Protect Custodial Staff

1. Physical Distancing

- a. Staggering of shifts/breaks: Staggering of shift start times, breaks and lunch times will be implemented to reduce the number of employees unnecessarily congregating in areas.
- b. Pre-Shift Meetings: Pre-shift meetings will be held in small groups (<10) to allow for physical distancing (>6ft.). The meeting will be held in a location that will allow for this to occur. In instances where this is not feasible (e.g., more than 10 employees start a shift at similar times), walkie talkie devices will be utilized to allow for appropriate communication between the shift lead/manager/supervisor and staff.
- c. Locker Change Out Area: Employees will maintain social distancing while occupying the locker change out area. CSUF recommends staff wear arrive to work in their clean CSUF provided work coveralls.
- d. Lunch/Breaks: Employees will maintain social distancing during all lunch and break times. No congregation of employees in common areas will be allowed.
- e. Working in groups: In instances where more than one custodial staff member is working in an area, the employees will maintain physical distancing (>6ft.). If this is not possible due to the size of the room, only one employee will be allowed to work in the space at one time. If both are necessary for work operations, appropriate PPE, as outlined below, will be donned prior to the work beginning.
- f. Restricted Access Signage: Plastic reusable signage will be placed in locations in which cleaning is being performed to restrict access to the area during the cleaning process.
- g. Custodial Cart, Master Key and Supplies Distribution & Return:
 - i. Employees will wait outside their designated facility for retrieval of items until called into the building to retrieve their items. While outside employees will maintain physical distancing.
 - ii. All items necessary for the employees work shift will be ready for them at their designated cart (supplies, key, work schedule, etc.) to prevent interactions with various parties and to shorten the time duration necessary to retrieve items.

- iii. At the end of the work shift, all employees will wait outside their designated facility for returning of items until called into the building. While outside employees will maintain physical distancing.

2. Personal Hygiene

- a. Gloves will be donned prior to beginning any work tasks. Gloves should be removed and discarded as follows:
 - i. During lunch and break times
 - ii. When gloves appear ripped or damaged
 - iii. When a contaminated surface is touched and before touching other "clean" areas
 - iv. When leaving a location
 - v. Once the work shift is over
- b. Hands should be cleaned (hand washing or hand sanitizing) before putting on gloves, and after taking them off.
- c. Only necessary personal items (e.g., cellphones, wallets, water bottles) should be brought to work as deemed necessary. If items are used during the work shift, such items should be properly cleaned and disinfected.

3. Personal Protective Equipment (PPE):

- a. Gloves. Custodial staff employees will be provided a box of disposable gloves at the beginning of the work shift. Gloves must be impermeable to body fluids. Generally, nitrile disposable gloves are adequate for COVID-19. Reusable gloves are acceptable and must be cleaned/disinfected after use.
- b. Safety Glasses/Goggles/Face Shields. Safety glasses/goggles are adequate for limited close contact with people (<6 ft.). Face shields are better for more frequent close contact. Safety glasses/goggles and face shields must be cleaned/disinfected after use.
- c. Work Coveralls. Custodial staff will be provided a weeks' worth of CSUF approved work coveralls on a weekly basis. Staff must have work coveralls on before beginning their shift. The coveralls must be removed upon leaving the site and before entering personal vehicles. Work coveralls must be removed and placed in a designated laundry bag/container for subsequent laundering off site by a 3rd party vendor on a weekly basis.
- d. Masks. At the beginning of the shift, custodial staff will be provided surgical or cloth masks. The masks must cover the nose and mouth and be worn when any other staff or person is in the immediate area.

4. Environmental Cleaning/Disinfection

- a. No sharing of equipment, supplies, or carts will be permitted during a single work shift.
- b. At the start of the work shift, the employee will receive a custodial cart with all necessary cleaning products and supplies for general custodial work tasks. Once received, all items must be cleaned and disinfected prior to use. A lead custodian will document in the cleaning and disinfection log that indicates cleaning was performed.
- c. At the end of the work shift, the employee will clean and disinfect their cart and supplies prior to returning to the site. A lead custodian will document in the cleaning and disinfection log that said cleaning was performed.

- d. All cleaning and disinfecting products utilized on site must be pre-approved by CSUF EH&S prior to use. A list of approved products is provided in Attachment A. Along with information regarding surfaces in which they should be used, how to use properly (e.g., mixing, application method, contact time), and important safety precautions (e.g., PPE).

5. Communication

- a. During the pre-shift meeting, all parties will meet to discuss daily project specifics, work tasks and safety topics. The pre-shift meeting will include a review of project specific safety hazards as well as custodial safe work practice procedures with regard to COVID-19.

Additional Practices to Protect the Community

1. Enhanced Cleaning: Along with general custodial services provided, custodial staff will provide enhanced cleaning to all work areas. This will include identifying high-touch surfaces (“frequently touched”) and frequent use areas in a space for disinfecting along with cleaning.
2. See Attachment A for *CSUF Standard Operating Procedure: Enhanced Cleaning Efforts*.
3. In addition, departments may have request for additional high touch surfaces for cleaning as outlined in the department’s specific Surface Cleaning/Disinfection Inventory Checklist (See Attachment A).

Attachments

- Attachment A: CSUF Standard Operating Procedure: Enhanced Cleaning Efforts
- Attachment B: Surface Cleaning/Disinfection Inventory Checklist

Attachment A

CSUF Standard Operating Procedure: Enhanced Cleaning Efforts

Preventative High-Touch Point Disinfecting

Staffing Personnel: Custodial/Custodial Staff

- Prior to any environmental cleaning or surface disinfection, personnel should be trained on the proper methods and use of any cleaning or disinfecting agents utilized on campus.
- Practice hand hygiene often and immediately after removing gloves
 - Wash hands with soap and water for 20 seconds
 - If soap and water are unavailable and hands are not visibly dirty, use alcohol-based (60%-95% alcohol) sanitizer.
- Perform normal custodial cleaning services as follows:
 - Surface wipe “hard” non-porous surfaces (i.e., desks, chairs, bookshelves); sweep and mop floors; vacuum carpet floors and floor mats; and empty trash.
 - Identify high-touch surfaces (“frequently touched”) and frequent use areas. Pay special attention to the following areas:
 - Doorknobs/Handles
 - Desks, Keyboards
 - Touch Screens
 - Vending Machines
 - Window Sashes
 - Elevator Buttons
 - Frequent Use Areas: Bathrooms & Portables (hand washing sinks and basins), Kitchens, Meeting Rooms, Vehicles
 - Clean frequently touched surfaces using CSUF approved EPA registered disinfectants
 - Don appropriate personal protective equipment (PPE) when using disinfectants and to prevent hand contact with surfaces: Reusable or disposable nitrile gloves.
 - Use additional PPE as necessary, dependent upon cleaning and disinfecting products used. Follow product manufacturer’s safety data sheets (SDS)
 - Follow manufacturer’s recommendations including surface contact time for optimal disinfection.
 - Hard (non-porous) surfaces
 - In locations not identified as high-touch surfaces (“frequently touched”) and frequent use areas, cleaning of surfaces should be performed using the cleaning agents that are typically used in these areas and by following the directions on the label.
 - Soft (porous) surfaces (carpet, furniture, curtains)
 - Remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning (if deemed necessary):
 - Launder items (if applicable) in accordance with manufacturer’s recommendations using the warmest appropriate water setting. Dry items completely.
 - Clean surface with appropriate EPA approved disinfectant products used against the virus that causes COVID-19 suitable for use on porous surfaces.
 - Work Vehicles (non-porous and porous surfaces)
 - Clean and disinfect as described above, giving priority to high-touch, frequently used areas both inside and outside the vehicle.

