



# COVID-19 Safety for Custodial Staff

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. 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.

#### 2. 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 may be required for use of specific cleaning/disinfectant products, and should be worn during tasks where splashing can occur onto the face.
- c. Protective Clothing. Protective clothing (e.g. work uniform, apron, or coveralls) should be worn if bodily contact with potentially contaminated surfaces may occur or if indicated in the instructions of specific cleaning/disinfectant products. The protective clothing must be removed upon leaving the site and before entering personal vehicles. If reusable clothing is used, it must be removed and placed in a designated laundry bag/container for subsequent laundering off site by a 3<sup>rd</sup> party vendor on a weekly basis.
- d. Masks. Custodial staff will be provided surgical or cloth masks. All members of the University community, including employees, must comply with the California Department of Public Health’s “Guidance for the Use of Face Coverings” dated July 28, 2021, including the recommendation that all individuals regardless of vaccination status must wear a face covering indoors, at least until September 30, 2021. Individuals do not have to wear face coverings indoors when (a) alone in a private space such as an office with the door closed, a

living unit or vehicle; (b) eating and drinking; (c) showering, washing their face, or brushing their teeth in a residence hall or other University facility with common bathroom facilities; (d) directed by a health care provider to remove their face covering for care or treatment; (e) an accommodation is required; and/or (f) job duties make a face covering infeasible or create a hazard. Face coverings are recommended for unvaccinated individuals outdoors where six feet of physical distancing cannot be maintained.

### 3. 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).

### 4. 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
    - Touch Screens (indoors) used by the public
    - Elevator Buttons
    - Frequent Use Areas: Bathrooms & Portables (hand washing sinks and basins), Kitchens, Meeting Rooms
  - 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 used during work shift (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.



# **Attachment B**

Product Name	Company	EPA Registration Number	Active Ingredient(s)	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type Ready to Use (RTU)	Surface Types [Hard Nonporous (HN) or Porous (P)]	PPE	General Use Instructions
WAXIE Solution Station 730HP Disinfectant Cleaner	Waxie Sanitary Supply	45745-11	Hydrogen peroxide	Rotavirus; Norovirus; Rhinovirus	5	Dilutable	HN	Safety glasses, gloves when handling diluted (ready-to-use) solution  Safety glasses, gloves & protective apron when handling concentrated product	1) Dilution: 2 oz. of product per gallon of water (1:64 dilution ratio). 2) Use on hard, nonporous washable surfaces. 3) Use in well-ventilated environment. 4) Smoking, eating and drinking should be prohibited in the application area. 5) Avoid contact with skin or eyes.
WAXIE 764 Lemon Quat Disinfectant Cleaner	Waxie Sanitary Supply	1839-169	Quaternary ammonium	Human coronavirus	10	Dilutable	HN	Safety glasses, gloves & protective apron when handling diluted (ready-to-use) solution  Safety glasses, gloves, protective apron & face shield when handling concentrated product	1) Dilution: 2 oz. of product per gallon of water (1:64 dilution ratio). 2) Use on hard, nonporous washable surfaces. 3) Use in well-ventilated environment. 4) Smoking, eating and drinking should be prohibited in the application area. 5) Avoid contact with skin or eyes.