

## OPP Custodial Updated Cleaning Procedures

Penn State’s Office of Physical Plant’s (OPP) custodial team has a long-standing commitment to cleaning for health and environment. While we have learned that there is little transmission of COVID through fomites, we did increase our overall cleaning and disinfecting processes over this last year. The University’s pre-COVID cleaning standards met the cleanliness guidelines for a higher education institution, and the elevated COVID-related cleaning levels have been unprecedented. As the University begins to return to some pre-COVID level operations, campus occupants and visitors can be confident that the dedicated custodial staff will continue to clean to a high standard of cleanliness and sanitization. *The University will also continue to provide hand sanitizer stations in many public areas and disinfectant wipes in general purpose classrooms.* See below for detailed product and procedure, room type, and task information:

### Products and Procedures:

All-purpose and general-purpose cleaners will be used for daily cleaning, along with proper disinfectant products when disinfecting of frequently touched surfaces is necessary. Our current cleaning process includes:

- Restroom Cleaning:** OPP Custodial will clean restrooms once daily, four days a week using approved cleaning products. One day per week, restrooms will be disinfected using Betco® Quat Stat 5™, an EPA list N disinfectant. Surfaces cleaned will include toilets and toilet handles, urinals, and urinal handles, sinks and faucets, paper/soap/feminine hygiene dispensers, floors, stall door handles, and restroom entrance handles and push plates using approved cleaning product. Microfiber cloths and mops will be used with cleaning product to wipe all surfaces and mop floors.
- Interior Public Spaces of Buildings:** All desks, podiums, conference tables, interior doorknobs, interior door push plates, handrails, light switches, and ALL other surfaces identified as high touch areas will be cleaned using a Microfiber cloth and an approved cleaning product. Disinfection of surfaces will be performed as necessary, following CDC guidelines. The table below lists common public room types that will be cleaned once daily, M-F.

| Room Types                |               |                  |
|---------------------------|---------------|------------------|
| General Purpose Classroom | Restrooms     | Locker Rooms     |
| Lobbies                   | Break Rooms   | Work Shops       |
| Research Labs             | Fitness Rooms | Conference Rooms |
| Kitchen(ettes)            | Corridors     |                  |
| Work Rooms                | Elevators     |                  |

- Bottle Fill Stations and Water Fountains:** Bottle fill stations and water fountains will be cleaned using a Microfiber cloth and Betco® GE Fight Bac™ once daily, M-F.



**Personal Protective Equipment (PPE):**

- Employees will wear approved *protective gloves* such as latex, latex-free, or nitrile gloves while performing cleaning duties.
- Employees will *wash hands* thoroughly and frequently during their shift.
  - <https://www.cdc.gov/handwashing/when-how-handwashing.html>
  - Employees are encouraged to use *hand sanitizer* after washing hands.

## OPP Current Custodial Level of Service

|  | Frequency of Service   | Tasks  |
|--|------------------------|--|
| Offices                                      | 1x every other week    | <ul style="list-style-type: none"> <li>• Vacuum Floors</li> </ul>  |
| Workrooms                                    | 2x per week every week | <ul style="list-style-type: none"> <li>• Vacuum floors</li> <li>• Clean and dust horizontal and frequently touched surfaces.</li> <li>• Damp mop hard floors</li> </ul>  |
| Departmental Classrooms                      | 2x per week every week | <ul style="list-style-type: none"> <li>• Cleaning podiums</li> <li>• Cleaning whiteboards/chalkboards if used.</li> <li>• Clean or disinfect frequently touched surfaces including desks, door handles, and light switches.</li> <li>• Vacuum floors.</li> </ul> |
| General Purpose Classrooms                   | 5x per week every week | <ul style="list-style-type: none"> <li>• Cleaning podiums</li> <li>• Cleaning whiteboards/chalkboards if used.</li> <li>• Clean or disinfect frequently touched surfaces including desks, door handles, and light switches.</li> <li>• Vacuum floors.</li> </ul> |
| Elevators                                    | 5x per week every week | <ul style="list-style-type: none"> <li>• Detail clean door tracks with hand brush.</li> <li>• Clean and disinfect control panel.</li> <li>• Spot clean aluminum.</li> <li>• Vacuum.</li> <li>• Damp mop w/ flat mop.</li> </ul>                                  |
| Stairwells                                   | 3x per week every week | <ul style="list-style-type: none"> <li>• Check lights and report needed repairs.</li> <li>• Wipe and disinfect handrails.</li> <li>• Vacuum.</li> <li>• Damp mop w/ flat mop.</li> </ul>   |
| Public Space (Ground Floor)                  | 5x per week every week | <ul style="list-style-type: none"> <li>• Collect trash in public areas and mobius stations.</li> <li>• Clean all horizontal and frequently touched surfaces.</li> </ul>  |
| Public Space (1 <sup>st</sup> Floor)         | 5x per week every week | <ul style="list-style-type: none"> <li>• Collect trash in public areas and mobius stations.</li> <li>• Clean all horizontal and frequently touched surfaces.</li> </ul>  |
| Public Space (2 <sup>nd</sup> Floor)         | 3x per week every week | <ul style="list-style-type: none"> <li>• Collect trash in public areas and mobius stations.</li> <li>• Clean all horizontal and frequently touched surfaces.</li> </ul>  |
| Public Space (3 <sup>rd</sup> Floor)         | 2x per week every week | <ul style="list-style-type: none"> <li>• Collect trash in public areas and mobius stations.</li> <li>• Clean all horizontal and frequently touched surfaces.</li> </ul>  |
| Public Space (4 <sup>th</sup> floor & above) | 1x per week every week | <ul style="list-style-type: none"> <li>• Collect trash in public areas and mobius stations.</li> <li>• Clean all horizontal and frequently touched surfaces.</li> </ul>  |