

Cleaning Protocols for Classrooms and Offices

COE is prioritizing the health and safety of all faculty, staff, and student employees. While in Miller Hall, here is a checklist on how to keep our shared space safe and clean.



How do we appropriately enter, clean, and keep the building safe for use?

These are the expectations and steps to take to keep classrooms/offices/restrooms sanitized and safe: Please be diligent in your efforts of keeping our classrooms sanitized. Please follow steps 1-5 as well as distancing guidelines. Wipes, gloves, and hand sanitizer will be provided in the main entrances of the classrooms

Classrooms:

- Sanitize hands and put on a glove before entering classroom.
- Wipe down the doorknob.
- Wipe down all classroom surfaces (chair arms, table, podium). Discard used sanitizing wipe and glove.
- Wipe down any materials after use.
- Follow the same sanitizing procedure when exiting the classroom.

Offices:

- Sanitize hands after entering office.
- Wipe down the doorknob.
- Wipe down all office surfaces (chair arms, table, desk). Discard used sanitizing wipe and glove.
- Wipe down any materials after use.
- Follow the same sanitizing procedure when exiting the office.

Restrooms

- Sanitize hands before entering restroom.
- Wipe down the restroom door handle/lock.
- After flushing, wipe down handle
- Wash hands 😊
- Use new wipes to sanitize faucets.
- Discard all used wipes.

Who's in charge of keeping the space clean and safe?

Custodial services will be provided. However, faculty, staff, and students must help keep each other safe by taking personal responsibility for cleaning surfaces touched and limiting time in the building.

- Classroom:** Faculty will need to clean and disinfect shared surfaces/equipment before and after each use. Custodians will clean each classroom space between instruction periods during the week.
- Restrooms:** Users of restrooms will need to clean and disinfect after each use. Custodians will thoroughly clean once daily with a high-touch point disinfection a second time.
- Office Spaces:** Faculty and staff will need to clean and disinfect their own offices or shared office spaces. Custodians will only mop and/or vacuum floors based on the established schedule for the location.
- Social-distancing capacities of each room and floor, directional movement between floors and overall building capacity plans adhere to CDC physical distancing guidelines. **DO NOT MOVE FURNITURE!**

What kind of jokes are the CDC recommending during COVID?



INSIDE JOKES!

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