

COVID-19 Cleaning and Disinfecting Guidance

ON KANSAS STATE UNIVERSITY CAMPUS

The purpose of this document is to provide guidance for cleaning and disinfection at Kansas State University. This guidance is based on the Centers for Disease Control and Prevention (CDC) recommendations for Colleges, Universities, and Higher Learning

Resource

[CDC: Cleaning and Disinfecting Colleges and Universities](#)

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How COVID-19 spreads

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose, or mouth, although this is not the primary way the virus spreads.

For additional information about the novel coronavirus that causes COVID-19, visit websites for [Centers for Disease Control and Prevention](#), the [Kansas Department of Health and Environment](#), the [Riley County Health Department](#), [Saline County Health Department](#), [Johnson County Health Department](#), or other local county health departments.

When a student, faculty, or staff member becomes ill with suspect COVID-19 on campus

When someone on campus develops any symptoms of illness consistent with COVID-19 as listed on the [CDC website](#):

- Follow [University guidelines](#).
- When the university receives confirmation that a student or employee has had a positive COVID-19 diagnosis, there are important measures that will be promptly taken including contact tracing and facility disinfection.
- Facility Customer Services at 785.532.6389 should be contacted for cleaning and disinfection of the space occupied by COVID suspect or positive individuals if it must be immediately re-occupied. Custodial Services COVID response team will clean and disinfect in accordance with CDC and Global Biorisk Advisory Council protocol.

General guidance for cleaning and disinfecting

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff.

- **Cleaning removes** dirt and most germs and is usually done with soap and water or other cleaner.
- **Disinfecting kills** most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.
- **Sanitizing reduces** the number of germs on a surface whereas **disinfectants** kill most of them.

General precautions for staff/students assigned to general cleaning in offices and break rooms

As long as routine cleaning and disinfecting have taken place regularly, additional cleaning and disinfecting is likely not necessary. The following are general precautions for staff given that community transmission of COVID-19 is occurring:

- While cleaning and disinfecting, and until a person can wash hands after doing so, staff should not touch their face.
- Make sure surfaces are free from heavy residue before disinfecting.
- Staff should wear disposable gloves when handling trash or cleaning and disinfecting shared work space, counter tops or frequent touch points to protect skin from irritation.
- Staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively.
- Use an EPA-registered disinfectant and follow the manufacturer's instructions to ensure safe and effective use of the product. **All bottles MUST be properly labeled.**
- Check to ensure the product is not past its expiration date.
- Disinfectant must remain wet on the surface (dwell time) per the manufacturer's instructions.
- All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace in accordance with [OSHA's Hazard Communication Standard 29 CFR 1910.1200](#)
- Safety data sheets should be available for each disinfectant used and should be the basis for training employees on the hazards of the chemical.
- All disinfectant products used in response to COVID-19, must meet [EPA's criteria for use against SARS-CoV-2](#)
- *Never mix chemicals such as bleach with ammonia (which produces a hazardous vapor).*

Cleaning and Disinfecting Offices, Conference Rooms, Community spaces and Break Rooms

Additional care should be taken by departments and individuals to wipe down commonly used surfaces. Before starting work and before leaving your work area, you should wipe down all work areas with an appropriate cleaner & disinfectant. This includes surfaces in shared work spaces and any shared equipment such as:

- work station surfaces/desks
- copiers/printers
- phones
- computers/monitor controls, touch screens, keyboards, mouse
- A/V, remote controls, microphones, screen controls
- coffee makers, refrigerator handles and microwave handles
- trash receptacle covers (as applicable)
- chair backs and tables
- light switches and door knobs
- equipment and cart handles
- tools/instruments
- all other high touch points

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high risk (e.g. bookcases, tops of filing cabinets, etc.).

Due to the increased need to disinfect common areas and infected areas, custodial services will clean offices and non-teaching labs by request only. Office trash and recycling should be placed outside the office door on the day/time designated for pick-up by custodial services.

To request additional office services, email your custodial complex manager and supervisor.

Cleaning and Disinfecting Computers and Electronics

The following is general guidance on cleaning and sanitizing high-touch electronics such as computers, laptops, computer accessories (mice and keyboards), touchscreen devices, printers, and copiers (referred to as electronics). Electronics in shared and public locations should be frequently cleaned and disinfected. If you are returning a device to your workspace, the same guidance applies.

General Cleaning Tips

- Continue to wear your mask while disinfecting equipment
- Follow product recommendations on wearing gloves while using cleansers, disinfectants, etc.
- Use a lint-free cloth, such as a screen wipe or a fabric made from microfiber
- Use only electronics safe cleaners and wipes, such as 70% isopropyl alcohol
- Do not use aerosol sprays, bleaching agents, or abrasive cleaners
- Apply cleaners onto the cloth and not directly on an electronic device
- Carefully wipe the hard, nonporous surfaces of the item; including the display, touchscreen keyboard, mouse, and the exterior surfaces of equipment
- Avoid excessive scrubbing
- Do not submerge electronics in water, cleansers, disinfectants, etc.
- Ensure moisture does not get into any openings
- Do not use cleaners on fabric or leather surfaces of the items, as this might scratch or damage the material
- After cleaning the electronics also clean other high touch surface areas, including ---tables, doorknobs, light switches, counter tops, handles, desks, phones, etc.
- Wash your hands before and after cleaning electronics

Follow the manufacturer's recommendations for specific cleaning requirements.

Refer to [general guidance on cleaning and disinfecting high-touch electronics](#) for additional information.

Chemicals to Avoid when cleaning and disinfecting computers and electronics:

- Chlorine-based cleaners, such as bleach
- Peroxides including hydrogen peroxide
- Solvents such as acetone, paint thinner, benzene, methylene chloride
- Ammonia such as Windex

Cleaning and Disinfecting Teaching Classrooms and Labs

To prevent community spread outbreaks of COVID-19, **disinfecting must occur between all class changes.** Because KSU will be using approximately 600+ teaching classrooms and labs on its Manhattan campus, it will be necessary to involve an expanded team of individuals to assist in the process. As such, instructors will be responsible for ensuring all desks, chairs and high touch point areas are disinfected with an EPA List N disinfectant product. This disinfectant (Q.T. 3) will be furnished by facility services in ready to use (RTU) format.

Important! Do NOT spray electronics, technology or white boards with disinfectant from a spray bottle or electrostatic sprayer!!! Please use the bottle labeled 70% isopropyl alcohol, spray on a paper towel, wipe down the high-touch surfaces of the electronics and allow to dry.

▪ In classrooms and labs with approved social distancing capacity of 14 or less:

- Wear disposable gloves and a mask when disinfecting the room.
- Use spray bottles filled with Q.T.3 to disinfect surfaces. Disinfectant will be provided daily (or as needed) by custodial services.
- *In rooms with continuous use*, the **outgoing** instructor will spray all desks, seats and other high use touch points utilized by students, instructor or others throughout the class period.
- Surfaces must remain wet with disinfectant for 3 minutes to kill the virus that causes COVID-19. This is referred to as dwell time.
- Surfaces can be allowed to dry naturally or they can be wiped dry with a paper towel AFTER the 3 minute dwell time has elapsed.
- Paper towel dispensers will be located in all teaching classrooms and labs. Additional waste containers will also be available.

▪ In classrooms and labs with approved social distancing capacity of 15 or more:

- Wear disposable gloves and a mask when disinfecting the room.
- Victory handheld electrostatic sprayers filled with QT3 will be provided. Refills of QT3 will be available in the cabinet. **(If delivery of the units are delayed, 32 oz. spray bottles filled with QT3 will be issued on a short-term basis.)**
- All instructors should view the short Victory sprayer informational (<https://www.youtube.com/watch?v=6b7xpYYTq2Y>) and instructional video (<https://www.youtube.com/watch?v=rE7Jit-NCI8>) prior to using.
- Sprayers will be located in a locking cabinet in each designated classroom or lab.
- *In rooms with continuous use*, the **outgoing** instructor will spray all desks, seats and other high use touch points utilized by students, instructor or others throughout the class period.
- Surfaces must remain wet with disinfectant for 3 minutes to kill the virus that causes COVID-19. This is referred to as dwell time.
- Surfaces can be allowed to dry naturally or they can be wiped dry with a paper towel AFTER the 3 minute dwell time has elapsed. This can be done by **incoming** students or instructor.
- Paper towel dispensers will be located in all teaching classrooms and labs. Additional waste containers will also be available.
- See detailed instructions for use of Victory Sprayer on the following page:

Victory Sprayer

Victory handheld units will be provided in all teaching classrooms and labs with a seating capacity of 15 or more students. Smaller class sizes will be provided with 32 oz. spray bottles filled with approved disinfectant (QT3)



Use Directions - Handheld Unit

1 Charge Battery

This side is fully illuminated when charged.
(2 hour charge time)



Note: If wet, the battery will not work or charge. Keep liquids from touching battery and charger contacts. Wipe battery and charger contacts with dry cloth immediately if they come into contact with liquids.
(Battery should be placed on the charger at the conclusion of the final class of the day)

4 Connect Tank



Align tank grooves into slide rail, lower machine onto tank.
(Listen for a "click")

Rotate collar to lock icon position.

2 Remove Tank to Re-Fill



Rotate collar to unlock icon position.

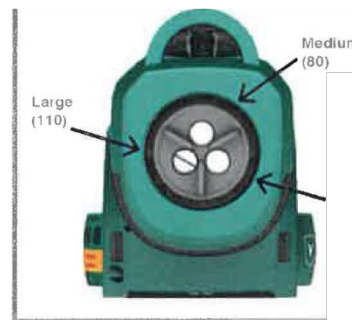


Pull locking ring to remove.



Lift unit off the tank.

5 Adjust



(Nozzle should have been placed and ready to use in the 80 micron - medium setting)

Rotate the nozzle to select the medium (80 micron) setting.

Hillyard recommends 80 micron nozzles for use with their disinfectants.

6 Spray



Turn on the unit and squeeze the trigger. Optimum sprayer distance is 2 feet (24 inches). **Turn the switch to off upon completion.**

3 Re-Fill Tank

QT3:

A ready to use QT3 disinfectant solution will be provided by custodial services. Fill the tank with disinfectant solution. and proceed to Step 4.



Important: All disinfectants provided will be on EPA's List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19). To be effective, the surface must remain wet with the disinfectant for 3 minutes. The nozzle on the machine has been set accordingly. After 3 minutes, the moisture can safely be wiped away with a paper towel. Paper towels will be provided in all teaching classrooms and labs.

7 Clean Up



Remove tank, Refer to product label for proper disposal of unused solution.

It is important to rinse the tank and spray clean water through the sprayer daily to prevent buildup.

For preventative maintenance: Custodial services will rinse nozzle with hot water after every couple of uses. (Instructions for nozzle removal and wrench included in case.)

KSU Custodial Services

Cleaning Service Levels and Prioritization post COVID

| Task | Restrooms | Entrances, Lobbies, Hallways | Classrooms | Laboratories | Offices | Conference Rooms, Lounges | Stairwells | Elevators |
|--|------------------------------|------------------------------------|------------------------------|-----------------------------------|--|---------------------------------|-----------------------------------|--------------------|
| PRIORITIZATION COLOR CODING | #1 PRIORITY | | | #2 PRIORITY | | | #3 PRIORITY | |
| | | | | | | | | |
| GENERAL CLEANING | | | | | | | | |
| Empty trash, replace liner | daily routine | daily routine | daily routine | daily routine | place outside door for pick-up weekly | daily routine | | |
| Clean trash can | as needed | as needed | as needed | as needed | per request | as needed | | |
| Restock dispenser (includes classroom disinfectant) | daily routine / as needed | | daily routine / as needed | as needed | | as needed | | |
| Remove recycling | | weekly complete /as needed | daily routine | | place outside door for pick-up weekly | daily routine | | |
| Remove litter and debris | daily routine | daily routine | daily routine | as needed | per request | daily routine | daily routine | daily routine |
| Clean entry mats | | daily routine | daily routine | | | | | |
| Dust surfaces | daily routine | weekly complete | weekly complete | weekly complete / as needed | per request | weekly complete | weekly complete | weekly complete |
| Dust vents | as needed | as needed | as needed | as needed | per request | monthly | as needed | as needed |
| Clean chalk/whiteboards | | | daily routine | | | daily routine | | |
| Clean desktops | | as needed | daily routine | | per request | as needed | | |
| Remove cobwebs | as needed | as needed | as needed | as needed | per request | as needed | as needed | as needed |
| Spot clean windows/mirrors | daily routine | daily routine | as needed | as needed | per request | as needed | as needed | |
| Dust window sills | weekly complete | weekly complete / as needed | weekly complete | as needed | per request | monthly | weekly complete / as needed | |

| | Restrooms | Entrances Hallways | Classrooms | Teaching Laboratories | Offices | Conference Rooms | Stairwells | Elevators |
|---|-----------------------------|-----------------------|-----------------|--------------------------|-------------|---------------------|-------------------|-------------------|
| Remove smudges and fingerprints | daily routine | daily routine | as needed | | per request | daily routine | daily routine | daily routine |
| Clean water fountains | | daily routine | | | | daily routine | | |
| Clean and disinfect door glass , handles, push bars, plates and doorknobs | daily routine x 2 | daily routine x 2 | daily routine | daily routine | per request | daily routine | daily routine x 2 | daily routine x 2 |
| Remove gum, tape, poster, fliers off walls and windows | as needed | as needed | as needed | as needed | | as needed | as needed | as needed |
| FLOOR CARE | | | | | | | | |
| Vacuum/sweep complete room/corridor | | weekly complete | weekly complete | weekly complete | per request | weekly complete | weekly complete | weekly complete |
| Vacuum/sweep pedestrian traffic areas | | daily routine | daily routine | daily routine | | daily routine | daily routine | daily routine |
| Spot vacuum | | daily routine | daily routine | daily routine | | daily routine | daily routine | daily routine |
| Sweep | daily routine | daily routine | daily routine | daily routine | per request | daily routine | weekly complete | daily routine |
| Auto scrub/mop | daily routine | weekly complete | weekly complete | weekly complete | per request | weekly complete | weekly complete | weekly complete |
| Spot mop | | as needed | as needed | as needed | per request | as needed | as needed | as needed |
| Buff floor finish | | as needed | as needed | as needed | as needed | as needed | | as needed |
| Extract carpet | | as needed | as needed | | as needed | as needed | | as needed |
| Spot clean carpet | | as needed | as needed | | as needed | as needed | | as needed |
| RESTROOM | | | | | | | | |
| Clean and disinfect toilets and urinals | daily routine x 2 | | | | | | | |
| Clean and disinfect sinks and touch points | daily routine x 2 | | | | | | | |
| Clean fixtures, mirrors, counters, partitions | daily routine | | | | | | | |
| Check and refill paper products | daily routine x 2 | | | | | | | |
| Check and refill soap | daily routine x 2 | | | | | | | |
| Empty sanitary dispenser and replace liner | daily routine | | | | | | | |
| Spot clean walls | monthly | | | | | | | |
| Mop floors | daily routine | | | | | | | |
| Flush floor drains | weekly complete / as needed | | | | | | | |

KSU Facilities Custodial Services uses the following EPA approved disinfectants in their efforts to defend against COVID-19

Approved List N: Products used with Emerging Viral Pathogens AND Human Coronavirus claims

| Brand Name Used by KSU Custodial Services | EPA Reg. number | Active Ingredient | Product Name | Company | Follow the disinfecting directions and preparation for the following virus | Contact Time (in minutes) | Formulation Type | Surface Type | Use Site | Date Added to List N |
|---|-----------------|----------------------------------|---|------------------------|--|---------------------------|------------------|---|--------------------------------------|----------------------|
| Morning Mist | 1839-169 | Quaternary ammonium | BTC 885 Neutral Disinfectant Cleaner-64 | Stepan Company | Human Coronavirus | 10 | Dilutable | Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR) | Healthcare Institutional Residential | 3/13/2020 |
| Kaibosh | 10324-93 | Quaternary ammonium | Maquat 64-PD | Mason Chemical Company | Human Coronavirus | 10 | Dilutable | Hard Nonporous (HN) | Healthcare Institutional Residential | 3/13/2020 |
| Virex | 70627-24 | Quaternary ammonium | Virex II/256 | Diversy | Adenovirus Type 2 | 10 | Dilutable | Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR) | Healthcare Institutional | 3/3/2020 |
| TruShot Disinfectant Cleaner | 6836-348 | Quaternary ammonium | Lonzagard RCS-128 Plus | Lonza LLC | Feline calicivirus; Enterovirus | 5 | Dilutable | Hard Nonporous (HN) | Healthcare Institutional Residential | 3/13/2020 |
| Q.T.3 - Primary Disinfectant Used | 6836-349 | Quaternary ammonium | Lonzagard RCS-256 Plus | Lonza LLC | Enterovirus D68; Norovirus | 3 | Dilutable | Hard Nonporous (HN) | Healthcare Institutional Residential | 3/3/2020 |
| Bru-Clean TbC2 | 71847-7 | Sodium dichloro-S-triazinetrione | Klorkleen | Medentech LTD | Hepatitis A Virus; Coxsackievirus B3 | 1 | Dilutable | Hard Nonporous (HN) | Healthcare Institutional Residential | 3/3/2020 |
| BruTabs | 71847-6 | Sodium dichloro-S-triazinetrione | Klorsept | Medentech LTD | Hepatitis A Virus; Coxsackievirus B3 | 1 | Dilutable | Hard Nonporous (HN) | Healthcare Institutional Residential | 3/3/2020 |

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.