Procedures for Room/Area Closures and Cleaning Due to COVID-19

Background
During the remainder of the 2020-2021 academic year, and in preparation for the 2021-2022 academic year, our Facilities and Services team may need to close, clean and disinfect areas if someone was sick or diagnosed with COVID-19 in the space within the last 24 hours.

Stony Brook’s Facilities Reopening Plan, available on the Facilities & Services website, outlines custodial cleaning and disinfecting protocols and frequencies, including:

- Cleaning staff will wait 24 hours after someone suspected of having (or confirmed to have) COVID-19 has left the area before entering to clean and disinfect. If 24 hours is not feasible, cleaning staff will wait as long as possible. In these cases, cleaning staff will wear the appropriate PPE for all tasks in the cleaning process including handling trash.
- Cleaning and disinfection will be performed in accordance with the latest NYSDOH and CDC guidelines.
- Per CDC guidelines, if 3 days have passed since the person with suspected/confirmed COVID-19 was present, no additional cleaning or disinfecting is necessary. The normal cleaning cycle will be followed to include disinfecting of high-traffic, high-touch areas.

Procedure (initial report)
If there is a medical incident or concern in any area of our campus, in addition to calling UPD (631.632.3333) if an emergency, please call the following numbers:

Students - If you begin to feel unwell or develop symptoms during class or in a public location, you should immediately leave the area and contact Student Health Services at 631.632.6740.

Faculty/Staff - If you begin to feel unwell or develop symptoms during the day, you should immediately contact the Health Information Line at 631.632.5000 to consult with healthcare and human resource professionals.

In both cases, it is critically important that individuals make these phone contacts as soon as possible to provide information that may help with contact tracing and area disinfection.

Procedure (follow on actions for facilities issues)
Upon confirmation of a positive COVID case (or as determined by a medical professional), the Student Health Center, Human Resources Division, or COVID Emergency Management will contact the following East Campus or West Campus facilities personnel (in priority order) for appropriate closing/cleaning actions. Information required includes location (room number/building) as well as the time/date when someone suspected of having (or confirmed to
have) COVID-19 left that location. Facilities personnel will direct all other COVID-related cleaning requests to one of these three departments noted above.

**West, South, and Southampton Campuses (non-Campus Residence) and R&D Park:**
1. John Alessio (Director of Custodial)
   - Office: 631.632.4533
   - Email: john.alessio@stonybrook.edu
2. Tom Smith (Asst Director of Custodial)
   - Office: 631.632.6627
   - Email: thomas.smith.1@stonybrook.edu
3. Connell Friel (Director of Maint)
   - Office: 631.632.6356
   - Email: connell.friel@stonybrook.edu
4. Terence Harrigan (Assoc VP for Campus Ops & Maint)
   - Office: 631.632.1945
   - Email: terence.harrigan@stonybrook.edu

If unable to contact any of the above, please call 631.632.6400. Our dispatch/power plant will notify the manager on call.

**All Campus Residence Operations (including East Campus):**
1. Steven DeFede (Asst Director of Custodial)
   - Office: 631.632.2239
   - Email: stephen.defede@stonybrook.edu
2. Mike Sabia (Asst Director of Residence Ops)
   - Office: 631.632.8161
   - Email: michael.sabia@stonybrook.edu
3. John Sparano (Director of Residence Ops)
   - Office: 631.632.6752
   - Email: john.sparano@stonybrook.edu
4. Terence Harrigan (Assoc VP for Campus Ops & Maint)
   - Office: 631.632.1945
   - Email: terence.harrigan@stonybrook.edu

If unable to contact any of the above, please call 631.632.9585 or 631.632.6400. Our dispatch/power plant will notify the manager on call.

**East Campus (HSC/BST):**
1. Mike Cullen (Asst VP of Hospital Facilities)
   - Office: 631.444.3722
   - Email: michael.cullen@stonybrookmedicine.edu
2. Jim Prudenti (Director of Plant Operations)
   ○ Office: 631.444.8173
   ○ Email: james.prudenti@stonybrookmedicine.edu
3. Jerry Edwards (Chief Strategic Officer HSC/BST)
   ○ Office: 631.444.6734
   ○ Email: jerry.edwards@stonybrookmedicine.edu
4. Cliff Roggemann (Director of Custodial, Univ Hospital)
   ○ Office: 631.444.1455
   ○ Email: clifford.roggemann@stonybrookmedicine.edu

If unable to contact any of the above, please call the emergency line at 631.444.1455.

**Procedure (notification / class scheduling)**

Depending on the timing of the case, notification period, and since all classrooms are fully cleaned each morning, it is likely that next day classes would go on unaffected.

If the respective facilities personnel determine, based on timing and cleaning schedules, that we must close certain spaces, they will contact the Registrar (Diane Bello, Michael Mooney, or Lynne Chin) and the Provost’s office (Surita Bhatia) to alter class schedules as necessary.

For West, South, Southampton and R&D, Terence Harrigan will also contact the respective Building Manager/Zone Manager to place pre-approved/pre-distributed signs on all entries to the affected areas stating “Do not enter: area closed for cleaning”. For East Campus, Mike Cullen will make similar arrangements.

If bodily fluids or other conditions are present, outside cleaning contractors may be called in to remediate. In these cases, the classroom will remain closed until the room is fully disinfected and put back in service.

The Provost and Registrar will determine if future classes are affected and if these classes will be moved online, relocated to an alternate location, or canceled. In these instances, the Registrar generates a change of class notification electronically and/or via a placard on the classroom door.