

Stony Brook University Facilities & Services (F&S)

Protocols for Regular Cleaning and/or Disinfecting of Academic and Residential Buildings

Cleaning protocol for areas where someone suspected of having (or confirmed to have) COVID-19 has been:

- Once notified of a suspected or confirmed case of COVID-19, the custodial manager will contact the department head of the area in need of disinfecting. When necessary, we will request all staff and students to vacate the area for the duration of the disinfecting. We will then have the cleaning staff clean and disinfect the area ASAP. 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 guidelines from the NYSDOH and CDC. This includes the use of EPA-approved disinfectants, following the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Disinfecting these areas (i.e. deep cleaning) includes safely providing a full saturation of disinfectant to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, tops of cabinets, etc.
- If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, the Facilities and Services cleaning staff will clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, standard cleaning is sufficient. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

Regular cleaning protocol:

- Regular cleaning, including high-touch surfaces in high-traffic areas, continues.
- Disinfecting high-touch surfaces in high-traffic areas is performed daily.
- Examples of high-touch surfaces include:
 - Stair railings
 - Exterior and interior door hardware and surfaces
 - Light switches
 - Restroom fixtures, partitions, faucets, toilet paper/paper towel dispensers
 - Elevator control panels and call buttons
 - Common area kitchen countertops and appliances
 - ADA handicap door push plates
 - Water fountains and bottle filling stations
- Examples of high-traffic areas include:
 - Restrooms

- o Building entrances
- o Classrooms, lounges, and meeting spaces
- o Hallways
- Regular cleaning follows check-outs from all residential rooms, with additional focus to disinfect surfaces which are not normally accessible under occupancy.
- Hand-sanitizing stations are installed throughout the campus at main entry/exit points of buildings as well as in high-traffic areas.
- The Campus Community is encouraged to practice preventative cleaning in their personal offices and/or residential spaces which are not normally accessible to the cleaning staff. Supplemental cleaning of teaching spaces and office spaces not regularly accessible to the custodial staff should be performed as needed by room occupants/faculty with supplies provided by their department.
- Typical SBU Custodial cleaning tasks and frequencies:

Location Type	Cleaning Provided	Frequency
All Buildings	Start day by removing any possible contaminated refuse and recyclables from buildings	Daily
All Buildings	Apply EPA-approved disinfectant to all refuse and recyclable containers and surfaces	Daily
All Buildings	Apply EPA-approved disinfectant to all public restrooms and public areas	Daily
Public Restrooms	Disinfect all toilets, sinks, urinals, and mirrors. Remove trash, sweep and mop floors, replace paper products and hand soap.	Daily and as needed
Entrances, Lobbies, Hallways and Restrooms	Disinfect all high-touch areas	Daily
Lobbies	Sweep, mop and/or autoscrub floors, vacuum carpets and entrance mats, remove trash, clean water fountains, wipe furniture, clean glass doors, police exterior entrances	Daily
Hallways	Sweep, mop, and/or autoscrub floors	Weekly and as needed
Classrooms	Remove trash, sweep, spot mop floors. Disinfect surfaces daily.	Daily and as needed
Lecture Halls	Remove trash, sweep, spot mop floors. Disinfect surfaces daily.	Daily and as needed

Offices / Cubicles	Spot clean, hi-dust, dust, spot mop hard floors	As needed
Offices / Cubicles	Remove waste and recycling	Weekly and as needed
Stairwells	Disinfect hand rails and door knobs	Daily
Carpeted Floors	Vacuum private offices, office suites, office cubicles	Monthly
Carpeted Floors	Vacuum public spaces, hallways, carpeted classrooms, conference rooms, lecture halls	Bi-monthly and as needed
Carpeted Floors	Shampoo private offices, office suites, office cubicles	On request w/funding
Carpeted Floors	Shampoo public spaces, hallways, carpeted classrooms, conference rooms, lecture halls	Annually
Tile Floors	Dust mop, damp mop, spot mop	Daily
Light Fixtures	Relamp (below 10 feet)	As needed
Chalkboards	Erase and wash	Weekly
Whiteboards	Erase and wipe down with cleaner	Weekly

Cleaning definitions in accordance with [CDC guidelines](#):

- **Disinfection (or deep cleaning)** - a process that eliminates pathogenic microorganisms, except bacterial spores, on inanimate objects. Objects are usually disinfected by liquid chemicals or wet pasteurization. Custodial staff use an EPA-approved disinfectant to coat and wipe down all accessible/visible surfaces. Disinfectant is known to kill COVID-19 on hard non-porous surfaces.
- **Regular cleaning** - the removal of visible soil (e.g., organic and inorganic material) from objects and surfaces and normally is accomplished manually or mechanically using water with detergents or enzymatic products.
- **Sterilization** - describes a process that destroys or eliminates all forms of microbial life and is carried out in health-care facilities by physical or chemical methods. Steam under pressure, dry heat, EtO gas, hydrogen peroxide gas plasma, UV lighting exposure and liquid chemicals are the principal sterilizing agents used in health-care facilities.