


MEMORANDUM

TO: Greg Smith, Assistant Vice President of Facilities and Operations

FROM: Daniel Boutwell, Director of Custodial Services 

SUBJECT: The University of Alabama Huntsville Building Cleaning and Disinfection Protocol

DATE: July 23, 2020

UAH Custodial Services is committed to provide our students, staff, and faculty safe and clean facilities. Custodial employees receive initial/new hire training for basic cleaning, disinfection, equipment operations, safety, customer service, and department expectations. We currently we have 49 in-house Custodial staff covering approximately \$2.53M GSF of E&G space plus external specialty disinfection contractors as needed. Auxiliaries outsources janitorial cleaning services for the 1.175M GSF of space they manage. We are in the process of requesting proposals with the intent to hire some janitorial contractors in the next 120 days to supplement our lean staff in the performance of normal and enhanced cleaning.

The custodial staff are trained quarterly on new cleaning techniques, equipment, and APPA www.appa.org Operational Guidelines for Educational Facilities: Custodial. We also have annual training with our suppliers for chemicals and disinfectants used on campus. As of February 2020, Custodial Services is using APPA audits to verify the efficiency and quality of cleaning standards in our buildings.

UAH is following the Alabama Department of Public Health (ADPH) and US Centers for Disease Control and Prevention (CDC) guidance for Institutions of Higher Education (IHE) relating to SARS-CoV-2 and the related COVID-19 disease: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>.

In addition to routine environmental cleaning, the UAH custodial staff has received additional COVID-19 training and is performing detailed disinfection of drinking fountains, restrooms, door handles, and light switches more frequently.

UAH is also performing comprehensive disinfection of high-risk interior areas using Clorox Total 360[®] electrostatic disinfectant sprayers. The Clorox Total 360[®] was voted the 2017 ISSA Innovation of the Year Award and also named Visitors Choice Award winner. It utilizes a safe chemical to efficiently and effectively disinfect an interior space including its surfaces and contents. We have trained multiple staff to operate the four Clorox Total 360[®] machines. As of today, we have disinfected all buildings of our 3.7M GSF campus, and will continue this program.

For service requests and inquiries, contact Facilities Customer Service at (256) 824-6490, <https://www.uah.edu/facilities-and-operations/facilities/maintenance-request>, or email at facilities@uah.edu. Buildings will receive **disinfection** and **cleaning** services as described below, plus inspections to help identify any maintenance problems.

COVID-19 Disinfection Process: If a person is reported to Human Resources (HR) or the Dean of Students (DOS) as having tested positive for COVID-19, Human Resources will notify the Director of the Office of Environmental Health & Safety (OEHS) or their designee, initiating the following process:

- HR or DOS will provide OEHS any locations where the person was present on campus from the point 2 days before exhibiting symptoms until they left campus. The person’s name will not be released, and the location of the office will be confidential except for those who must know the location to clean the space.
- OEHS will contact the Custodial Department and UAH Police Department (UAHPD) to inform them of the areas that will be closed for cleaning and will work with UAHPD and Custodial Services to install signage.
- Building occupants will be informed of the areas that will be closed for cleaning and that a case of COVID-19 was confirmed in that building by the channels established by the Communicable Diseases Management Team. They will be informed of the ‘All-Clear’ by the same channels.

Disinfection Program utilizing CDC approved disinfectants (offices & public spaces):

Description	Frequency	Responsible party
Disinfect A/V surfaces, keyboard, & touch panel at front of classrooms	Daily	Custodial Services
Disinfect high-use touch-points in academic & research buildings including door handles/knobs (including area around handles/knobs), push plates, elevator buttons, stair handrails, phone, & light switches.	Twice daily	Custodial Services
Clean & disinfect all restroom touch-points, fixtures, & floors. Touch-points include door knobs & handles, door push plates, stall door latches, faucet handles, flush handles, & dispenser levers. Refresh as needed throughout the day.	Daily	Custodial Services
Disinfect personal space (offices/cubicles) & shared copiers, fax machines, refrigerator door handles, vending machines.	Daily	Occupant
Disinfect campus-wide with electrostatic cleaner (Clorox 360).*	Monthly	Custodial Services

*Faculty/Staff who do not wish to have their office entered should place their trash outside their office. Trash will be emptied by custodial staff, and the office will not be entered for routine cleaning or disinfection.

Disinfection Program utilizing CDC approved disinfectants (labs):

- Custodial staff will not enter laboratories unless a specific request is made in writing to the Director of Custodial Services by the P.I. responsible for the lab (email Daniel.Boutwell@uah.edu). These services are at the discretion of the Director of Custodial Services.
- Bagged general trash in trash cans can be placed outside the lab door to be emptied by Custodial Services.
- OEHS will enter for chemical waste and biological waste collection. Chemical waste and biological waste pickups should be requested through oehs@uah.edu.
- Broken glass waste must be bagged and boxed with the box taped shut by lab personnel and placed outside the door of the lab for collection by Custodial Services.