University of Iowa
Operational Plan for Cleaning and Disinfecting of Building Spaces
(Excluding UIHC and Housing & Dining Facilities)
March 27, 2020

Introduction
With the campus currently in a limited operations status due to the work-at-home directive, Facilities Management’s (FM) custodial services remain in full force to provide clean and healthy working environments for the faculty and staff who must continue working on campus. However, the University of Iowa is planning for the potential of reduced custodial staffing due to the demand for redeployment of these services to the UIHC and the potential for illness or caregiving responsibilities within the current staffing.

The University of Iowa has developed a plan for the remainder of the semester, or as needed, to enable a limited custodial staff to provide higher and more effective levels of service in addressing the concerns of the faculty and staff members who are still working in the buildings. The plan recognizes the need to focus custodial resources on cleaning the spaces that remain in active use.

Operational Plan for Custodial Services
The current working plan calls for the comprehensive cleaning of all space within the buildings as time and available staffing allows. A typical building plan calls for all of the space to be cleaned and then closed until the campus returns to normal occupancy levels. However, some buildings cannot be closed completely due to individuals who are required to work.

1. Buildings that remain in use. Limiting access to designated areas will allow cleaning staff resources to focus on only the occupied and used areas of the building. In many cases, this will facilitate an elevated level and frequency of cleaning of those spaces.
   a. Buildings will remain locked and closed to the public, thus limiting the scope of servicing required.
   b. In most buildings, the building entry will be limited to a single point of entry in order to identify building occupant movements and path of travel; thus further limiting the amount of space to service.
   c. All persons entering a building must swipe their individual access card in order to identify path of travel and occupancy levels of the building. This
data will be critical to the cleaning level response in the event a confirmed infection case is identified.

d. Path of travel within the building will be restricted to only what is necessary. Building maps will be developed indicating spaces within buildings that have been cleaned, disinfected and closed off.

e. Many or most restrooms within buildings will be closed for the semester, except for those designated for service, to allow for the potential of more frequent cleaning. Restrooms designated to remain in service, which do not have ADA controlled door openers, will have foot openers installed on restroom doors.

f. Based on classroom scheduling data, Custodial Services will clean and disinfect all classrooms that were scheduled for that particular day. Custodial Services will provide sanitizing wipes for faculty use in classrooms scheduled for on-line class delivery. A sign recommending surfaces to be cleaned (e.g., podium surface, mouse, keyboard, microphones, any other touched surface) will be posted to inform faculty on use of wipes before and after classroom use.

g. Custodial Services will continue to maintain an increased focus on cleaning touch points throughout the buildings.

h. Custodial Services will continue to clean designated public spaces, conference rooms, breakrooms, etc. within the partially occupied buildings.

2. Servicing Requests Related to COVID-19 Infection: The response to cleaning and disinfecting requests related to COVID-19 infection will fall into either an Urgent or Scheduled cleaning protocol. If the confirmed infected or symptomatic employee has been out of the building environment for more than 72 hours, the response to cleaning and disinfecting will fall under the “Scheduled” protocol. The 72 hour time-period was set following a review of CDC guidelines and recommendations and in consultation with University of Iowa public health experts.

a. Urgent Cleaning Protocol: Upon notification of an urgent cleaning and disinfectant request, the following protocol will be implemented:

- All requests should go through FM Custodial Services, via email to andrew-bruckner@uiowa.edu or via phone office: (319) 335-1705, cell (660) 422-2667.
- Once vetted, and if necessary, ServPro will be called to arrange a cleaning and disinfecting of the employee’s workspace or office and the common areas of their work environment.
To the extent resources are available these services will be accomplished within 24 hours of being requested, and most commonly before the next work day.

b. Scheduled Cleaning Protocol: Upon notification of a scheduled cleaning and disinfectant request, the following protocol will be implemented:

- All requests should go through FM Custodial Services, via email to andrew-bruckner@uiowa.edu
- A responding email will follow, stating the day the cleaning will take place, completed by FM Custodial staff.
- Cleaning will consist of a complete wipe down of the area using our approved disinfectant, Virex II.

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