



# RESIDENTIAL AND DINING SERVICES COVID-19 PLAN

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<b>Assumptions For Plans (not exhaustive)</b>	
250 students will be living on campus in the apartments. A – D will be closed for student housing for the year.	
The HCC will be cleaned by Facilities twice a day M - F	
RAD staff that can work remotely will be doing the majority of their job functions from home.	
Physical distancing (6 ft.) must be maintained at all times by employees and students. If physically not possible, other options should include physical barriers and/or masks	
RAD will follow state/county guidelines with regards to social distancing expectations for students	
RAD will purchase reusable masks for students, employees, and provide disposable masks for visitors	
RAD has installed Plexiglas barriers for the MOD shop office, the 3 <sup>rd</sup> floor office suite reception area, the POD market and the Greenery. Temporary barriers are available for opening and for temporary distribution sites as needed.	
Hand sanitizer dispensers have been installed throughout housing	
Providing an on-campus experience for 1st year students is a priority	
Students and staff will be required to wear masks on campus when inside any buildings (except for student’s own apartment/home, and when staff in their own office alone with the door shut).	
Residents will be provided with a cleaning kit and are expected to clean their own common areas frequently as instructed in their kits	
Residents will quarantine for 2 weeks prior to moving into apartments in the fall. If there are still travel restrictions this will be the practice for thanksgiving and winter break as well.	

### COVID Supervisors and Plan for RAD staff

RAD has identified the following for on site specific COVID-19 Supervisors

- *Custodial/RAD operations: Abdul Asmath*
- *Maintenance: Daniel Mountain*
- *Ray Ruiz is the back-up.*

They have been tasked with daily implementation of this plan and have been delegated the authority to require compliance, restrict people from entry, and/or allow people to work from home.

#### **Safety Training for staff:**

The COVID-19 Supervisor will conduct safety training on the first day of return to work, and weekly thereafter to communicate the policies and procedures within this plan, provide updates when necessary, and receive feedback on the efficacy of this plan.

Weekly safety training updates will occur on Monday and Wednesday at 1:30 PM unless otherwise communicated. Attendance at trainings will be recorded by verbal rollcall and documented on training sign-in sheets maintained by the COVID-19 Supervisor.

#### **Social Distancing Policies:**

The following actions will be implemented to ensure that 6-foot separation may be maintained by all persons at all times.

- Breaks will be scheduled such that no more than 2 people are in the break room at one time.
- Employees will take separate vehicles to jobsites
- No more than one employee may use the copy-area at a time.
- Waiting areas outside bathrooms or other shared use rooms/facilities will be marked to allow sufficient distance between consecutive users.
- When in office spaces folks will look into the hallway in the direction they are going and if someone else is in the hallway wait until that person passes.
- When entering/exiting the main door to the office/breakroom check to see if someone is in the vicinity and wait for the person(s) to pass
  
- No more than 2 people will be in the Linen room while keeping 6ft distancing.
- No more than 1 person will be in the Linen room Custodial Closet
- No more than 2 people will be in the Front Desk MOD shop and the RAD front office while keeping 6ft distancing.
- No more than 3 people will be in the Maintenance area MOD shop while keeping 6ft distancing.
- No more than 1 person will be in the Ground Shed.
- No more than 2 people will be in Office spaces while keeping 6ft distancing.
- No more than 1 person will be in a vehicle at any given time.
- No more than 1 person will be in an elevator.

**Personal Protective Equipment (PPE):** Face coverings or masks are required for everyone -- employees, students, and visitors – on campus whenever they are working with others or moving around campus.

Single individuals working within a restricted-entry, single-use space (closed office, assigned vehicle, etc.) are not required to wear a face covering or PPE unless known hazards have been identified.

A cloth face covering is the minimal requirement for everyone on campus. These are defined as fabric that covers the nose and mouth. Face coverings may be:

- A sewn mask secured with ties or straps around the head or behind the ears
- Made from variety of materials, such as fleece, cotton or linen.
- Factory-made or made from household items such as scarfs, T-shirts or towels

All individuals faced with increased exposure risks have been identified and supplied with appropriate PPE as detailed below:

Activities likely to result in multiple interpersonal interactions in one shift/session/day must be assessed for additional levels of protection which may be required for COVID-19 prevention, such as gloves or a respirator. Each type of equipment may also require specialized training and/or behaviors for efficacy. Remember that PPE should be the last line of defense, and you should consider other controls that would be more effective in mitigating an identified hazard.

- Routine operation see appendix A: Cleaning Common spaces, minimal interaction with residence/public, and semi-autonomously. Be aware of areas that have a limit to occupants and observe social distancing guidelines.
- Cleaning/Maintenance operations, see appendix B: Areas that have a potential resident living in the space. Employees will follow COVID-19 PPE and observe social distancing guideline. Resident will retreat to their bedroom while work is being conducted.
- Cleaning/maintenance crews in spaces with possible will not enter spaces with potentially contaminated with Cc COVID-19 infection until all occupants have been vacated for more than 72 hours.
  - If cleaning/maintenance work is required, employees will wear N95 half mask respirators (with prior health checks, training, and fit tests), eye protection, and gloves and follow all defined disinfection protocols, as well as personal hygiene and equipment sanitation protocols after cleaning.

PPE is stored in the Mod Shop and A building laundry room. See Appendix D:

Reusable PPE will be cleaned following the protocols established in the appendix, appropriate to the material.

#### **Monitored Health Checks:**

All workers and students at the beginning of their day need to complete the Health Verification Form (HVF) that is on my.evergreen.edu. Any records, incidental or otherwise, will be kept confidential.

Workers and students are to report to their supervisor or faculty if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift or class, the worker/student should be immediately sent home and their supervisor should complete a health verification form for them. If symptoms develop while the individual is not on campus, they should not return to campus until they have been cleared by a member of the Health Assessment Team (HAT.)

Any Student or Employee must stay home under the following conditions:

- The Employee OR A MEMBER OF THEIR HOUSEHOLD has COVID-19 symptoms, even if neither the staff member nor their household member has a COVID-19 diagnosis.
- Employees who are well but who have a sick member of their household with a COVID-19 diagnosis should notify their supervisor immediately and **stay home** for 14 days.
- Employees who are well but who have a sick member of their household who is NOT diagnosed with COVID-19 and does **NOT** have COVID-19 symptoms should notify their supervisor immediately and plan to **work as usual**.

Employees are encouraged to stay home to care for a sick family member regardless of that family member's COVID-19 diagnosis.

- Employees who have symptoms of acute respiratory illness must **stay home** and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for **at least 72 hours (or longer, if medically advised to do so)**, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees must notify their supervisor immediately.
- Employees who appear to have acute respiratory illness symptoms (i.e. fever, cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be **sent home** immediately.
- Employees or students who do not believe it is safe to work shall be allowed to remove themselves from campus. The College has issued guidance for employees here: <https://www.evergreen.edu/covid19/employees> and for students here: <https://www.evergreen.edu/covid19/students>

#### **Tracking Records:**

The COVID-19 Supervisor will track the attendance of students, employees and visitors to their work area for the purpose of contact tracing in the event of a confirmed case. Forms shall be retained for at least 4 weeks.

### **Sanitation:**

Personal hygiene protocols have been posted around housing. The COVID-19 supervisor will ensure sufficient quantities/levels of soaps, sanitizers, disinfectants and water are available at the beginning of each day.

All personnel have access to hand washing facilities with running water at: Nearest bathroom or sink with hand soap.

Hand sanitizer is also available at:

- A Dorm 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> floor entry ways
- The Study studio on the 2<sup>nd</sup> floor of A building
- B/C/D dorms in all main entry ways, excluding exterior stairwells
- The HCC entry ways and outside bathrooms
- The Mod Shop (Mod 310) entry points and breakroom

All other areas have access to running water and soap. Sanitizing wipes/Disinfectant are available at: The Mod Shop, A building laundry room, and in each staff members personal office.

### **Hygiene/Sanitization Requirements:**

Employees must wash hands upon arrival and prior to leaving work, as well as before and after meal and break periods. Employees must sanitize shared tools & equipment after each use, and wipe down shared workstations after use. The COVID-19 Supervisor will select an employee to conduct daily sanitization of high-touch points like doorknobs, handrails, elevator buttons, etc.

- High touch/contact surfaces or materials have been identified and cordoned off/barricaded.
- When moving from building to building employees will be maintaining social distance, 6ft minimum and wearing proper PPE.
- Employees shall wash hands *before* getting into a work vehicle returning to SHOPS, and returning to the RAD offices in A building.
- Shared use tools, sinks, or other common resources must be cleaned/sanitized appropriately after each use. Hand tools, carts, vehicle, etc.
- Employees are required to wash hands, before/after each break, before/after applying PPE and after using the restroom.
- Cleaning Specific Areas/Equipment, see Appendix C, D, and F.
- Employees will wash/sanitize their hands upon entering any work related buildings.

In cases of assumed contamination by an individual demonstrating symptoms associated with COVID-19, the affected space will be restricted from use/closed until all appropriate cleaning/disinfection activities have been implemented.(See appendix for cleaning protocol)

### **Cleaning/Disinfection Standard Operating Procedures (SOP):**

Employees assigned to cleaning and disinfection tasks must follow these procedures:

#### **HCC**

- Every Morning (M-F) do this routine
- Assess the HCC (interior/exterior) and HCC bathrooms for state of cleanliness.

- Use disinfectant spray to spray down all surfaces in the HCC and bathroom (furniture inside/outside, door handles interior/exterior), light switches, hand rails, and anything that might be touched). Let disinfectant sit for at least 10 minutes, or let it air dry completely.
- Proceed with the regular HCC routines, and restock free food pantry.

#### **Apartment Exteriors**

- Every Morning (M-F) do this routine
- Use disinfectant spray (Betco pH7Q Dual: Disinfectant 355) to spray down all railings, all exterior door handles, and all exterior benches, in all occupied apartments. Let disinfectant sit for at least 10 minutes, or let it air dry completely.

#### **A-Dorm (if being used)**

- Assess all public spaces on the first and second floor for state of cleanliness (main areas, laundry room, elevators, Sun Kitchen, RADAR room, Study Studio, Nook, bathrooms)
- Use disinfectant spray (Betco pH7Q Dual: Disinfectant 355) to spray down all surfaces on the first and second floor (furniture, door handles interior/exterior, light switches, hand rails, and anything that might be touched). Let disinfectant sit for at least 10 minutes, or let it air dry completely.
- Proceed with the regular A-dorm routines.

Residents will be asked to clean and maintain their apartments. There will be times when staff will need to enter an apartment to perform maintenance or to check on students well being.

Staff will perform this work under the close supervision of full-time staff. Staff will make sure work is methodical, intentional, and safe.

Staff and students will be asked to maintain social distancing guidelines, 6 ft. separation, at all times. One person per vehicle, elevator or any enclosed space that has less than 6 ft. 40 sq. feet per individual .

### **PPE:**

Prior to going into any spaces staff will make sure that they have the proper PPE in place.

- Gloves, eye protection and masks shall remain on at all times. (Touch only keys, doorknobs, and materials needed to complete work.)
- Disinfect gloves, remove them, throw-out gloves, then wash your hands. Then replace your gloves with a new set.
- Masks, in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee on the worksite
- **Elevated PPE:** Tyvek suit, N95 facemask, dual layer gloves, face shield and RAD under layer. Staff will follow all PPE recommended protocol for each individual job.

### **Risk/Access:**

- Low (Normal Operations): Residents are not self-isolated and there are no known cases of Covid-19.
- Medium (Limited Access): Residents are self/group isolated, first two weeks on campus, and there are no known cases of Covid-19.
- High (Restricted Access): Residents quarantined with positive Covid-19 test.

### **Assessment:**

- Whether viewing a work order or speaking with an individual over the phone, identify the issue and determine the best course of action. RMs and Maintenance workers, always attempt to these steps prior to physically entering the space.
  - o First: Attempt to solve the problem over the phone or from outside their living quarters.
  - o Second: Drop off plungers, space heaters, microwaves, mini fridges, etc. prior to entering the space. Guide the resident through easy repairs, clogged toilet, and/or how to set up the appliance.
  - o Third: Schedule a time to enter the space to complete the repair needed, additional information below.
- Life Safety Systems: Issues involving a Single Source of light, heat, water, and/or waste are priority.

### **Operations:**

- **Normal Operations:** Employees will wear facemasks while working at all times. Work orders will be scheduled, residents will open windows and vacate the space work is taking place in. RMs will only enter a space if the first two steps fail and only to temporarily mitigate the problem.
- **Limited Access:** Employees will wear elevated PPE, residents will open windows and vacate suite. Employees will only address life safety systems failures and will notify Covid-19 supervisor of work needed. RMs will not enter spaces during their after-hours duty shift and will attempt to solve the problem via other means.
- **Restricted Access:** Employees will not enter spaces without supervision. Employees will only address catastrophic failures of life safety systems that endanger the residents or building infrastructure. RMs will not enter spaces during their after-hours duty shift and will contact RMS.

#### **Apartment/Suite with no occupants: (normal operations)**

- Prior to entering space, check with full-time staff to ensure that all occupants have vacated the space for more than 24 hours. (Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.)
- Apply all appropriate PPE: Gloves, Safety Glasses and Masks
- Disinfect all touch points needed to gain entry and to complete necessary work.
- Disinfect all touch points upon exiting space as well. (Betco pH7Q Dual: Disinfectant 355)
- When in doubt, halt work and contact the supervisor.
- Leave hang-tag to show what work was completed in the space.
- Update the Work Order System with the date/time/name.

#### **Apartment/Suite with one or more occupant: (normal operations)**

- Assess the situation
- If needed set up an appointment time to complete work and/or drop off equipment/tools.
- Observe standard knock before entering protocol and establish 6 feet minimum physical distancing from others.
- Ask resident to go to their bedroom and remain there while work is completed.
- Verbally inform occupant of the work requested, inform occupant to remain at a minimum of 6 ft. social distance and inform occupant of completed task prior to exiting.
- Dispose of or disinfect gloves prior to entering any other space.
- Leave hang-tag to show what work was completed in the space.
- Update the work completed list with the date/time/name.

#### **Apartment/Suite with occupant self/group isolation: (limited access)**

- Assess the situation. If the work requested is not a life safety concern, submit a work order and inform resident that work will resume following **normal operations**.

- Set up an appointment time to complete work and/or drop off equipment/tools. Require that all residents are clear of the space needing work.
- Contact Supervisor
- Don the appropriate PPE: Tyvek suit, N95 facemask, dual layer gloves, face shield and RAD under layer. (adhere to donning and doffing of PPE protocol)
- Observe standard knock before entering protocol and establish 6 feet minimum physical distancing from others.
- Require residents to go to their bedroom and remain there while work is completed.
- Verbally inform all occupant of the work requested, inform occupant to remain at a minimum of 10 ft. social distance and inform occupant of completed task prior to exiting.
- Dispose of all PPE (adhere to doffing of PPE protocol, you cannot do this alone).
- Leave hang-tag to show what work was completed in the space.
- Update the work completed list with the date/time/name.

**Apartment/Suite with occupant quarantine, known Covid-19 positive: (Restricted access)**

- Assess the situation. If the work requested is not a life safety concern, submit a work order and inform resident that work will resume following **normal operations**.
- Contact Supervisor to determine next steps.

### Distribution (and Return) of Keys and Other Supplies

- Keys and other items will be distributed to students by having students make an appointment to meet staff outside of A building towards the bus loop. Staff will maintain distance from the student and put items for pick up on the bench outside of A building.
- When absolutely necessary items can be dropped off for residents outside of external doors to students' rooms or by putting items in students mailboxes in the HCC.

Residents will return keys to one of the two key boxes in either the HCC or in A building.

**Student Safety** is weaved into the many ways we begin and end with our residential program.

- The housing contract has a COVID addendum that highlights the expectations and risks of residents living on campus during a pandemic.
  - All residents will be required to complete a COVID training prior to moving onto campus.
  - All residents will be required to wear face masks in community spaces like the HCC, and in the Greenery.
  - Students will be required to monitor their own health and to complete a Health Verification Form (HVF) daily if they leave the housing area or if they experience symptoms.
  - All residents will be provided with a sanitizing kit in their apartment and instructions on how to clean their space and how to get more cleaning supplies.
  - Students new to the housing community will be required to self-quarantine for 2 weeks
- 
- **Social Norming.** This may include door hangers, signage, posters, social media, etc. to emphasize physical distancing, hygiene, and a reminder of the checklist of symptoms and where to report to if there are concerns.

Vendors conducting work:

**Add our current practice**

**RA on call**

- Available evenings, weekends, and campus holidays
- Walk throughs done outside of buildings with student staff not entering student rooms
- Number is posted 360-207-1568

**Resident Engagement**

- Canvas Course that explains safety expectations and how to communicate with others
- COVID-19 Safety & Cleaning included in apartment agreements
- Community Standards that include COVID safety procedures
- Connections on Campus
- Intentional Conversations with each resident – conducted via phone or video call by RAs
- Roommate agreements – facilitated virtually
- 1 RA per apartment building – ratio of 1:25

**Residence Hall Association (RHA)**

- Limited social events hosted virtually

(updated August 6, 2020)

During all this uncertainty, we want to provide residents with a secure living environment so they can focus on academics. Public health is our collective responsibility, and we are currently all being called to act to preserve our health, and the health of those around us.

Residents must report any suspected or known infection with COVID-19 using the online health verification form on [my.evergreen.edu](http://my.evergreen.edu). **Any student experiencing symptoms is advised to contact their medical provider or Student Wellness Services (SWS).** *SWS is not staffed during Summer Quarter- students can receive non-emergent health care referrals through the Health Assessment Team (COVID@evergreen.edu).*

RAD staff are committed to maintaining access to space and to minimizing the level of disruption to the extent possible.

### Buildings:

- Students will be housed in 10 apartment buildings in 4-6-bedroom apartments each with one shared bathroom and one shared kitchen.
- Apartments are set aside apart from current housing in the MODs for isolation/quarantine units. These spaces have 6 one-bedroom apartments, a kitchen, and two bathrooms.
  - Apartments have refrigerators and microwaves, cleaning supplies and a plunger, linens set on each bed.
  - Apartments will have a flu kit that will include thermometers for students to monitor their temperatures.

### Current Infection Prevention Measures:

- Increased cleaning and disinfection of high touch surfaces twice a day in common lounges.
- In the dining halls there is increased touch point cleaning throughout the day.
- All events and programs where students meet in person are cancelled.
- Students and staff required to wear masks when not in their personal apartments.

### For Students Returning to Campus:

- Each student must fill out the online Health Verification Form, located in your [my.evergreen.edu](http://my.evergreen.edu) account.
- Upon completion of this form, instructions on Return-to-campus protocols will be provided.

### A Student is trying to move into housing as a new resident and answers “yes” to question on the Health Verification Form:

1. Health Verification Forms MUST be filled out before LEAVING your home residence.
2. If a student answers YES to any of the questions, students MUST remain at their home residence.
3. A member of the Health Assessment Team will contact student within 24 hours on weekdays and 72 hours on weekends.
4. Upon completion of discussion with campus health officers, student may be recommended to remain in their home for 14 days prior to moving onto campus.

5. Upon approval for return to campus from the campus health officers, student will contact RAD and receive instructions/protocols for returning to campus.
6. Student will monitor their health and be moved into a quarantine apartment on campus for 14 days, contacting their medical provider or SWS if they become symptomatic with respiratory symptoms or fever.
7. After quarantine, the student will then be moved into the apartments to live with other residents.

**Response for Suspected or Confirmed COVID-19 Cases:**

1. A student has **contact with a possible case of COVID-19, does not have symptoms:**
  - a. Relocate student to family/friend home if possible;
  - b. Student will monitor their health, and self-quarantine in their current housing space on campus , contacting their medical provider or SWS if they become symptomatic with respiratory symptoms or fever. ● Fever ● Cough ● Shortness of breath ● Chills ● Muscle pain ● Headache ● Sore throat ● Loss of taste or smell
  - c. Student and roommates will be asked to clean their space more frequently, [Cleaning and Disinfection of shared space + guidelines for close contacts of Person Under Investigation \(PUI\)](#).
  - d. Roommates given the option to stay in their space or move to another apartment.
  
2. A student has **contact with a possible case of COVID-19, is experiencing symptoms:**
  - a. Relocate student to family/friend home if possible;
  - b. Ensure student is in contact with medical provider or SWS, and [following instructions for potential exposure to coronavirus disease](#).
  - c. Student will self-quarantine in their current housing space on campus. The sick person should limit their use of shared spaces as much as possible and wear a mask when it is necessary to be in shared spaces.
  - d. Student and roommates will be asked to sanitize their space more frequently using the cleaning kits provided to all apartments, [Cleaning and Disinfection of shared space + guidelines for close contacts of PUI](#).
  - e. Roommates given the option to stay in their space or move to another location.
  
3. A student has **confirmed or suspected COVID-19:**
  - a. Relocate student to family/friend home if possible;
  - b. Student is in contact with medical provider or SWS, and following instructions for [confirmed or suspected coronavirus disease](#), in consultation with Thurston County Health Department.
  - c. Student will remain isolated as directed by Thurston County Health Officer, which may include remaining in current campus space, or relocating to space designated for quarantine procedures.
  - d. Roommates given the option to stay in their space or move to another location and isolate.

**Timelines**

- Exposed to COVID-19:
  - Asymptomatic
    - 14-day quarantine
    - **Strongly encouraged**
  - Symptomatic
    - Stay home, isolate
    - Consult health care provider and/or get tested
    - If positive: see next section (has COVID-19)
    - If negative:
      - Isolate until ten days from onset of symptoms with symptom resolution

- OR negative test AND approval from health care provider AND symptom resolution
- **Required or Strongly encouraged**
- Has COVID-19 or COVID-19 symptoms:
  - Stay in isolation until:
    - Ten days from symptom onset AND
    - Other symptoms have improved AND
    - 72 hours after fever is gone without medicine
    - **Required**

**Procedures to move a student into quarantine and monitor a student while in quarantine:**

1. After a RAD staff have determined that a student should move into a quarantine space, (following the guidelines above) keys will be issued to the resident. If this is after hours the on-call RD will issue a key and direct the student to the apartment. Keys will be dropped off to a student at their current apartment maintaining safe distancing.
2. Students will be directed not to leave the quarantine apartment during the period of isolation
3. If a student is moved into the MODs, RAD staff will notify police services that a student is in a specific apartment for security purposes as we don't use the MOD spaces very often.
4. RAD staff will talk with the student and assess what their dietary needs are and what meal plan they are on. Then RAD staff will contact dining staff to order food for the student based on students' dietary needs.
  - a. **The Health Assessment Team will check in with the students in isolation and assess their food needs.** If a student is on a full meal plan, students can order meals three times a day during the week and twice during the weekends for drop off. RAD staff will pick up the food at each designated mealtime and bring it to the apartment and drop it off outside of the space.
  - b. If the student has the \$250 DB and has their own food, students could choose to order food and be charged or take care of their own food needs.
5. **A member of the Health Assessment team and/or RDs will contact the student frequently** to check in by phone and/or email.
6. There is no current laundry room in the MODs; students won't have access to laundry services. RAD staff may be able to use the RAD commercial laundry facilities to do laundry for students in quarantine/isolation and/or use an outside service to do laundry for students.
7. After a room is used in the MODs, facilities will wait 48 hours and then do a full clean of the space wearing appropriate PPE to disinfect the apartment. Cleaning supplies and linens will be restocked and ready for the next person.

Procedures for Moving students out of quarantine and cleaning spaces :

1. The health assessment staff will monitor students in quarantine and when the necessary days have been reached, will inform the student that they can move back into their regular apartment. Students will place their quarantine room keys in the drop box in the HCC.

2. The quarantine space will remain empty for 48 hours prior to staff going into the space to disinfect the space and restock it with fresh supplies.
3. When the room is ready to be used again the keys will be rehung and RAD staff informed that the room is ready to be used again.

### How to disinfect Work Spaces?

Employees are required to wash hands, before/after each break, before/after applying PPE and after using the restroom.

#### Equipment:

Use rags, goggles, gloves, and disinfectant wipes or disinfectant spray (Betco pH7Q Dual: Disinfectant 355) must have label on the bottle to be use.

#### SDS:

Will be located in the SDS folder on the shelf in back of the Mod shop and the Custodial Closet in A building Linen Room.

Procedures to follow: (It is recommended that you disinfect the MOD Shop/work space every time it is being used.)

1. Make sure you have all PPE's (gloves, mask, and safety glasses) on before disinfecting the work space.
2. Start at the work station (MOD Shop) wipe down with the disinfectant wipes or use the disinfectant spray bottle with a mist to cover more surface area and let it stand for the 10 minutes. The spray is safe for your keyboard, mouse, phone, and all surfaces.
3. You can either take a rag and wipe down the surface (must leave for 10 minutes before wipe) or you can spray and leave it to evaporate on its own. This disinfectant spray will not leave a residue because it's diluted with water.
4. If any tools have been in use it must be disinfected and let it sit for 10 minutes before returning it to its storage space.
5. Use these procedures in all hand touch areas around the shop and working your way toward the door.
6. Dispose of gloves and disinfectant wipes if used. Safety glasses can be disinfected and can be used again for the next day. Rags will be placed in the dirty rag bucket in the MOD shop to be picked up and washed on every Wednesday.

Appendix D:

### How to disinfect Tools/Equipment/PPE

Employees are required to wash hands, before/after each break, before/after applying PPE and after using the restroom.

#### Equipment:

Use rags, goggles, gloves, and disinfectant wipes or disinfectant spray (Betco pH7Q Dual: Disinfectant 355) must have label on the bottle to be use.

**SDS:**  
Will be located in the SDS folder on the shelf in back of the Mod shop and the Custodial Closet in A building Linen Room.

### Procedures to follow:

1. Make sure you have all PPE's (gloves, mask, and safety glasses) on before disinfecting the Tools/Equipment/PPE.
2. Lay Equipment down on flat surface with towel beneath.
3. Spray Equipment with disinfectant, make sure to cover the entire tool, focus on touch points for larger sized equipment.
4. You can either take a rag and wipe down the surface (must leave for 10 minutes before wipe) or you can spray and leave it to evaporate on its own. This disinfectant spray will not leave a residue because it's diluted with water.
5. If any tools have been in use it must be disinfected and let it sit for 10 minutes before returning it to its storage space.
6. Dispose of gloves and disinfectant wipes if used. Safety glasses can be disinfected and can be used again for the next day. Rags will be placed in the dirty rag bucket in the MOD shop to be picked up and washed on every Wednesday.

### Linen

All employees should maintain spare clean work uniforms at their place of work, so that potentially contaminated uniforms can be exchanged upon return to quarters or deployment facilities.

### **Applicability:**

- Employees engaged in the treatment or transportation of known or potentially infectious patients.

### **Supplies:**

- Preferred EPA Registered agent proven to kill SARS-CoV-2 (SARS associated Coronavirus), such as Betco pH7Q Dual: Disinfectant 355.

### **Effective products in Betco:**

1. Betco pH7Q Dual: Disinfectant 355

### **General Linen/Uniform Laundering Procedures**

2. Avoid agitating or shaking linen/uniforms to prevent aerosolizing potentially contaminated lint particles.
    - Use disposable or washable liners in laundry hampers.
  3. Regularly clean and disinfect laundry hampers.
  4. Launder items as appropriate in accordance with the manufacturer's instructions.
    - Use laundry detergent according to manufacturer recommendations.
      - Note using too much laundry detergent can trap potentially infectious particles.
    - If possible, launder items using the warmest appropriate water setting.
    - Completely dry items on the highest recommended heat setting.
    - White shop towels/rags can be laundered using bleach according to manufacturer recommendations.
      - Note: gel bleach is recommended to reduce risk of splashing.
  5. Wash or sanitize hands after placing items in washing machine and after transferring items to the dryer.
- Washer & dryer surfaces in contact with hands and laundry should be cleaned and disinfected regularly.

### **Contaminated Linens/Uniforms/Coats**

Contaminated linens/uniforms known to be or visibly contaminated with blood or other potentially infectious material will be bagged and disposed of as hazardous waste (performed only by full time staff).

- Use gloves and face shields/goggles when disposing of linens contaminated with blood or other potentially infectious materials.
- Place contaminated linens in a red biohazard bag for linen intended for permanent disposal.
- Disinfection procedures after contact with items or contaminated hands/gloves.
  - Doff PPE according to doffing procedures.
- Wash or sanitize hands.

### **Uniforms**

Uniforms not visibly contaminated with blood or other potentially infectious materials may be laundered normally at home.

Recommendations for Home Laundering of Uniforms:

- Remove uniforms before leaving the workplace.
- Place uniform in bag to prevent contact with other items such as clothing, duffle bags etc. DO NOT transport uniforms from the workplace in red biohazard bags.
  - Use General Uniform Laundering Procedures above.

# How to disinfect your office space?

## Equipment:

Use rags, goggles, gloves, and disinfectant wipes or disinfectant spray (Betco pH7Q Dual: Disinfectant 355) must have label on the bottle to be use.

Each office space will have their own cleaning kits.

## SDS:

Will be located in the front desk area.

**Procedures to follow: (It is recommended that you disinfect your office at least once a day if you're working in your office.)**

1. Make sure you have all PPE's (gloves and goggles) on before disinfecting your office space.
2. Start at your work station (computer area) wipe down with the disinfectant wipes or use the disinfectant spray bottle with a mist to cover more surface area and let it stand for the 10 minutes. The spray is safe for your keyboard, mouse, and phone.
3. You can either take a rag and wipe down the surface (must leave for 10 minutes before wipe) or you can spray and leave it to evaporate on its own. This disinfectant spray will not leave a residue because it's diluted with water.
4. Use these procedures in all hand touch areas around your office, bathroom if you have a shared office bathroom, and working your way toward the door.
5. Dispose of gloves and disinfectant wipes if used. Goggles can be disinfected and can be used again for the next day. Rags will be placed in the dirty rag bucket in the RAD office and/or the MOD shop to be picked up and washed on every Wednesday.
6. For refill of any supplies call RAD Services (ext. 6764) or Custodial Supervisor (ext6322).

