

Facilities Management/Custodial Protocols

Facilities Management will continue to clean public areas, including floors, restrooms, stairwells, hallways, lobbies, waiting areas, and conference rooms. Individuals will take ownership of cleaning personal spaces. Cleaning and disinfecting common and shared areas will be the responsibility of departments and units. Supervisors will develop and communicate a clear plan and assignment of responsibilities for this using your existing office staff.

Units should stock critical housekeeping supplies (e.g., hand sanitizer dispensers located in multiple areas, cleaning supplies, paper towels, gloves, etc. in stock). They should also stock some disposable masks for vendors, guests, and employees who may not have them. NTU will ensure all necessary supplies or appropriate substitutes are available for Staff, Faculty, Students.

Common/Shared Areas—To be disinfected at least 3x/day (opening, midday, closing and as needed):

- Entrance doors—interior and exterior doorknobs
- Light switch plates
- Office doors—exterior doorknobs
- Countertops
- Paper towel dispenser
- Sink—exterior edging and faucet handles
- Microwave keypad and door (to be cleaned after each use)
- Refrigerator door handle
- Copier keypad
- Tabletops
- Hand sanitizer dispenser

Personal Space Areas —To be disinfected at least 2x/day or as needed:

- Office door—interior doorknobs
- Desktop and tabletops

- Monitor
- Telephone
- Keyboard and mouse
- Chair handles
- Filing cabinet handles
- Upper cabinet/flipper handles
- Clean microwave keypad and door after you use it

Departments are advised to secure and safeguard these important supplies at the end of each business day.

NTU Facilities Management Dept. Custodial Services Protocols:

Custodial staff are asked each day at the gate the employee symptom screening questionnaire. If employee answers yes to symptoms they do not report to work.

During the work day Custodial staff practice social distancing and wears a mask when they cannot social distance.

Custodial operating hours are Monday thru Friday 8:00 am - 6:00 pm.

Custodial has developed a process that cleans for health vs appearance. We use cleaning chemicals that are safe for the environment and staff and are listed on the USHD/EPA list for SARS –CoV2 (Covid-19) while disinfecting and sanitizing surfaces.

Custodial visits all category occupied buildings daily providing the following services: restroom cleaning, trash removal, wiping down of highly touched areas with disinfectant, vacuuming carpeted areas and sweeping/ moping hard floors.

Each work order will be reviewed, prioritized and processes accordingly.

Custodial will be working both individually and in teams that service multiple buildings daily. They clean restrooms, classrooms, open spaces and remove trash daily along with a focus on wiping down highly touched areas with disinfectant. Offices will be cleaned twice weekly. Custodial Service will begin

working on projects such as carpet cleaning, cleaning of furniture and hard floor maintenance.

**Custodial Services will follow Facilities Management's standard placement of hand sanitizer placement and maintain them. **If possible Covid-19 infection is suspected, area will be closed down for 72 hours and NTU Administration will be informed and in turn will provide direction to Facilities Management for next steps.