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## CUSTODIAL SERVICES FALL 2020 CLEANING PLANS FOR E & G BUILDINGS

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DATE: JULY 2020

E and G Custodial Services asks the Tech Community to help in our efforts to prevent the spread. We're providing wipes in every classroom and office suite for the community's use.

1. Staff and faculty members should clean surfaces in their own offices at least daily:
  - a. Door knobs
  - b. Desk phone, consider cleaning your cell phone too
  - c. Keyboard and mouse
  - d. High frequency touch surfaces on their desk
2. Staff members at counters or offices with high traffic should clean those counters hourly using the wipes provided.
3. Faculty should clean the teaching station and keyboard/mouse they use in classrooms before and after each use.
4. Students should clean their desk top and any other surface they will touch in the classroom before using it. This includes keyboards and the mouse.

The Arkansas Tech University Custodial Services Department plans to increase high-traffic/high-touch area cleaning. To help stem the spread of COVID-19, Custodial Services will increase the frequency of the cleaning of the following areas/surfaces:

1. Building Entrance handles.
2. Student desks and tables in typical classrooms.
3. Elevator push buttons.
4. Front counters in office suites.
5. Classroom door handles/knobs.
6. High-traffic restroom door handles, fixtures and partitions.
7. Computer lab tables and keyboards.

To accomplish the additional COVID-19 measures listed above, some normal custodial tasks may be suspended as staffing levels fluctuate or staffing is required for other tasks:

1. Classroom chalk/white boards may not be cleaned.
2. Classroom floors with carpet may not be vacuumed.
3. Stairways may only be swept once a week.
4. Individual offices may not be cleaned daily.

To help ATU community members fight the spread of COVID-19, Custodial Services will provide the following items as they are received and supplies last:

1. Additional hand sanitizer stations in high-traffic areas.

2. Hand sanitizer stations in classrooms.
3. Hand sanitizer stations in offices and office suites.
4. Disposable wipes in classrooms and computer labs.
5. Disposable wipes in offices and office suites.