

# Cleaning, Sanitization and HVAC

## MSU Denver-owned and AHEC-shared buildings

- **MSU Denver-owned:** Integrated Cleaning Services provides custodial services to four MSU Denver-owned buildings: Jordan Student Success Building, Hospitality Learning Center, Aerospace and Engineering Sciences, and Assembly Athletic Complex
- **MSU Denver/AHEC Shared:** In shared buildings, cleaning services are provided by AHEC Custodial Operations.

**NOTE:** AHEC Custodial Operations provides cleaning services to the areas *outside* of buildings on the entire Auraria Campus, including MSU Denver-owned buildings.

### **Cleaning vs. Disinfecting**

These terms refer to different activities. Cleaning refers to typical custodial practices such as floor cleaning and trash removal. Disinfecting refers to cleaning activities undertaken specifically in response to Covid-19 with the intent to mitigate the risk of transmission. Disinfecting activities are in addition to normal cleaning protocols. Products currently in use include:

1. GS Neutral Disinfectant Cleaner
2. Wipes Plus Disinfectant Wipes
3. Vital Oxide

### **High-Touch Points**

High-touch points are surfaces that building occupants frequently touch. These are generally recognized by the Centers for Disease Control and Prevention (CDC) to include tables, doorknobs or handles, light switches, elevator buttons, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

### **Staff PPE**

All custodial services providers referred to in the general notes will be required to wear personal protective equipment (PPE), specifically face coverings and gloves.

### **Community Cleaning**

Due to the high demand on the custodial staff, building users will be relied upon to do some of the disinfecting in their spaces. This will vary depending on the area within the building and will be described later in the document. In addition, building users may be asked to perform tasks to assist with normal cleaning activities so that staff can focus on disinfecting. For example, employees may be asked to take their trash cans to a more central location for pickup.

### **Disinfectants**

Within certain areas of buildings, some departments or individuals will be responsible for procuring disinfecting supplies. Only disinfectants that meet the EPA guidelines for use against Covid-19 should be used.

## ***MSU Denver-owned Building Cleaning Protocols – specific to JSSB, AES, HLC and AAC buildings.***

Please refer to this [link for AHEC Shared Buildings Cleaning Protocols](#).

Disinfecting protocols outlined below are in addition to the daily cleaning services offered by Custodial Operations during normal operations. Protocols are proposed for occupied buildings only and assume access restrictions are in place for campus buildings. Disinfecting protocols are based on health data and the most recent CDC and Colorado Department of Public Health and Environment guidance.

### **Supplemental Cleaning**

Requests for supplemental cleaning of individual spaces can be submitted to [Jason Murillo, MSU Denver facility manager](#), for consideration on a case-by-case basis.

### **Entrances and Exits**

- Responsibility for disinfecting: Custodial Operations
- Responsibility for providing disinfecting products: Custodial Operations
- Frequency: to be disinfected multiple times per day
- Includes: push plates, door handles/pulls, handrails and ADA door actuators

### **Restrooms**

- Responsibility for disinfecting: Custodial Operations
- Responsibility for providing disinfecting products: Custodial Operations
- Frequency: to be disinfected multiple times per day
- Includes: push plates, door handles/pulls, hand sinks, partitions, toilets, toilet paper dispensers and paper towel/hand dryers

### **Circulation Areas – Elevators/Stairwells/Corridors**

- Responsibility for disinfecting: Custodial Operations
- Responsibility for providing disinfecting products: Custodial Operations
- Frequency: to be disinfected multiple times per day
- Includes: exterior and interior elevator buttons, elevator cab interior, handrails, trash and recycle bins, and any furniture within circulation areas that someone would sit or lean on

### **Common Areas – Lounges/Seating Areas/Public Microwaves and Vending**

- Responsibility for disinfecting: Custodial Operations
- Responsibility for providing disinfecting products: Custodial Operations
- Frequency: to be disinfected multiple times per day
- Includes: push plates/door handles, pushbuttons and hard surface furnishings

## **Classrooms/Computer Labs/Instructional Labs**

- Responsibility for disinfecting: individual users and occupants to be done prior to using space in addition to cleaned once per night by Custodial Operations
- Responsibility for providing disinfecting products: to be provided by MSU Denver Facilities for users of spaces within University-owned buildings, along with relevant instructions and contact for resupply if needed
- Frequency: users should disinfect touch points before and after each use or class period and Custodial Operations will do one cleaning per night
- Includes all personal interface items including desks, chairs, computer, and personal lab equipment, etc.

## **Offices**

- Responsibility: individual users and occupants
- Responsibility for Providing Disinfecting Products: to be provided by MSU Denver Facilities for office areas within University-owned buildings, along with relevant instructions and contact for resupply if needed
- Frequency: as-needed after use
- Includes: reception area, conference rooms, copy/mail rooms, kitchenettes and offices
- **NOTE:** Disinfecting of individual offices is not the responsibility of Custodial Operations as part of the normal daily cleaning procedures.

## **Labs – AES and HLC**

Cleaning and disinfection of specialized lab spaces are addressed by individual lab coordinators. In keeping with normal operating procedures, Custodial Operations will not enter these spaces unless specifically requested due to the presence sensitive equipment, and the potential for unintended consequences of cleaning. If needed, supplemental cleaning requests should be directed by area coordinators to [Jason Murillo, MSU Denver facility manager](#).

## **Custodial FAQs**

### **Where can I find hand sanitizer stations?**

Hand-sanitizing stations can be found by entrances to buildings as well as in elevator lobbies. You are welcome to refill small hand sanitizing containers to be used in individual offices with the larger sanitizing stations in the MSU buildings, or from the hand sanitizing pump at the JSSB Crew in Blue desk.

### **How can we verify if a room is clean?**

We are not able to designate if a room is clean since someone may enter a space immediately after we perform cleaning. Therefore, for your own comfort and use we have provided cleaning kits in each building for those folks on campus. Kits are placed in each classroom and if not available in the space, you can request one be provided by emailing [facilities@msudenver.edu](mailto:facilities@msudenver.edu). Instructions on proper use are located with the kit.

### **How can I request a specific area to be cleaned or sanitized if someone test positive for COVID-19 and was on site?**

[Please notify facilities@msudenver.edu](mailto:facilities@msudenver.edu) as soon as possible and we will coordinate the cleaning.

## **HVAC FAQ**

### **How do I know if my space is safe to be in from an air quality perspective?**

MSU Denver and AHEC have been working closely together to ensure building systems are operating at full occupancy levels. Please reference [AHEC's memo](#) on this topic for additional information.

While we cannot decrease risk of transmission to zero, our goal is to reduce the risk as much as possible by combining vaccinations, social distancing, face coverings, filtration and ventilation. Currently, we are operating with increased air exchanges per hour to meet the CDC guidance and recommendations.

### **Can I purchase an air purifier for my space?**

We are not providing air filters for any space on campus. Portable filters are not a substitute for distancing and face coverings, which are the best ways to reduce the risk of the virus transmission indoors.

However, if you wish to bring in your own portable filter, please follow these recommendations:

- Remember to replace filter as suggested by the manufacturer and properly dispose of the old filter.
- Buy a certified HEPA filter certified by State of California and by AHAM. Make sure they do not produce ozone, or they might do more harm than good.
- Buy a HEPA filter with an appropriate flowrate for the space it will be in - most have a space square foot rating.
- It is the responsibility of the owner to maintain this equipment.
- If the unit trips a breaker or is left on excessively then it will need to be removed from campus.