

Cleaning Protocols

Physical Plant Services will provide cleaning activities by areas and associated frequencies are listed below. These represent the capacity of cleaning on campus within the current funding model. During times when the campus is not fully occupied, there may be opportunity to increase the frequency of cleaning in laboratories from every other day to every day and office cleaning from every month to once per week.

In light of the COVID-19 virus, cleaning protocols have been adjusted to focus on cleaning and disinfecting frequently touched surfaces in all areas serviced below and including elevator buttons, stair railings, door knobs and plates, faucets and water fountains, all typically every four hours.

Concerns with respect to cleaning in these areas can be directed to [FIXIT](#) at (613) 533-6757 (internal ext. 77301) or by email to fixit@queensu.ca.

- Washrooms (Twice a day)
 - Picking up of garbage: cleaning and disinfecting bins
 - Sweeping and picking up of garbage on the floor
 - Checking and refilling of paper towel, soap, and toilet paper dispensers
 - Cleaning and disinfecting of mirror, sink, and sink counter
 - Cleaning and disinfecting of toilets and urinals
 - Wiping, cleaning and disinfecting of high-level surfaces
 - Wiping off dust particles from lamp fixtures
 - Cleaning and disinfecting of the ventilation grill and entrance door-metal plate
 - Sweeping and mopping and disinfecting of the floor.

- Kitchens (Cleaned once daily)
 - Picking up of garbage: cleaning and disinfecting bins
 - Sweeping and picking up garbage on the floor
 - Checking and refilling of paper towel and soap dispensers
 - Cleaning and disinfecting of the sink and sink counter and appliance handles

- Personal Offices (Cleaned once a month) General Offices (Cleaned once a week – garbage daily)
 - Picking up of garbage from recycling bin stations: cleaning and disinfecting bins
 - Sweeping and picking up garbage on the floor
 - Vacuuming floors with carpets
 - Cleaning and disinfecting furniture
 - Checking and refilling or replacing hand sanitizers and disinfectant solution

- Meeting rooms (Cleaned daily)
 - Picking up of garbage from recycling bin stations: cleaning and disinfecting bins
 - Sweeping and picking up garbage on the floor and vacuuming floors with carpets
 - Cleaning and disinfecting office counters, tables, chairs and desktops
 - Checking and refilling or replacing hand sanitizers and disinfectant solution and paper towels

- Student common areas (Cleaned daily)
 - Picking up of garbage from recycling bin stations: cleaning and disinfecting bins
 - Sweeping and picking up garbage on the floor and disinfecting same
 - Vacuuming floors with carpets
 - Cleaning and disinfection of counters, tables, and desk tops

- Classrooms (Cleaned daily)
 - Waste removal, cleaning and disinfecting recycling bins (where bins exist in classrooms)
 - Sweeping and picking up of garbage on the floor and disinfecting same
 - Wiping and cleaning of high- surfaces (e.g. vents, chalkboards, whiteboards, etc.)
 - Cleaning of mirrors
 - Vacuuming of carpeted floor
 - Sweeping and mopping of floors
 - Cleaning and disinfecting of counters, tables, and desk tops

- Labs (every other day)
 - Waste removal, cleaning and disinfecting recycling bins
 - Sweeping and picking up of garbage on the floor and disinfecting same
 - Cleaning of mirrors
 - Vacuuming of carpeted floor
 - Sweeping and mopping of floors
 - Cleaning and disinfecting of counters, tables, chairs and desk tops

- Student Health Services and Health Clinics (Cleaned daily and as required – dedicated personnel in the space)
 - Picking up of garbage from recycling bin stations
 - Sweeping and picking up garbage on the floor vacuuming floors with carpets
 - Provincial Infectious Diseases Advisory Committee (PIDAC) compliant cleaning and disinfection of all spaces

- Testing and immunization sites (Cleaned daily and as required - dedicated personnel in the space)
 - Picking up of garbage from recycling bin stations
 - Sweeping and picking up garbage on the floor Vacuuming floors with carpets
 - PIDAC compliant cleaning and disinfecting of all spaces

Cleaning protocols in the event of a confirmed COVID case in university space

- When alerts or reports of suspected virus contamination are received, the Provincial Infectious Diseases Advisory Committee (PIDAC) trained response team conducts isolation cleaning and disinfection of the space using recommended chemicals while dressed in full personal protective equipment. For more information on PIDAC cleaning, click the link below: <https://www.publichealthontario.ca/-/media/documents/b/2018/bp-environmental-cleaning.pdf?la=en>
- Cleaning and disinfecting will include using disinfected pre-charged microfibre cloths to clean and disinfect. Misting or spraying of vertical and horizontal areas using an approved cleaning disinfectant will be applied in the treatment of pandemic outbreak-impacted spaces. For more information on cleaning and disinfecting click the link: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
- Spaces will be ventilated post cleaning and typically available for use within two to four hours
- Surface bacterial and microbial tests are randomly and routinely conducted as part of quality assurance.

Hand sanitizers will be placed at all building entrances and we are investigating recommendations on additional locations as well as investigating the possibility of industrial disinfectant wipe dispensers in classrooms.