



**UNIVERSITY OF THE WEST INDIES**  
**CAVE HILL CAMPUS**

Operating Under Covid-19

# Guidelines for Cleaning and Disinfecting of Campus Facilities

## 1. Introduction

In alignment with recommended public health measures, the UWI Cave Hill Campus has implemented a number of processes to prevent the spread of the Coronavirus disease 2019 (COVID-19). One of these measures is the enhancement of cleaning and disinfecting procedures for Campus facilities.

This document will be regularly reviewed and updated to reflect changes in national policy and internationally accepted best practices.

## 2. Outdoor Seating Areas

Outdoor tables and benches should be cleaned and disinfected once daily.

## 3. Offices

Cleaning and disinfecting of general offices and workstations should be conducted once daily.

Employees should be required to clear their work stations at the end of the work day/shift to facilitate proper cleaning. Desks should be cleared of clutter and personal effects. Eating at workstations should be discouraged.

#### **4. Food Businesses (Cafeterias and Restaurants)**

All food facilities should be cleaned and disinfected at least once daily. Tables and other surfaces should be cleaned and disinfected routinely throughout the day.

#### **5. Washrooms**

Washrooms should be cleaned and disinfected twice daily. Routine checks should also be made to ensure that supplies (e.g. hand soap, toilet tissue, paper towels) in these areas are replenished as necessary.

#### **6. High Traffic Common Areas and Frequently Touched Surfaces**

High traffic common areas (e.g. lobbies, lounges and elevators), as well as frequently touched surfaces, including door knobs/handles, push plates, handrails and elevator buttons, should be cleaned and disinfected at least twice daily.

#### **7. Teaching Spaces**

All teaching spaces including classrooms, computer labs (micro labs) and science teaching labs should be cleaned and disinfected once daily.

- This cleaning should cover all surfaces including floors, furniture, lab benches and podiums.
- In micro labs this cleaning should include all computer components.
- In teaching spaces, frequently touched surfaces such as door knobs/handles, push plates, handrails, elevator buttons, refrigerator handles etc. should be cleaned three times a day.
- Laboratory equipment, glassware etc. should be cleaned after each session.

#### **8. Classroom Technology**

Fixed classroom equipment should be sanitized daily. To avoid sharing of high-touch equipment such as lapel microphones and cables (HDMI, USB), lecturers are encouraged to have their own equipment for use during lectures.

#### **9. Halls of Residence**

- Routine cleaning and disinfection of spaces should be conducted daily.
- Common areas should be cleaned and disinfected at least twice daily. Frequently touched surfaces (e.g. door knobs/handles, push plates, handrails, elevator buttons) including those in shared spaces such as laundry facilities and lounges, should be cleaned and disinfected at least twice a day.

## 10. Sanitizing Stations

Hand sanitizing stations should be placed in strategic locations across the campus, especially in high-traffic areas such as lobbies. These dispensers should be routinely cleaned and checked to ensure that they are functional and filled.

## 11. References

1. Centre for Disease Control (April, 2020), Guidance for Cleaning and Disinfecting, Public Spaces, Workplaces, Businesses, Schools and Homes. Retrieved from: [https://www.cdc.gov/coronavirus/2019-cov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-cov/community/pdf/Reopening_America_Guidance.pdf)
2. Health and Safety Protocol Subcommittee of Steering Committee (June, 2020), Health and Safety Protocols for Covid-19 for Phased Reopening of UWI Cave Hill Campus (version 1.1)

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