



Sanitizing & Disinfecting Schedule and Guidance During COVID-19

The Los Rios Community College District (LRCCD) has developed this Sanitizing & Disinfecting Schedule and Guidance during COVID-19 based on the local, county and state agency guidance for sanitizing and disinfecting, state regulations and assembly bills as well as recommended practices and procedure for helping to prevent the spread of the virus that causes COVID-19. LRCCD Custodial teams have increased the frequency of daily sanitizing and disinfecting practices to ensure LRCCD facilities continue to stay safe and healthy for our Los Rios community. This guidance is being provided in addition to the practices and efforts already being taken by our Custodial employees, and shall represent anticipated practices for the Summer and Fall 2021. It shall also serve as guidance for Los Rios employees for their roles and responsibilities in slowing the spread of the virus. This guidance is intended to be a living document that will change based on the best available information moving forward. This guidance and schedule including any and all changes, are rooted in our commitment as a district to protect the health and safety of our employees and students.

- **High-Touch Surfaces** – Tables, doorknobs, light switches, countertops, handles, student desks, toilets, faucets, sinks, handrails, elevator buttons will be sanitized/disinfected by the Custodial staff; sanitize/disinfect one to two times a day* depending on use or additional upon request.
- **Classrooms** – Classrooms will be sanitized/disinfected twice daily. Custodians will utilize misters that contain green disinfecting properties to quickly and effectively sanitize the space. This process will take approximately 10 minutes for application and drying time, so it is imperative that instructors encourage students to exit the classroom promptly after instruction is complete. Disinfectant supplies and materials will be provided in each classroom where there is on-ground instruction so employees can sanitize/disinfect any personalized equipment, shared object or worksurface as necessary. Each classroom in-use will be sanitized/disinfected at the end of each day.
- **Labs** – Employees are responsible for the sanitizing/disinfecting of their lab benches, sinks, and all instructional equipment as done pre-COVID-19. Custodial will continue to sanitize/disinfect the labs, however, certain labs containing equipment that cannot be misted, will be the responsibility of the employees to sanitize/disinfect. Disinfectant supplies and materials will be provided in each space where there is on-ground instruction, with refills available by request from Campus Operations. Labs will follow the same process and schedule as Classrooms for sanitizing/disinfecting.
- **Electronics** – Such as touch screens, keyboards, mice, remote controls, etc. These surfaces are the responsibility of the on-ground instructor or students to sanitize/disinfect before and after in-person instruction. Disinfectant supplies and materials will be provided in each classroom where there is on-

ground instruction, with refills available upon request from Campus Operations.

- **Restrooms** – Restrooms in buildings that are in-use will be sanitized/disinfected twice a day with misters. Custodial will monitor soap supplies in restrooms, however, if you notice soap getting low, please contact Campus Operations.
- **Offices** – Employees will continue to be responsible for sanitizing/disinfecting their own workstations and office spaces. Disinfectant supplies and materials are available upon request from Campus Operations.
- **Work Rooms and Break Areas** – Employee work and break rooms in buildings that are being utilized will be sanitized/disinfected twice daily. Custodial staff will sanitize/disinfect high-touch points in these areas such as tables, door knobs, countertops, light switches, etc. Disinfectant supplies and materials will be available in each work room, and employees will be responsible for sanitizing/disinfecting office machines, such as the copier, before and after each use. Trash will be emptied at the end of each day.
- **Conference Rooms** – Virtual meetings are preferred; Disinfectant supplies and materials will be provided upon request for users to sanitize/disinfect their areas upon completion of meetings. All conference rooms that are scheduled for use will be thoroughly sanitized/disinfected by Custodial after use.
- **Indoor Athletic facilities** – Follows the same process for sanitation/disinfection as classrooms.
- **Outdoor facilities** – Outdoor areas, including enclosed areas such as dugouts, team rooms, outdoor weight rooms, horticulture, etc., require a standard normal cleaning process by Custodial. The Athletic employees are responsible for additional sanitizing/disinfecting based on guidance from their governing athletic association.**
- **Child Development Center (CDC)**: Follows the same process for sanitation/disinfection as classrooms. Employees are responsible for additional sanitizing/disinfecting based on licensing guidelines.

In addition to the standard daily sanitizing/disinfecting practices listed above, all Custodians have been trained to provide rapid response to sanitize/disinfect an area on campus when notified of a potential or confirmed positive COVID-19 case. For additional information on these procedures, please contact Campus Operations to obtain a copy of the College Standard Operating Procedures.

*Increased sanitation/disinfection is available upon request by Custodial. Requests will be taken in order of receiving.

**Specific interim guidance by the California Community Colleges Athletic Trainers Association (CCCATA) Sport Specific COVID-19 Event Recommendations are being taken by the LRCCD Athletics employees.

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:53156202-ec91-4e42-8551-75e532e1d841>

Resources

The LRCCD standard procedures for sanitizing/disinfecting during COVID-19 was created based on guidance from the Center for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), U.S. Department of Labor, Occupational Safety and Health Administration (Cal/OSHA)

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>

<https://www.osha.gov/sites/default/files/publications/OSHA3990.pdf>

<https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:3847511b-7152-4bac-895c-7f8ff1b4348d>

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:53156202-ec91-4e42-8551-75e532e1d841>

Summary of Changes

04/29/21 – Updated to remove protocol for food services

04/23/21 – Updated various verbiage and added procedure for Indoor Athletic Facilities and CDC

04/21/21 – Finalized proposed changes from Campus VPA’s

04/14/21 – Updated language based on meeting with Campus VPA’s and Directors

04/14/21 – Reviewed by the Campus Vice Presidents of Administration on 4/14/21

04/13/21 - Document developed by the Campus Operations Directors of Administrative Services