

Daily Classroom and Lab Cleaning Guidance During COVID-19

One of the four strategies to mitigate the spread of the virus in our SCC buildings is enhanced cleaning and disinfection. The following provides employees with information on daily cleaning protocols for classrooms and lab spaces.

ENHANCED DAILY CLEANING AND DISINFECTANT PROCEDURES FOR CLASSROOMS AND LABS

Campus custodial crews will continue thorough cleaning of classrooms and labs daily, using COVID-19-effective **disinfectant**. Custodians will wear gloves at all times when cleaning and have received training on the proper removal and disposal, using BNC-15 disinfectant to disinfect all classrooms or other applicable disinfectant for specific labs.

The following list of actions provides information on enhanced daily cleaning procedures for classrooms and labs, but is not limited to:

- 1) Wipe down and disinfect all tabletops and chairs.
- 2) Disinfect all door handles and light switches.
- 3) Wipe down and disinfect all countertops.
- 4) Wipe down cabinets and disinfect cabinet handles.
- 5) Vacuum carpeted floors.
- 6) Sweep/vacuum tile floors and mop w/disinfectant cleaner.
- 7) Empty and wipe down trash containers.
- 8) Wipe down whiteboards and pull-down screen handles.

INCORPORATING CLEANING PROCEDURES INTO CLASS AND LAB USAGE

In addition to daily cleaning and disinfecting of classrooms and labs, faculty, staff and students using classrooms and labs are required to incorporate cleaning procedures prior to using any chair, table, lab station, etc. prior to use. This allows for cleaning of spaces in between room usage and will require faculty to incorporate cleaning procedures into their lesson plans.

Cleaning supplies will be provided in all classrooms and labs specific to that space, and faculty will incorporate routine cleaning at the beginning of every class session.

INSTRUCTIONS FOR CLEANING COMPUTER KEYBOARD AND MOUSE

Computer equipment must also be cleaned in between usage following these instructions. Faculty and staff should clean equipment on all media carts before use, and students using computer labs should also follow these steps.

1. Acceptable cleaning products for use on computer equipment:

- Ideally alcohol wipes are first choice.
- Can use Lysol wipes.
- Only use Clorox wipes if they are BLEACH FREE.
- Never spray or pour any liquid cleaner directly on the LCD display or the keyboard.
- You can use compressed air from a compressed air can to remove any crumbs and dust from beneath the keys. Do NOT use an air compressor.
- Anti-static LCD cleaning cloths, Kim Wipes, and some types of lens cleaning wipes also are acceptable alternatives, or a lint-free, soft cloth.
- Isopropyl Alcohol is a flammable liquid. Do not use this cleaner near an exposed flame or when the system is on.

2. Cleaning the keyboard:

- a) Absorb some isopropyl alcohol on a lint-free, soft cloth.
- b) Squeeze out excess liquid from the lint-free, soft cloth.
- c) Wipe the keytop surface with the lint-free, soft cloth, ensuring no liquid drips on or between the keys.
- d) Allow to dry.

3. Cleaning the computer LCD display:

- a) Gently wipe the display with a dry, lint-free, soft cloth.
- b) Wipe or dust the stain gently with a dry, soft cloth.
- c) If a stain, smudge, or other blemish remains, moisten a lint-free, soft cloth with water or a 50-50 mixture of isopropyl alcohol and water (distilled or deionized).
- d) Wring out as much of the liquid as you can from the lint-free, soft cloth.
- e) Wipe the display again; do not let any liquid drip into the computer.
- f) Allow the display to dry, then close the lid if the computer has one.