

Facilities Management - Physical Plant

COVID – 19 Cleaning and Disinfecting Plan

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FACILITIES MANAGEMENT – PHYSICAL PLANT
COVID-19 CLEANING AND DISINFECTING PLAN – BASIC PLAN

I. Introduction

According to CDC guidance, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Though this is not thought to be the main way the virus spreads, the University prioritizes the health and safety of all students, faculty, staff, visitors, and vendors and is committed to mitigating the risks of spread by implementing a variety of controls, including cleaning and disinfecting measures and protocols.

The measures included in this plan were developed under the guidance of both the FAU Departments of Emergency Management and Environmental Health & Safety. This plan is subject to change depending upon the current operational environment, which may include but not limited to; changes in instruction modality, density of population on campuses, and operations of other high traffic areas.

For the purposes of this plan, the following concepts and definitions are employed:

- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection. Cleaning must be conducted before disinfection to remove dirt and oils that could impede the disinfection process.
- *Disinfecting* works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection

A. Purpose

The purpose of this plan is to provide a systematic approach to mitigating the public health risks associated with COVID-19 through cleaning and disinfecting practices, based on health experts' guidance, FAU administration policy and strategy, and the nuances of the operational environment University-wide.

B. Scope

This plan aligns with the direction provided in the University's Health and Safety Plan (COVID-19) Section III and addresses Facilities Management/Physical Plant's scope of responsibilities *only* for cleaning and disinfecting measures and protocols. Physical Plant oversees, administers and manages the custodial function for the University. This unit's scope of responsibility includes all university facilities (inside and out) on all campuses with the exception of the following:

- HBOI – managed by HBOI staff
- Boca Raton Student Union – managed by Student Union staff
- Boca Raton and Jupiter Housing – managed by FAU HRE and contracted staff

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- Boca Raton Campus Recreation – managed by FAU Campus Recreation staff
- FAU Athletic Facilities – managed by FAU Athletics with direction provided by Physical Plant
- General office/suite space (this includes all areas within, including breakrooms, sinks, refrigerators, etc.) – managed by the office occupants
- Laboratory space:
 - Research labs – managed by the laboratory
- Dining Venues – managed by food services partner with plans submitted to and approved by contract manager. Assistance will be provided by Physical Plant as needed.

1. High-Traffic Areas with High-Touch Points

High-traffic areas with high-touch points such as common areas, hallways, large venues, and high-touch surfaces outside offices, classrooms, entrances, elevators, stair railings, restrooms, break rooms, will be the focus of this plan.

C. Organization

This plan describes the framework through which cleaning and disinfecting measures will be effected by outlining how Physical Plant will:

- Define strategies to clean and disinfect high-traffic areas with high-touch points
- Standardize the oversight and monitoring of cleaning and disinfection strategies
- Manage logistics, including supplies, equipment and resources
- Facilitate the recovery and reopening phases based on situation complexity and changing overall health and safety directives and strategies

D. Situation Overview

This cleaning and disinfecting plan is critical because:

- An effective plan, particularly regarding high-traffic areas with high-touch points, is necessary to mitigate risks associated with onsite, in-person operations.
- Cleaning and disinfecting strategies must align with the Health and Safety Plan that is subject to revision, based on the latest available information from health authorities and FAU administration policy-making.
- Oversight and administration of practices will reduce resource waste and promote effective assignment of staff.
- Monitoring and assessment of cleaning and disinfecting practices will contribute descriptive measure and critical information to determine the overall health and safety strategies for the University.

E. Assumptions

The following aspects of University controls and resources are treated as true for the purposes of effecting this plan:

1. General

- Increased cleaning and disinfection will be required, particularly in high-traffic areas with high-touch points.
- Adequate resources and supplies will be provided/funded, but lags in sourcing may occur due to external supply/demand environment.
- Current staffing levels may not be adequate to effectively operationalize cleaning and disinfecting strategies.
- Assessment of cleaning and disinfection strategies provides vital information to understanding the impacts, needs and priorities of this emergency as it evolves.
- High-traffic areas with high-touch points, due to their very nature, cannot be considered as completely disinfected.
- Responsible individuals and contracted service providers under the auspices of Physical Plant, and units and entities supported by Physical Plant, as outlined in this plan, may not participate to the fullest extent nor adhere to the directives and guidelines as set forth by the University.
- Additional University-directed controls, as outlined in the Health and Safety Plan and other planning elements, are implemented, overseen and administered, in conjunction with these measures to mitigate risks.

2. Specific

- Based on the reopening phases' parameters outlined in the Health and Safety Plan, all buildings on all campuses and sites will be occupied to some degree.
- The demand for cleaning and disinfecting supplies for patrons to wipe down high-contact surfaces will increase as the reopening phases, as outlined in the Health and Safety Plan, progress.

II. Concept of Operations

A. General

Physical Plant oversees custodial operations, and maintenance of buildings and grounds utilizing a hybrid-model of in-house and outsourced resources, including contracted service providers.

Cleaning and disinfecting operational levels are based on the following influencers:

- University-wide directives for health and safety during all reopening phases of the University.
- Operational needs and requirements:

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- Direct: Academic instruction delivery: classroom and teaching labs; support operations and functions: office and general space
- Indirect: Athletic Affairs operations, Business Services operations and delivery of services.

Deployment of effective strategies requires ongoing coordination of unit efforts with stakeholders and outsourced resource providers to ensure the alignment of strategies and plans, adoption of a common operating picture, and oversight and monitoring of operationalized strategies and planning elements.

Operational scenarios and estimation methodology will be utilized to complement the re-opening phases outlined in the Health and Safety Plan.

B. Cleaning and Disinfection Principles

- When feasible, use an EPA-registered disinfectant that is effective against COVID-19. The list of EPA-registered disinfectants can be found [here](#).
- While these products are ideal, there may be occasions when EPA-registered products are unavailable due to country or world-wide shortages. In these instances, alternative cleaning agents will be distributed for use.
- Keep surfaces free of dust and debris as most disinfectants will not be effective on a soiled surface.
- Cleaning staff will wear appropriate PPE when using cleaning/disinfectant products. This includes the use of chemical-resistant gloves, such as nitrile (when available). Reference the Safety Data Sheet (SDS) for the product used to get additional information on PPE or any other hazard information.

III. Organization and Assignment of Responsibility

Physical Plant will oversee, administer and manage all cleaning and disinfection practices for the University, except where excluded in the Plan's scope.

A. Cleaning and Disinfection Strategies and Practices

High-Traffic Areas and High-Touch Points are the priority of this plan. All high-traffic with high-touch point spaces are not considered equal. Physical Plant will perform ongoing analyses of high-traffic with high-touch point spaces to determine the degree and frequency of cleaning and disinfecting practices needed. This will drive all planning elements as re-opening phases progress.

1. Indoor spaces – Common Areas and Shared Spaces

Tailored operational plans and procedures will be developed to address the cleaning and disinfecting needs for day-to-day activities within common areas and shared spaces, such as libraries, classrooms, computer labs, restrooms, building lobbies, and elevators. In many cases, students, faculty, staff, visitors,

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and vendors are responsible for disinfection of the spaces prior to their use of these locations/spaces. FAU faculty and staff within these areas will be required to monitor disinfection practices and disinfect any surfaces that may be missed by individual cleaning processes.

2. Outdoor spaces – Commonly Occupied and Seating Areas

Tailored operational plans and procedures will be developed to address the cleaning and disinfecting needs for day-to-day occupancy within seating and common areas. In many cases, students, faculty, staff, visitors, and vendors are responsible for disinfection of these spaces prior to their use of them.

3. Confirmed COVID-19 Positive Case

The Department of Environmental Health and Safety is responsible for informing Physical Plant of a confirmed COVID-19 case and determining the locations that will require cleaning and disinfecting measures. Physical Plant is responsible for contacting the approved service provider, scheduling and coordinating cleaning and disinfecting services, and coordinating oversight and monitoring of cleaning and disinfecting actions.

B. Human Resources

Physical Plant will continuously assess the operational environment to ensure that staffing levels and assignments align.

1. Workforce Availability

To effect these practices properly, Physical Plant, in coordination with appropriate units, will develop ongoing strategies to provide trained staff to perform cleaning and disinfecting tasks, stage and distribute supplies and equipment, monitor and track operations, and perform other related duties. Strategies include the use of contracted service providers, redeployment of FAU staff, and hiring additional personnel. These strategies are dependent on funding and workforce availability, and degree of training needed to perform duties.

2. Training Needs

Physical Plant will work with applicable units, such as Environmental Health and Safety, to ensure that appropriate training is provided to all staff to properly to perform custodial duties and operationalize cleaning and disinfecting strategies.

C. Logistics – Supplies and Equipment

A critical component of cleaning and disinfecting is having an inventory of appropriate supplies and equipment ready to meet the demand of the operations as re-opening phases progress.

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1. Supplies and Equipment Sourcing

Physical Plant may utilize various channels to source supplies and equipment, in accordance with the Health and Safety plan. These channels include internal sourcing units, such as Procurement, and entities such as contracted service providers, distributors and businesses.

Contracted service providers performing custodial functions on behalf of the University are required to source appropriate supplies and equipment. Physical Plant will ensure that this is accomplished.

2. Staging and Distribution

In order to effectively clean and disinfect high-traffic areas with high-touch points, supplies and equipment will require staging and distribution to custodial staff and University employees. Physical Plant will develop a staging and distribution strategy for custodial employees and University patrons, as outlined in the Health and Safety Plan, to include the following:

- Staging and distribution points.
- A distribution process that is safe and timely, to include hybrid models of pick-up and delivery.
- An inventory tracking/monitoring and reporting process will be developed to minimize supply lags and safeguard resources.

Existing systems and applications will be leveraged as appropriate, such as the University's work order system.

D. Monitoring and Tracking

Monitoring and tracking of cleaning and disinfecting of spaces is quintessential for an effective program. Physical Plant will establish a process to administer the monitoring, tracking and reporting of all custodial functions, in coordination with contracted service providers and FAU staff. This process will include:

- Monitoring of high-traffic areas with high-touch point cleaning and disinfecting needs
- Supervising cleaning and disinfection duties, to include thoroughness of cleaning and disinfecting, implementation of safety protocols, etcetera.
- Tracking of inventory of supplies and equipment

E. Safety and Protection

Physical Plant will coordinate with appropriate units to implement safety-related processes within all operationalized elements of the cleaning and disinfecting plan, such as wearing Personal Protective Equipment (PPE). This will include ongoing training of staff in safety protocols and procedures, communication of safety-related expectations, and establishment of reporting channels for violations.

IV. Direction, Control and Coordination

This plan and planning elements are derived from the University's Health and Safety Plan for COVID-19 and operational environment dictated by University Administration.

Physical Plant will leverage the expertise and resources of internal units and external entities as needed to effect this plan, and will coordinate efforts as appropriate to effect cleaning and disinfecting practices, to include patron-related efforts – students, employees, units, contracted service providers, and visitors.

Physical Plant will work with appropriate units, as such Public Affairs, on communication strategies.

Operational scenarios and estimation methodology will be used formulate strategies for upcoming phases and other pertinent needs.

Violations of practices, procedures or protocols established by this plan committed by responsible individuals and contracted service providers under the auspices of Physical Plant, and units and entities supported by Physical Plant, as outlined in this plan, shall be reported to Physical Plant leadership for further action. Reporting channels will be established and communicated to all stakeholders and target audiences accordingly.

V. Plan Development and Maintenance

This plan will be revised as University-level strategies and planning evolves and as the operational environment morphs.

VI. Authority and References

- University Health and Safety Plan for COVID-19

VII. Appendix I – Operational Scenarios and Estimation Methodology

A. Operational Scenarios

	Classrooms			Office/Suites	High Traffic Areas – Facilities or Outdoors	Large Venues
	Lecture	Non-Lecture				
		Labs: Teaching, Computer	Study Rooms			
Phase 1	Not anticipated	Not anticipated	Not anticipated	All buildings. Minimal employees. Distribution of cleaning supplies	Breezeway, shared E&G-Athletic facilities, student support buildings	Cleaning and disinfecting protocol
Phase 2	%?	100 spaces – all campuses	Not anticipated	Same as above. More employees onsite. Increase in requests for supplies	Same as above, increase frequency of cleaning.	Same as above
Phase 3	100%	100% further demand in all program elements	100% further demand in all program elements	Same as above. Further increase in requests for supplies but not significant.	TBD	Same as above

B. High-Traffic Areas Practice and Estimation Methodology

Cleaning of high-touch points will occur throughout the times of highest occupancy or hours of operation. Deep cleaning of spaces will occur after-hours. Some facilities will include specific spaces in which tailored measures/practices have been developed. These will be assimilated into the overall facility practice.

1. Libraries

Estimated Cleaning and Disinfecting Time:

- Targeted: Cannot be estimated as cleaning and disinfecting is continuous
- Deep: Nightly

High-Touch Points: stair railings, elevators, restrooms, table tops, desks, chairs, handles, push plates, door jams.

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Supply checks and restocking will occur during cleaning and disinfecting of high-touch points.

Boca:

			Notes
Cleaning	Frequency	Targeted: Continuous Deep: Nightly or after-hours operations	Targeted occurring during hours of operation Deep occurring after-hours
Staffing	Cleaning	Who: Targeted: - Library staff, CONTRACTED SERVICE PROVIDER, patrons How many: Building, Total 5 FTEs Per Floor: 1 and 1 swing Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider How many: Building, Total 6-8 FTEs	Targeted: - Assigned staff: CONTRACTED SERVICE PROVIDER * Patrons: Disinfectant wipes and hand sanitizer dispensers will be available for patrons to wipe down high touch points prior to use. * Library staff: are responsible for their work areas and offices Deep: Contracted Service Provider * Excludes offices
	Supervising	Targeted: Who: Library staff, CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 2 FTEs = 1 FAU/1 CONTRACTED SERVICE PROVIDER Deep: Who: CONTRACTED SERVICE PROVIDER or contracted service provider, Physical Plant How many: Facility, Total 2 FTEs = 1 FAU/1 CONTRACTED SERVICE PROVIDER	Targeted: - Assigned staff: CONTRACTED SERVICE PROVIDER and Physical Plant * Facility staff: Staff in this space will also monitor cleanliness and report to on site supervisors or to Physical Plant directly
Monitoring/ Tracking	Mode/Frequency	Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 2 FTEs = 1 CONTRACTED SERVICE PROVIDER / 1 FAU	Assigned staff: * CONTRACTED SERVICE PROVIDER: maintain cleaning logs (posted in specific areas) * Physical Plant: Will verify cleaning tasks and cleaning logs for accuracy
Assessment	Mode/Frequency	Who: Facility Program evaluation: trend tracking – Total: 2 FTE – 2 FAU (Physical Plant Leadership)	Evaluating cleaning and disinfecting needs based on pop. density, times, etc. and making recommendations accordingly.
Other		N/A	N/A

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Jupiter:

			Notes
Cleaning	Frequency	Targeted: Continuous Deep: Nightly or after-hours operations	Targeted occurring during hours of operation Deep occurring after-hours
Staffing	Cleaning	Who: Targeted: - Library staff, CONTRACTED SERVICE PROVIDER, patrons How many: Building, Total 2 FTEs Per Floor: 1 and swing as needed Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider How many: Building, Total 3 FTEs	Targeted: - Assigned staff: CONTRACTED SERVICE PROVIDER * Patrons: Disinfectant wipes and hand sanitizer dispensers will be available for patrons to wipe down high touch points prior to use. * Library staff: are responsible for their work areas and offices Deep: Contracted Service Provider * Excludes offices
	Supervising	Targeted: Who: Library staff, CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 2 FTEs = 1 FAU/1 CONTRACTED SERVICE PROVIDER Deep: Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 2 FTEs = 1 FAU/1 CONTRACTED SERVICE PROVIDER	Targeted: - Assigned staff: CONTRACTED SERVICE PROVIDER - Swing: FAU * Facility staff: Staff in this space will also monitor cleanliness and report to on site supervisors or to Physical Plant directly
Monitoring/ Tracking	Mode/Frequency	Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 2 FTEs = 1 CONTRACTED SERVICE PROVIDER / 1 FAU FAU staff for this task can also perform supervising duties.	Assigned staff: * CONTRACTED SERVICE PROVIDER: maintain cleaning logs (posted in specific areas) * Physical Plant - swing: Will verify cleaning tasks and cleaning logs for accuracy
Assessment	Mode/Frequency	Who: Facility Program evaluation: trend tracking – Total: 2 FTE – 2 FAU (Physical Plant Leadership)	Evaluating cleaning and disinfecting needs based on pop. density, times, etc. and making recommendations accordingly.
Other		N/A	N/A

2. *Classrooms, including teaching labs that mimic classroom-style touch-points – Spaces Currently in Use Based on Re-opening Phase*

Estimated Cleaning and Disinfecting Time:

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- Must account for travel time between locations - max. 10 mins.
- Non-Lecture Hall – average 25 – 30 seats, reduced to 8 – 10 with social distancing (seats not in use will be removed)
 - Targeted: Approximately 20 minutes
 - Deep: Approximately 1 hour
- Lecture Hall – average 75 seats, fixed seating, seats not in use cannot be removed
 - Targeted: Approximately 45 minutes
 - Deep: Approximately 1 hour 15 minutes

High-Touch Points: door handles/push bars, push plates, door jams, desks, lecterns, chairs, table tops, pencil sharpeners.

Supply checks and restocking will occur during cleaning and disinfecting of high-touch points.

			Notes
Cleaning	Frequency	Targeted: In-between classes Deep: Nightly or after-hours of operation	Class schedules to be provided by Academic Affairs
Staffing	Cleaning	Who: Targeted: - CONTRACTED SERVICE PROVIDER, patrons: students, faculty How many: Area, Total 1 - assigned Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider How many: Area, Total 2 - 1 assigned/ 1 swing	Targeted: - Assigned staff: CONTRACTED SERVICE PROVIDER * Patrons: Disinfectant wipes and hand sanitizer dispensers will be available for patrons to wipe down high touch points prior to use. Deep: Classrooms to be locked after.
	Supervising	Who: CONTRACTED SERVICE PROVIDER and Physical Plant Targeted: - CONTRACTED SERVICE PROVIDER, FAU staff How many: Area, Total 3 – swing = 1 CONTRACTED SERVICE PROVIDER/ 2 FAU Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider / FAU How many: Area, Total 3 FTEs – swing, 2 CONTRACTED SERVICE PROVIDER/ 1 FAU	
Monitoring	Mode/Frequency	Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Area, Total 2 = 1 CONTRACTED SERVICE PROVIDER / 1 FAU FAU staff for this task can also perform supervising duties.	Assigned staff: * CONTRACTED SERVICE PROVIDER: maintain cleaning logs (posted in specific areas) * Physical Plant - swing: Will verify cleaning tasks and cleaning logs for accuracy
Assessment	Mode/Frequency	Who: CONTRACTED SERVICE PROVIDER via log sheets containing a cleaning checklist, Physical Plant will verify Program evaluation: trend tracking – 2	

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Other		N/A	N/A
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3. *Labs: Teaching, Computer, etc.*

- a. Must account for travel time between locations - max. 10 mins.
- b. Teaching Labs (for areas where access is granted) –
 - i. Science – 1-20 seats, 7-10 social distancing
 - 1. Targeted: Approximately 20 minutes
 - 2. Deep: Approximately 1 hour
 - ii. Non-science – dependent on use
- c. Computer Labs – ???

High-Touch Points: door handles/push bars, push plates, door jams, desks, lecterns, chairs, table tops, pencil sharpeners.

Supply checks and restocking will occur during cleaning and disinfecting of high-touch points.

			Notes
Cleaning	Frequency	Targeted: In-between classes Deep: Nightly or after-hours of operation	Class schedules to be provided by Academic Affairs
Staffing	Cleaning	Who: Targeted: - CONTRACTED SERVICE PROVIDER, patrons: students, faculty How many: Area, Total 1 - assigned Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider How many: Area, Total 2 - 1 assigned/ 1 swing	Targeted: - Assigned staff: CONTRACTED SERVICE PROVIDER * Patrons: Disinfectant wipes and hand sanitizer dispensers will be available for patrons to wipe down high touch points prior to use. Deep: Classrooms to be locked after.
	Supervising	Who: CONTRACTED SERVICE PROVIDER and Physical Plant Targeted: - CONTRACTED SERVICE PROVIDER, FAU staff How many: Area, Total 3 – swing = 1 CONTRACTED SERVICE PROVIDER/ 2 FAU Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider / FAU How many: Area, Total 3 FTEs – swing, 2 CONTRACTED SERVICE PROVIDER/ 1 FAU	
Monitoring	Mode/Frequency	Who: CONTRACTED SERVICE PROVIDER, Physical Plant	Assigned staff: * CONTRACTED SERVICE PROVIDER: maintain cleaning logs (posted in specific areas)

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		How many: Area, Total 2 = 1 CONTRACTED SERVICE PROVIDER / 1 FAU FAU staff for this task can also perform supervising duties.	* Physical Plant - swing: Will verify cleaning tasks and cleaning logs for accuracy
Assessment	Mode/Frequency	Who: CONTRACTED SERVICE PROVIDER via log sheets containing a cleaning checklist, Physical Plant will verify Program evaluation: trend tracking – 2	
Other		N/A	N/A

4. Restrooms – All Buildings

a. Must account for travel time between locations - max. 10 mins.

Based on restroom size of 5 stalls and moderate foot-traffic

- i. Targeted: Approximately 30 minutes
- ii. Deep: Approximately 1 hour

High-Touch Points: Fixtures, dispensers, mirrors, push plates, trash
receptacles, handles.

Supply checks, restocking and trash removal will occur during cleaning and
disinfecting of high-touch points.

			Notes
Cleaning	Frequency	Targeted: hourly Deep: nightly	High-traffic areas, or restrooms with more stalls will incur high frequency or longer times
Staffing	Cleaning	Who: CONTRACTED SERVICE PROVIDER Targeted: - CONTRACTED SERVICE PROVIDER, patrons: students, faculty How many: Per Area, Total = 2; 1 assigned and 1 swing Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider How many: Area, Total 2 - 1 assigned/ 1 swing	
	Supervising	Who: CONTRACTED SERVICE PROVIDER and Physical Plant Targeted: - CONTRACTED SERVICE PROVIDER, FAU staff How many: Area, Total 3 – swing = 1 CONTRACTED SERVICE PROVIDER/ 2 FAU Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider / FAU	

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		How many: Area, Total 3 FTEs – swing, 2 CONTRACTED SERVICE PROVIDER/ 1 FAU	
Monitoring	Mode/Frequency	Same as supervising	Assigned staff: * CONTRACTED SERVICE PROVIDER: maintain cleaning logs (posted in specific areas) * Physical Plant - swing: Will verify cleaning tasks and cleaning logs for accuracy
Assessment	Mode/Frequency	Who: CONTRACTED SERVICE PROVIDER via log sheets containing a cleaning checklist, Physical Plant will verify Program evaluation: trend tracking – 2	
Other		N/A	N/A

5. *Student Union:*

Davie:

Estimated Cleaning and Disinfecting Time:

- Targeted: Cannot be estimated as cleaning and disinfecting is continuous
- Deep: Nightly

High-Touch Points: stair railings, elevators, restrooms, table tops, desks, chairs, handles, push plates, door jams.

Supply checks and restocking will occur during cleaning and disinfecting of high-touch points.

			Notes
Cleaning	Frequency	Targeted: Continuous Deep: Nightly or after-hours operations	Targeted occurring during hours of operation Deep occurring after-hours
Staffing	Cleaning	Who: Targeted: - CONTRACTED SERVICE PROVIDER, patrons How many: Building, Total 1 FTEs Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider How many: Building, Total 3 = 2 assigned/ 1 swing	Targeted: - Assigned staff: CONTRACTED SERVICE PROVIDER * Patrons: Disinfectant wipes and hand sanitizer dispensers will be available for patrons to wipe down high touch points prior to use. * Staff: are responsible for their work areas and offices *Excludes vendor spaces Deep: Contracted Service Provider * Excludes offices, and vendor spaces

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	Supervising	<p>Targeted: Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 1 FTEs = 1 FAU</p> <p>Deep: Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 1 FTEs = 1 FAU</p>	<p>Targeted: - Assigned staff: CONTRACTED SERVICE PROVIDER - Swing: FAU</p>
Monitoring/ Tracking	Mode/Frequency	<p>Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 1 FTEs = 1 FAU FAU staff for this task can also perform supervising duties.</p>	<p>Assigned staff: * CONTRACTED SERVICE PROVIDER: maintain cleaning logs (posted in specific areas) * Physical Plant - swing: Will verify cleaning tasks and cleaning logs for accuracy</p>
Assessment	Mode/Frequency	<p>Who: Facility Program evaluation: trend tracking – Total: 2 FTE – 2 FAU (Physical Plant Leadership)</p>	<p>Evaluating cleaning and disinfecting needs based on pop. density, times, etc. and making recommendations accordingly.</p>
Other		N/A	N/A

6. Sea Tech

Estimated Cleaning and Disinfecting Time:

- Targeted: Every two-hours
- Deep: Nightly

High-Touch Points: stair railings, elevators, restrooms, table tops, desks, chairs, handles, push plates, door jams.

Supply checks and restocking will occur during cleaning and disinfecting of high-touch points.

			Notes
Cleaning	Frequency	<p>Targeted: Continuous Deep: Nightly or after-hours operations</p>	<p>Targeted occurring during hours of operation Deep occurring after-hours</p>
Staffing	Cleaning	<p>Who: Targeted: - CONTRACTED SERVICE PROVIDER, patrons How many: Building, Total 2, 1 FTE/1 swing</p>	<p>Targeted: - Assigned staff: CONTRACTED SERVICE PROVIDER * Patrons: Disinfectant wipes and hand sanitizer dispensers will be available for patrons to wipe down high touch points prior to use.</p>

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		Deep: CONTRACTED SERVICE PROVIDER How many: Building, Total 2 = 1 FTE assigned/ 1 swing	* Staff: are responsible for their work areas and offices *Excludes vendor spaces Deep: Contracted Service Provider * Excludes offices, and vendor spaces
	Supervising	Targeted: Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 2 = 1 CONTRACTED SERVICE PROVIDER / 1 FAU Deep: Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 2 = 1 CONTRACTED SERVICE PROVIDER / 1 FAU	
Monitoring/ Tracking	Mode/Frequency	Who: CONTRACTED SERVICE PROVIDER, Physical Plant How many: Facility, Total 1 FTEs = 1 FAU FAU staff for this task can also perform supervising duties.	Assigned staff: * CONTRACTED SERVICE PROVIDER: maintain cleaning logs (posted in specific areas) * Physical Plant - swing: Will verify cleaning tasks and cleaning logs for accuracy
Assessment	Mode/Frequency	Who: Facility Program evaluation: trend tracking – Total: 2 FTE – 2 FAU (Physical Plant Leadership)	Evaluating cleaning and disinfecting needs based on pop. density, times, etc. and making recommendations accordingly.
Other		N/A	N/A

7. Elevators – All Equipped Buildings

a. Must account for travel time between locations - max. 10 mins.

Based on 2-story/stop elevator

- i. Targeted: Approximately 10 mins
- ii. Deep: Approximately 20 mins

High-Touch Points: Call buttons on each floor depending on the building, interior buttons, handrails, floors and cab wiped down with disinfectant

			Notes
Cleaning	Frequency	Targeted: hourly Deep: nightly	
Staffing	Cleaning	Who: CONTRACTED SERVICE PROVIDER Targeted:	Who: CONTRACTED SERVICE PROVIDER and Physical Plant

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		<p>- CONTRACTED SERVICE PROVIDER, patrons: students, faculty How many: Per Area, Total = 2; 1 assigned/ 1 swing</p> <p>Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider How many: Area, Total 2 - 1 assigned/ 1 swing</p>	How many: Per Area, Total 1 FTE per 5 elevators
	Supervising	<p>Who: CONTRACTED SERVICE PROVIDER and Physical Plant Targeted: - CONTRACTED SERVICE PROVIDER, FAU staff How many: Area, Total 2 – swing = 1 CONTRACTED SERVICE PROVIDER/ 1 FAU</p> <p>Deep: CONTRACTED SERVICE PROVIDER or other contracted service provider / FAU How many: Area, Total 2 FTEs – swing, 1 CONTRACTED SERVICE PROVIDER/ 1 FAU</p>	Who: CONTRACTED SERVICE PROVIDER and Physical Plant
Monitoring	Mode/Frequency	Same as supervising	Who: CONTRACTED SERVICE PROVIDER via log sheets containing a cleaning checklist, Physical Plant will verify
Assessment	Mode/Frequency	<p>Who: CONTRACTED SERVICE PROVIDER via log sheets containing a cleaning checklist, Physical Plant will verify Program evaluation: trend tracking – 2</p>	<p>Who: CONTRACTED SERVICE PROVIDER via log sheets containing a cleaning checklist, Physical Plant will verify Program evaluation: trend tracking– 2 FTE</p>
Other		N/A	N/A

C. High-Touch Points:

1. Water Fountains

In an abundance of caution, all water fountains will be disabled therefore cleaning efforts are not needed in this regard.

2. Other – Internal

	Staffing	Frequency/ Mode	Other Related Info
Stairwells and Railings	Cleaning: CONTRACTED SERVICE PROVIDER and PP	Same as elevators	All Equipped Buildings

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Touch-Points: Hand-railings	Supervising: CONTRACTED SERVICE PROVIDER and PP	Same as elevators	All Equipped Buildings
	Monitoring: CONTRACTED SERVICE PROVIDER and PP	Same as elevators	All Equipped Buildings
	Reporting: CONTRACTED SERVICE PROVIDER and PP	Same as elevators	All Equipped Buildings
	Other:		
External Entrances and Doors	Cleaning: CONTRACTED SERVICE PROVIDER and PP	Included in cleaning and disinfection schedule based on other determined areas	Buildings without classrooms or teaching labs: 2x/day Building with classrooms or teaching labs: continuous
Touch-Points: Door handles – both sides	Supervising: CONTRACTED SERVICE PROVIDER and PP	Included in cleaning and disinfection schedule based on other determined areas	Buildings without classrooms or teaching labs: 2x/day Building with classrooms or teaching labs: as scheduled
	Monitoring: CONTRACTED SERVICE PROVIDER and PP	Included in cleaning and disinfection schedule based on other determined areas	Buildings without classrooms or teaching labs: 2x/day Building with classrooms or teaching labs: as scheduled
	Reporting: CONTRACTED SERVICE PROVIDER and PP	Included in cleaning and disinfection schedule based on other determined areas	Buildings without classrooms or teaching labs: 2x/day Building with classrooms or teaching labs: as scheduled
	Other:		
Common Areas – Hallways, General Seating Areas, etc.	Cleaning: CONTRACTED SERVICE PROVIDER and PP	Included in cleaning and disinfection schedule based on other determined areas	Buildings without classrooms or teaching labs: 2x/day: 1 Targeted/ 1 Deep Building with classrooms or teaching labs: continuous
	Supervising: CONTRACTED SERVICE PROVIDER and PP	Included in cleaning and disinfection schedule based on other determined areas	Buildings without classrooms or teaching labs: 2x/day Building with classrooms or teaching labs: as scheduled
	Monitoring: CONTRACTED SERVICE PROVIDER and PP	Included in cleaning and disinfection schedule based on other determined areas	Buildings without classrooms or teaching labs: 2x/day Building with classrooms or teaching labs: as scheduled
	Reporting: CONTRACTED SERVICE PROVIDER and PP	Included in cleaning and disinfection schedule based on other determined areas	Buildings without classrooms or teaching labs: 2x/day Building with classrooms or teaching labs: as scheduled
	Other: N/A	N/A	N/A

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3. External

	Staffing	Frequency/ Mode	Other Related Info
Seating areas High-Touch Points: Table-tops and seats	Cleaning: CONTRACTED SERVICE PROVIDER and PP	Every 2 hours	Outdoor areas will be assigned to staff within nearby or adjoining facilities as appropriate.
	Supervising: CONTRACTED SERVICE PROVIDER and PP	Hourly	Outdoor areas will be assigned to staff within nearby or adjoining facilities as appropriate.
	Monitoring: CONTRACTED SERVICE PROVIDER and PP	Hourly	Outdoor areas will be assigned to staff within nearby or adjoining facilities as appropriate.
	Assessment: CONTRACTED SERVICE PROVIDER and PP	Daily	Outdoor areas will be assigned to staff within nearby or adjoining facilities as appropriate.
	Other: N/A	N/A	N/A

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VIII. Appendix II – Confirmation of COVID-19 Positive Case Protocol

Scope

After a waiting period of as long as possible, contractor shall disinfect work areas (e.g., work surfaces, floors, high touch items/areas) exposed to or potentially exposed to the 2019 Novel Coronavirus (also known as 2019-nCoV or SARS-CoV-2) which causes Coronavirus Disease 2019 (COVID-19).

These work areas may have been contaminated by presumptive COVID-19 positive individuals. Disinfection shall be conducted to prevent further transmission of the virus prior to being re-occupied.

Contractor shall reference CDC Environmental Cleaning and Disinfection Recommendations noted below and stay up to date with any changes to CDC guidance. Specific requirements noted in this statement of work may supersede and be more protective than CDC's guidelines.

Related Documents

CDC Guidelines:

- *Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019*
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- *Preventing 2019 Novel Coronavirus (2019-nCoV) from Spreading to Others in Homes and Communities*
- *Interim Healthcare Infection Prevention and Control Recommendations for Patients Under Investigation for 2019 Novel Coronavirus*
- *Interim Laboratory Biosafety Guidelines for Handling and Processing Specimens Associated with 2019 Novel Coronavirus (2019-nCoV).*

Regulated Medical Waste Regulations:

- EPA 49 CFR 173.134
- US DOT 49 CFR 171-180
- State and Local Requirements

Hazards and Precautions

The table below lists job hazards and the recommended personal protective equipment (PPE) that shall be used while implementing this procedure, including handling of trash. Waste disposal containers in the area, where a person presenting COVID-19 symptoms has been in direct contact with surfaces/items and may be possibly contaminated, should be emptied prior to starting surface cleaning and disinfection.

Hazard	Precaution
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Exposure to COVID-19 when presumptive positive employee has occupied a workspace or other area.	<ul style="list-style-type: none"> • N95 Respirators • Full bodied disposable coveralls or gowns • Nitrile gloves • Safety glasses
Exposure (skin) to disinfectants and COVID-19 with no presumptive positive employees present.	<ul style="list-style-type: none"> • Nitrile gloves • Full bodied disposable coveralls • Safety glasses

Tools and Equipment

The tools and equipment listed below shall be used to perform this work.

Tools and/or Equipment	Use (if explanation is needed)
Disinfectants (Virex – on EPA recommended list)	
Disposable rags or paper towels	
Waste bags	To dispose of waste material
Duct tape	Waste bag sealing
Ladders	As needed
PPE as required (see table above)	For worker protection

Training and Work Requirements

All personnel performing this disinfection procedure shall meet the minimum requirements of:

- Up-to-date fit testing and respiratory training, as needed.
- Up-to-date training on the process and procedures necessary for disinfecting employee work areas.
- Up-to-date training on the hazards of cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard
- Up-to-date training on use of PPE, including donning, doffing, and disposal.

Areas to be Cleaned

Contractor shall work with local FAU EHS and Physical Plant to identify buildings, rooms, areas, and items to be cleaned.

Clean all Surfaces

No cleaning shall be performed without prior FAU EHS and Physical Plant approval. Coordinate with EHS and Physical Plant personnel to ensure the room or work area to be cleaned has been cordoned off and unoccupied for several hours and signage posted such as **“ESSENTIAL PERSONNEL ONLY BEYOND THIS POINT”**. CDC recommends to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for

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exposure to respiratory droplets. If possible, open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

Remove all existing trash in receptacles prior to cleaning/disinfecting. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Disinfect all Surfaces

While care must be taken to ensure all high touch surfaces (doorknobs, light switches etc.) are disinfected, all possible surfaces that may have been contaminated shall also be disinfected, including desks and other horizontal surfaces, walls and other vertical surfaces, chairs, trash cans, etc.

Do not spray disinfectants directly on IT, electronic equipment, including keyboards or phones, but wipe these items with a damp cloth with the disinfectant or bleach solution and leave the surface lightly damp. Care shall be taken when cleaning screens of any kind, for example computer, telephone and Pads. Only follow manufacturers recommendations for how and what to use to clean screens, they may be sensitive to some chemicals.

How to properly clean computer components. Do not use compressed air as this may aerosolize infectious material: <https://www.youtube.com/watch?v=Xu-xA2cIs5I>

On porous surfaces, all visible debris shall be removed.

Disinfection shall be performed with disposable rags and EPA registered disinfecting products. Follow manufacturer handling and usage guidelines for all disinfecting products. Products should be applied and left to air dry prior to further activity.

After disinfection is complete, the area shall be inspected by FAU trained stand and Environmental Health and Safety.

Consistent with guidance from the CDC, for disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and recommended EPA-approved emerging viral pathogens claims (examples at this link):

Disinfectants

<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

- Products with EPA-approved emerging viral pathogen claims are expected to be effective against COVID-19 based on data for harder to kill viruses.
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

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-
- Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.
-

Waste Disposal

All disposable materials used in cleaning and disinfection (to include gloves and PPE) shall be disposed of in sealed plastic waste bags.

**Document and
Records
Management**

A Disinfection Record will be maintained for all rooms cleaned.

A sign using “Cleaning Notification” form below should be posted at the door to the room or Building, noting the date and time of cleaning, etc..

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**SAMPLE COVID-19 POSITIVE CASE
CLEANING NOTIFICATION**

CLEANING NOTIFICATION

Date: _____

Building # _____

Room #: _____

Cleaning Crew Names: _____

Cleaning Start Time: _____

Cleaning End Time: _____

Inspected By:

Name (Print): _____ **Time:** _____

Signature: _____

Disinfection Start Time: _____

Disinfection End Time: _____

Inspected By:

Name (Print): _____ **Time:** _____

Signature: _____

IX. Appendix III – Trash Removal

1. General

Trash will be removed daily except where stated otherwise in tailored plans in high traffic-areas with high-touch points.

2. Office Spaces

Office occupants will place trash cans outside office/conference room/break room doors. Custodial staff will not enter the office or other spaces within the departments or suites.

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X. Appendix IV – Human Resources Plan

	Workforce availability	Assignment	Training	PPE specialized or safety training
Cleaning	Contracted service provider and FAU staff. There will be built in redundancy ensure workforce is adequate.	Estimation based on appendix 1 operational scenarios. This will be further defined when the actual classroom and teaching labs schedules are received.	This will be according to specific roles within the labor force. Job aids, checklists, logs and training through EHS, and/or other areas as appropriate, will ensure comprehension of cleaning protocols.	This will be according to specific roles within the labor force. Job aids, checklists, logs and specialized COVID specific training through EHS will ensure comprehension of cleaning protocols.
Staffing	Contracted service provider and possibly FAU staff, redeployment of division staff or utilization of employee-share programs. There will be built in redundancy ensure workforce is adequate.	Estimation based on appendix 1 operational scenarios. This will be further defined when the actual classroom and teaching labs schedules are received.	This will be according to specific roles within the labor force. Job aids, checklists, logs and training through EHS, and/or other areas as appropriate, will ensure comprehension of cleaning protocols.	This will be according to specific roles within the labor force. Job aids, checklists, logs and specialized COVID specific training through EHS will ensure comprehension of cleaning protocols.
Monitoring and Tracking	Contracted service provider and possibly FAU staff, redeployment of division staff or utilization of employee-share programs. There will be built in redundancy ensure workforce is adequate.	Estimation based on appendix 1 operational scenarios. This will be further defined when the actual classroom and teaching labs schedules are received.	This will be according to specific roles within the labor force. Job aids, checklists, logs and training through EHS, and/or other areas as appropriate, will ensure comprehension of cleaning protocols.	Job aids, checklists, logs and training through EHS will ensure comprehension of cleaning protocols to effectively monitor and track.

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Assessment	FAU staff – Physical Plant leadership, redeployment of division staff or utilization of employee-share programs. There will be built in redundancy ensure workforce is adequate.	Estimation based on appendix 1 operational scenarios. This will be further defined when the actual classroom and teaching labs schedules are received.	This will be according to specific roles within the labor force. Job aids, checklists, logs and training through EHS, and/or other areas as appropriate, will ensure comprehension of cleaning protocols.	Job aids, checklists, logs and training through EHS will ensure comprehension of cleaning protocols to effectively monitor, track and assess.
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A. Workforce Assignment by Campus

- Boca – requires the most human resources and training due to the size.
- Jupiter requires less human resources and training, and staff will also service the Westgate property, as needed
- Davie requires less human resources and training, and staff will also service the Sea Tech property as outlined.

B. Workforce Screening for COVID-19 Positive Symptoms and Cases

- FAU staff will be asked to follow screening directives put forth by the University community, and will follow university HR guidelines with regards to quarantine and returning to work if a potential exposure occurs.
- CONTRACTED SERVICE PROVIDERS are required to follow appropriate University health and safety, screening and monitoring, and quarantine directives and guidelines. If a member of staff tests positive and exposes more individuals/staff members, Physical Plant will contract with another service provider, if CONTRACTED SERVICE PROVIDER cannot fulfill the labor requirement.

C. Workforce Supplementation

- Employee Share Programs: Employee-share programs will be leveraged for operationalization of functions, for example, the Talent Share Program.
- A pool of contracted service providers will be maintained to call upon as needed.
- Staff Redeployment: FAU maintenance/grounds staff and divisional staff may be redeployed, if needed.

XI. Appendix V – Logistics Management

A. All Campuses

Receiving and Storing and Staging: *All* Bulk supplies and related equipment for all campuses will be received and housed and inventoried in the facilities warehouse and EHS chemical storage on the Boca Raton Campus. This will serve as the hub for distribution to partner campuses and sites using appropriate FAU staff and possibly contracted service providers. Supply inventories will be maintained to ensure that stock can be maintained for as long as supplies and funds are available.

Distribution – Classrooms and Teaching Labs: Once classroom and teaching lab scheduling is defined, bulk sanitizer and bulk disinfectant wipes will be stocked, monitored and replaced by FAU staff and contracted service providers, as appropriate.

Distribution - Offices and Office Suites: Space analyses will be leveraged to understand occupancy of offices and office suites across all campuses to formulate and operationalize distribution of supplies strategies. General rule of thumb:

- Bulk supplies will be placed in common areas of office suites.
- Offices that open into common areas such as main hallways and corridors will have dispensers placed accordingly to service the local offices in that local vicinity.

Stocking and Requesting of Supplies: The initial stocking of supplies will be done by FAU staff and the replenishment will be processed through the FAMIS work order system. Supply requests will be monitored to evaluate and manage burn rates, and responsible use.

B. Broward Campuses

Receiving and Staging: A small amount of bulk supplied will be kept in the maintenance department and inventoried. Daily deliveries of supplies will be delivered from the Boca Raton hub to satisfy the demand.

C. Jupiter Campus

Jupiter Campus: A small amount of bulk supplied will be kept in the maintenance department and inventoried. Daily deliveries of supplies will be delivered from the Boca Raton hub to satisfy the demand.

XII. Appendix VI – Monitoring and Tracking

A. Cleaning

Logs, checklists and other forms of documentation such as will be completed by FAU and contracted provider personnel accordingly to track activities such as completion of targeted and deep cleaning and disinfecting tasks and other related activities. This documentation will be collected daily, or as appropriate, reviewed and analyzed by FAU Facilities Management leadership. Based on this data, adjustments will be made to efficiently maintain an effective cleaning and disinfecting program.

B. Supplies

The initial stocking of supplies will be done by FAU staff and the replenishment will be processed through the FAMIS work order system. Reports of supply usage will be tracked and monitored by Physical Plant staff and supervisors to ensure supplies are adequate and demand is not abused.

XIII. Appendix VII – Training, Safety and Protection Program

New employees both internally and externally (vendors and contracted service providers) must go through a training process to ensure all the protocols and procedures are followed and understood as related to the function that they will be performing on behalf of the University:

- Cleaning and disinfecting
- Supervising of duties
- Monitoring and tracking of supplies, and other program elements
- Assessment of overall strategies and implementation

Safety protocols and procedures, including use of Personal Protective Equipment (PPE), will be adhered to as outlined in the HASP plan and applied to job functions accordingly to develop tailored protocols and procedures.

Physical Plant will develop this training process in consultation with EHS and other appropriate departments. Please refer to HR Appendix for more information.

The University is responsible for providing PPE for all FAU staff performing tasks related to this plan. Contracted service providers are responsible for providing PPE for all staff performing tasks related to this plan. Both the University and contracted service providers are to monitor the burn rates of PPE and replace them immediately.

XIV. Appendix VIII – Communication and Reporting

A. Communication

Physical Plant will work in conjunction with Division of Public Affairs and the Department of Emergency Management, to develop signage that targets audiences, such as patrons with regards to cleaning and disinfecting practices and measures. Information regarding reporting or feedback on performance will also be disseminated to the University community through existing communication channels.

Specific instructions on requesting supplies for office suites/spaces will be included within appropriate FAU communication channels.

Communication content and channels will be evaluated periodically and revised accordingly.

B. Reporting

Channels will be created or existing ones leveraged, such as the work order system, distribution emails, etcetera, for reporting for violations, unsafe, unprotected practices and other non-adherence to cleaning and disinfecting program directives, protocol, or procedures.