

August 3, 2020  
UNM Facilities Management Dept.

# Protocol for possible Covid-19 Contamination

**Step 1.** Building occupant opens a work order or reports directly to UNM Gallup Administration.

Note it is extremely important this is done as soon as possible if contamination is discovered.

**Step 2.** Building occupant closes off contaminated space to all use for 72 hours.

Based on the contaminated space the building could potential be closed down.

**Step 3.** 72 hours wait period starts as soon as work order is opened by FM Dept.

**Step 4.** Custodial Services opens room after 72 hours to disinfect/sanitize.

**Step 5.** Custodial services close work order as soon as their work is complete.

**Step 6.** E-mail goes out from Work Control that area has been disinfected/sanitized,  
Office, space, building can re-open.

## ***FM Custodial Dept. Procedure for COVID-19 Positive/contamination***

### **Check off list- Supplies**

#### **Personal Protective equipment**

- Hazmat suit – In process of obtaining for Gallup Campus.
- Disposable gloves
- Face shield
- N-95 dust mask

#### **EQUIPMENT LIST**

- Total 360 Clorox machine or approved fogger application
- Approved chemical disinfectant
- Pump sprayer / large areas
- Spray bottle
- Micro-fiber rags
- Foggers
- Can use disinfect in bucket/diluted correctly

#### **CHEMICAL**

- Approved sanitizers
- Approved Disinfectants

## **Method**

- Gloves
- Hazmat suit
- Put on N-95 dust mask making sure it is fitted correctly
- Face shield is required

### ***Prepare the spray area***

1. Clean gross filth by using standard cleaning protocols
2. Clean the room to the general public for cleaning. Place signs or warning indicators on doors that indicate no one should enter room.
3. power off any sensitive electrical devices but do not unplug them.

### **Handling of PPE**

- Disposal of N-95 dust mask
- Disposal of hazmat suit
- Disposal of safety gloves
- Face shield can be cleaned and sanitized

### **Wash Your Hands**

- **Wet** your hands with clean water, running water (warm or cold), Turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, And under your nails.
- **Scrub** your hands for at least 20 seconds.
- **Rinse** hands well under clean, running water.
- **Dry** hands using a clean paper towel.

