

August 3, 2020

UNM Facilities Management Dept.

Custodial Services Protocols:

Limited Operations:

Custodial Services staff starts each day by filling out UNM's daily employee symptom screening questionnaire. If employee answers yes to symptoms they do not report to work. During the work day Custodial Services staff practice social distancing and wears a mask when they cannot social distance. Custodial Services operating hours are Monday thru Friday 8:00 am - 6:00 pm.

Custodial Services has developed a process that cleans for health vs appearance. We use cleaning chemicals that are safe for the environment and staff and are listed on the USHD/EPA list for SARS –CoV-2 (Covid-19) while disinfecting and sanitizing surfaces. Custodial Services visits all category 1 buildings daily providing the following services: restroom cleaning, trash removal, wiping down of highly touched areas with disinfectant, vacuuming carpeted areas and sweeping/ mopping hard floors. We visit category 2 buildings twice weekly providing the following services: restroom cleaning, trash removal, wiping down of highly touched area with disinfectant, vacuuming/ sweeping/ mopping if needed. Category 3 buildings are not being serviced at this time. Work orders opened outside of current scope of work are not being completed due to limited staffing and will be complete when we return to full operational schedules. Each work order will be reviewed, prioritized and processes accordingly.

Category I: Buildings, areas, where classes and Face to Face instruction are required to be held.

Category II: Buildings, areas, where minimal operations (faculty & Staff) are required to work.

Category III: Buildings, areas, where facilities are not open for access and are closed.

Custodial Services will be working both individually and in teams that service multiple buildings daily. We clean restrooms, classrooms, open spaces and remove trash daily along with a focus on wiping down highly touched areas with disinfectant. Offices will be cleaned twice weekly. Custodial Service will begin working on projects such as carpet cleaning, cleaning of furniture and hard floor maintenance. We are also following the "POWER OF THE PACK" UNM STAFF RETURN TO CAMPUS GUIDE – July, 2020 REV. for protocol, frequency and cleaning of personal spaces and public areas.

**Custodial Services will follow FM's standard placement of hand sanitizer placement and maintain them.

**If possible Covid-19 infection is suspected, area will be closed down for 72 hours and UNM Gallup Administration will be informed and in turn will provide direction to FM for next steps.

