



Stephen F. Austin State University
Physical Plant Department

Return to Campus Plan: Sanitation and Facilities Team



Safety Practices- Sanitation and Facilities

Personal Protective Equipment

Personal protective equipment has been provided to SFA Physical Plant employees for their safety and for the safety of the occupants of SFA buildings. Face coverings (cloth face covering, surgical mask, etc.) must be worn on campus. Please refer to <http://www.sfasu.edu/fall2020> for additional information.

Sanitation of Space

The following is a summary of the cleaning procedures that the Physical Plant will be implementing for E and G (education and general) buildings across campus.

PPD Custodial will be sanitizing/disinfecting high-touch points twice per day, including spraying, wiping down and sanitizing all:

- entryway doorknobs, handles, light switches, public tables, public seating, elevators, water fountains and stairwell rails.
- toilets, sinks, faucets, dispensers and stalls in restrooms along with daily mopping of all restroom floors.
- classroom desks, tables, chairs, chalkboards and whiteboards.
- conference room tables, communal break rooms, tables, countertops, dispensers, microwaves, refrigerator handles, entryway doorknobs, handles and public seating.

PPD Custodial will be sanitizing/disinfecting high-touch points once per day, including frequently utilized outdoor areas, which may include benches, charging stations, shuttle bus stops, call boxes, card swipes, and high touch-point areas in parking garages. All areas will be spot swept with a dust mop, broom and dustpan as well as spot mopped with damp mop daily. Trash will be removed from classrooms.

Due to limited personnel and additional sanitizing/disinfecting of high-touch points, PPD Custodial is limiting the following tasks to weekly for private offices and workspaces:

- Removing trash (*Office staff may put personal trash cans in hallway if they are full before scheduled weekly pick up.*)
- Vacuuming
- Sweeping and mopping (*Deep and all-area sweeping and mopping will be done weekly.*)
- Glass cleaning (for example, writing/drawing that is done on glass in the STEM and library study rooms and labs)
- Recycle pick up

Due to limited personnel and additional sanitizing/disinfecting of high-touch points, PPD Custodial can provide, as requested, spray bottles labeled per OSHA standards containing disinfectant used to



combat COVID-19 to departments to assist in sanitation efforts to classrooms, private offices and workspaces for:

- podiums, desks, chairs, tables and computers between classes.
- keyboards, phones and desks in offices.

Sanitation of COVID-19 Space Exposure

Areas exposed to COVID-19 be cleaned and sanitized per public health guidance. PPD Custodial will follow disinfecting protocol and sanitize area per work-order request.

Charter School and ECHL

Sanitation of Space

The following is a summary of the cleaning procedures that the Physical Plant will be implementing for the Charter School and ECHL.

In addition to sanitizing/disinfecting high-touch points in accordance with the outlined sanitation of space plan above, PPD Custodial will remove trash and vacuum daily in the Charter School and ECHL.

Due to limited personnel and additional sanitizing/disinfecting of high-touch points, PPD Custodial can provide, upon request, spray bottles labeled per OSHA standards containing disinfectant to assist in sanitation efforts to combat COVID-19 for use in classrooms, private offices and workspaces for:

- desks, chairs, tables, keyboards, phones and computers.
- indoor toys and changing areas.
- outside tables and outside toys.

Athletic Facilities

Sanitation of Space

The following is a summary of the cleaning procedures that the Physical Plant will be implementing for the coliseum, fieldhouse and wellness center.

PPD Custodial will be sanitizing/disinfecting high-touch points once per day, including:

- Sweeping and mopping kitchen
- Vacuuming locker rooms and public areas, such as hallways and reception areas
- Removing trash in locker rooms, medicine room, weight room and kitchen



- Disinfecting and cleaning:
 - showers stalls, floors and walls
 - restrooms, toilets, sinks, and faucets
 - locker rooms, utilizing athletic facility electrostatic mister to disinfect the entirety of rooms
 - elevator buttons and walls
 - entry points, door handles, door knobs
 - countertops, microwave and refrigerator handles in kitchen
 - all water fountains

Due to limited personnel and additional sanitizing/disinfecting of high-touch points, PPD Custodial is limiting the following tasks to weekly for private offices and the academic center:

- Removing trash (*Coaching and office staff may put personal trash cans in hallway if they are full before scheduled weekly pick up.*)
- Vacuuming

Due to limited personnel and additional sanitizing/disinfecting of high-touch points, PPD Custodial can provide, upon request, spray bottles labeled per OSHA standards containing disinfectant to assist in sanitation efforts to combat COVID-19 for use in classrooms, private offices and workspaces for:

- podiums, desks, chairs, tables, and computers between classes.
- keyboards, phones, and desks in offices.

When student athletes return to campus, spray bottles with disinfectant and cloths used to combat COVID-19 that are labeled per OSHA standards can be provided to areas such as the Academic Center, Lawton Room, and Champion Room for sanitation efforts for items such as keyboards, computers, tables and chairs.

Due to limited personnel and additional sanitizing/disinfecting of high-touch points, Athletics staff will wash their own dishes and clean out the interior of the refrigerator, etc.

Events (Athletics, Fine Arts, etc.)

Physical Plant support, cleaning and sanitizing efforts for events and special activities will be coordinated with event planners. Each event or activity will have its own standard and criteria in accordance with event planners' specifications as requested on work orders.



Return to Campus Plan



Stephen F. Austin State University
Physical Plant Department

Return to Campus Plan: Transportation Team



Safety Practices- Transportation

Personal Protective Equipment

Personal protective equipment has been provided to SFA Physical Plant employees for their safety and for the safety of the occupants of SFA vehicles.

Passenger Guidelines

The following is a summary of suggested passenger procedures for the shuttles, buses and fleet vehicles.

- If you are sick, stay home and do not ride in any SFA vehicle.
- Wash your hands regularly and/or use hand sanitizer before and after riding a shuttle, bus or fleet vehicle.
- Face coverings must be worn in shuttle buses, road buses, and shared vehicles, even if no one else is in the vehicle, to decrease the amount of respiratory secretions on surfaces within the vehicle.
- Students not wearing a mask will be given a mask. Refusal to wear a mask would prevent ridership. Riders who remove their mask could delay transport.
- Social distance when possible on shuttles, buses and fleet vehicles.
- Consider sitting every other chair when possible and staggering from one side to the next.
- Social distance at shuttle stops and/or bus loading areas – stand at least 6 feet apart at shuttle stops, and allow passengers to fully exit the vehicle before entering the vehicle.
- Dispose of personal trash into trash receptacles when leaving the bus. Do not leave trash on the bus.

Shuttle & Road Bus Driver Guidelines

- If you are sick, stay home and do not operate any SFA vehicle.
- Wash your hands regularly and/or use hand sanitizer before and after operating an SFA vehicle.
- Face coverings must be worn in shuttle buses, road buses and shared vehicles, even if no one else is in the vehicle, to decrease the amount of respiratory secretions on surfaces within the vehicle.
- Social distance when possible on shuttles, buses and fleet vehicles.
- Wipe down all high touch areas on shuttle/road bus before and after each shift and/or when time permits during slow periods using appropriate cleaning materials.
- **Shuttles and road bus:** Once weekly, wash exterior of vehicle, and clean and disinfect all interior surfaces using wet method and appropriate cleaning materials.
- Stock shuttles and road buses with masks for passengers who need them.
- Install and maintain hand sanitizer stations on shuttles and road buses.



- If available, use only fresh-air HVAC setting or lower a window to allow for fresh air circulation.
- **Road bus:** User groups and/or renting department heads may choose to implement stricter guidelines such as monitoring students for fever, persistent cough and/or other symptoms of COVID-19.
- **Road bus:** Refusal to wear a mask could prevent ridership. Riders who remove their mask could delay transport as well as result in appropriate reporting of the incident.

Motor Pool and Fleet Vehicle Guidelines

- If you are sick, stay home and do not operate an SFA fleet vehicle.
- Wash your hands regularly and/or use hand sanitizer before and after operating the fleet vehicle.
- Face coverings must be worn in shuttle buses, road buses and shared vehicles, even if no one else is in the vehicle, to decrease the amount of respiratory secretions on surfaces within the vehicle.
- Social distance when possible on shuttles, buses and fleet vehicles.
- Consider sitting every other chair, when possible, and staggering seating from one side to the other.
- User groups and/or renting departments, faculty, students and staff will be solely responsible for the use of PPE for drivers and passengers while operating the vehicle. While using a university-issued vehicle, cleaning materials should be provided by the user.
- User groups and/or renting departments, faculty, students and staff will be responsible for maintaining disinfection and sanitary practices while operating fleet vehicles. Department faculty, students and staff are responsible for wiping down all high-touch areas on the vehicle before and after each drive using appropriate cleaning materials.
- User groups and/or renting department heads may choose to implement stricter guidelines, such as monitoring students for fever, persistent cough and/or other symptoms of COVID-19.
- Physical Plant Department will wash the outside, clean and disinfect all inside surfaces of fleet vehicle after each department rental using wet method and appropriate cleaning materials.
- If available, use only fresh-air HVAC setting or lower a window to allow for fresh air circulation on shuttle.
- If the driver of an MUV has no one else riding with them, no face covering is required. If a passenger is onboard, face coverings are required.
- Some SFA vehicles are designated for continual use by a specific employee. When that person is alone in the vehicle, a face covering does not need to be worn.
- Due to additional cleaning measures, rentals may have less scheduled availability.

Decontamination Guidelines for Shuttle, Road Bus or Fleet Vehicle Exposed to COVID-19



Return to Campus Plan

- Vehicle will be inactive and secured in the sun for at least 48 hours.
- Once the 48-hour period has passed, the vehicle will be delivered to the Physical Plant Automotive Shop by the owning department to be cleaned and disinfected by trained staff using appropriate PPE and cleaning materials.
- The vehicle may be released back into service once it has been cleaned and disinfected.
- Due to the possibility of positive COVID-19 cases, availability of shuttles could be limited.