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 (PPE) 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](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 buildings across campus.

PPD Custodial will be sanitizing/disinfecting high touch points twice per day including:

- Spray, wipe down, and sanitize all entryway doorknobs, handles, light switches, public tables, public seating, elevators, water fountains, and stairwell rails.
- Spray, wipe down, and sanitize all toilets, sinks, faucets, dispensers, and stalls in restrooms along with daily mopping of all restroom floors.
- Spray, wipe down, and sanitize all classroom desks, tables, chairs, chalkboards, and whiteboards.
- Spray, wipe down, and sanitize all 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:

- All areas will be spot swept with a dust mop, broom, and dustpan as well as spot mopped with damp mop daily.
- Pulling trash in classrooms
- 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

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:

- Pulling 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, the amount of writing/drawing that is done in the STEM and library glass of 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 the following to classrooms, private offices, and workspaces:

- Spray bottles with disinfectant used to combat COVID-19 that are labeled per OSHA standards can be provided to departments to assist in sanitation efforts for items such as podiums, desks, chairs, tables, and computers between classes.
- Spray bottles with disinfectant used to combat COVID-19 that are labeled per OSHA standards can be provided to departments to assist in sanitation efforts for items such as keyboards, phones, and desks in offices.

**Sanitation of COVID-19 Space Exposure**

- If there are any areas that have been exposed to Covid-19 PPD Custodial will follow disinfecting protocol and sanitize area per work order request.
- Affected area will be cleaned and sanitized per public health guidance.

**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 PPD Custodial sanitizing/disinfecting high touch points in accordance with the outlined sanitation of space plan above, each of the following tasks will be performed daily by PPD Custodial in the Charter School and ECHL:

- Pulling trash
- Vacuuming

Due to limited personnel and additional sanitizing/disinfecting of high touch points, PPD Custodial can provide as requested the following to classrooms, private offices, and workspaces:

- Spray bottles with disinfectant used to combat COVID-19 that are labeled per OSHA standards can be provided to departments to assist in sanitation efforts for items such as desks, chairs, tables, keyboards, phones, and computers.
- Spray bottles with disinfectant used to combat COVID-19 that are labeled per OSHA standards can be provided to departments to assist in sanitation efforts for items such as indoor toys and changing areas.
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- Spray bottles with disinfectant used to combat COVID-19 that are labeled per OSHA standards can be provided to departments to assist in sanitation efforts for items such as 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:

- Disinfecting and cleaning of all showers stalls, floors, and walls.
- Disinfecting and cleaning of all restrooms, toilets, sinks, and faucets.
- Disinfecting and cleaning of all locker rooms, pulling trash, vacuuming, and utilizing athletic facility electrostatic mister to disinfect the entirety of rooms.
- Disinfecting and cleaning of elevator buttons and walls.
- Disinfecting and cleaning of all entry points, door handles, door knobs, countertops in kitchen, microwave and refrigerator handles in kitchen.
- Sweeping and mopping in kitchen.
- Disinfecting and cleaning of all water fountains.
- Vacuuming of public areas such as hallways and reception areas.
- Vacuuming in locker rooms.
- Trash pulling in locker rooms, medicine room, weight room and kitchen.

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:

- Pulling 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 as requested the following to classrooms, private offices, and workspaces:

- Spray bottles with disinfectant used to combat COVID-19 that are labeled per OSHA standards can be provided to departments to assist in sanitation efforts for items such as podiums, desks, chairs, tables, and computers between classes.
- Spray bottles with disinfectant used to combat COVID-19 that are labeled per OSHA standards can be provided to departments to assist in sanitation efforts for items such as keyboards, phones, and desks in offices.
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- When student athletes return to campus, spray bottles with disinfectant and rags of disinfectant 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, PPD Custodial requests the following from the Athletics department:

- Athletics staff 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.
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Stephen F. Austin State University
Physical Plant Department

Return to Campus Plan: Transportation Team
Safety Practices- Transportation

**Personal Protective Equipment**
Personal protective equipment (PPE) has been provided to SFA Physical Plant employees for their safety and for the safety of the occupants of SFA vehicles. Face coverings must be worn in shuttle busses, road busses, and shared vehicles, even if no one else is in the vehicle, to decrease the amount of respiratory secretions on surfaces within the vehicle.

**Passenger Guidelines**
The following is a summary of suggested passenger procedures for the shuttles, busses, and fleet vehicles.

- Stay home if you are sick and do not ride on shuttle, bus, or fleet 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 busses, road busses, 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, busses, 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 while standing at shuttle stops and allow passengers to fully exit the vehicle before trying to enter 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**

- Stay home if you are sick and do not operate a shuttle or road bus.
- Wash your hands regularly and/or use hand sanitizer before and after operating a shuttle vehicle or road bus.
- Face coverings must be worn in shuttle busses, road busses, 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, busses, and fleet vehicles.
- Wipe down all high touch areas on shuttle/road bus before and after each shift or when time permits during slow periods using appropriate cleaning materials.
• **Shuttles**: Wash shuttle, clean and disinfect all inside surfaces of shuttle once a day using appropriate cleaning materials, and apply wet method of cleaning surfaces.

• **Road bus**: Wash outside, clean and disinfect all inside surfaces of road bus between each trip using appropriate cleaning materials, and apply wet method of cleaning surfaces.

• Stock shuttles and road busses with masks for passengers who request them.

• Install and maintain hand sanitizer stations on shuttles and road busses.

• If available, use only fresh air HVAC setting or lower a window to allow for fresh air circulation on shuttle.

• **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.

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**Motor Pool and Fleet Vehicle Guidelines**

• Stay home if you are sick and do not operate 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 busses, road busses, and shared vehicles, even if no one else is in the vehicle, to decrease the amount of respiratory secretions on surfaces within the vehicle.

• Face coverings must be worn in a shared vehicle, 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, busses, and fleet vehicles.

• Consider sitting every other chair when possible and staggering from one side to the next.

• 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.

• 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 appropriate cleaning materials, and apply wet method of cleaning surfaces.
- If available, use only fresh air HVAC setting or lower a window to allow for fresh air circulation on shuttle.
- If the vehicle is assigned to a single employee, and that person is alone in the vehicle, a face covering does not need to be worn.
- For MUVs, if the driver has no one else riding with them, no face covering is required. If another person is riding the MUV with the driver, face coverings are required.

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

- 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.