

Cleaning and Disinfection Procedures for All Employees: Personal and Shared Areas

Background:

Custodial crews have worked extensively throughout the spring and summer months preparing for the fall semester. As employees return to their normal work locations, it will take a community effort to keep workspaces clean. All University of Northern Iowa employees have shared responsibility to keep their personal work areas and shared areas of their workplaces clean and safe.

Disinfecting Product Training:

UNI's Slow the Spread Training-Plus Cleaning, Disinfecting, and Hazard Communication is required for all employees who will be cleaning and disinfecting shared spaces or objects (shared printers, handles, etc.). This required training can be found at <https://risk.uni.edu/covid-19-safety-training>. All other employees are required to take UNI's Slow the Spread Training, this includes employees who are only responsible for cleaning their personal work area where items are not shared, this training can also be found at <https://risk.uni.edu/covid-19-safety-training>.

Cleaning and Disinfection Process:

Supplies will be provided for you to disinfect your personal work area and shared areas. This includes lab areas and computer equipment. Focus attention on controls and high touched surfaces (printer, copier, touchscreens, A/V and other electrical equipment, desks, tables, door handles).

- Your department has been supplied Purell Professional Cleaning Surface Disinfectant in bottle or wipe form
- Purell Professional Surface Disinfectant is a one-step disinfectant and cleaner
- It can be used on plastics, metals, granite, sealed wood, porcelain, laminate, upholstery, and vinyl
- Mist or wipe Purell Professional Surface Disinfectant onto desired surface. Surface must remain wet for 60 seconds
- No handwashing, gloves, or safety goggles required when using Purell Professional Surface Disinfectant
- Safety Data Sheets can be accessed for Purell Professional Surface Disinfectant or any other cleaning product at <https://risk.uni.edu/>

Cleaning and Disinfecting Plexiglass Sneeze Guards:

Please note that Plexiglass can only be cleaned with soap and water. Custodial staff will clean as necessary.