

## GENERAL CLEANING AND DISINFECTION GUIDELINES FOR ALL CAMPUS FACULTY, STAFF & STUDENTS

The following is a summary for cleaning and disinfecting various types of spaces, objects, and transportation. The list below is meant as a general guideline and does not include or represent all cleaned and disinfected areas. Disinfecting wipes are provided throughout campus for personal use.

Type of Space, Transportation or Object	General scope of Objects and Areas that are Cleaned and Disinfected	Who's Responsible	Frequency
Dining Services	High-touch areas (Counters, cashier stands, door handles, condiment/utensil dispensers, self-serve coolers)	Sodexo	Multiple times throughout the day
	Seating (Individual tables seating as used. Placard to be turned over by customer to indicate cleaning and sanitizing required)	Sodexo	After each user
Bathroom	All objects and surfaces	Building Services	Minimum twice daily
Classrooms/labs/studios/meeting rooms	Desks, chair surfaces, white board markers, WebEx Room Kits, projector remotes and other high-touch surfaces	Instructors and students	Before class
		Building Services	Once Daily
Common office spaces/suites	Copiers, printers, file cabinets, switches, counter-tops, and other frequently touched objects	Each user	Before each use
		Building Services	Once Daily
Private/personal offices/cubicles	Telephones, keyboards, desks, and other frequently touched objects	Each user	While occupying area
Public spaces (e.g. lobbies, hallways, elevators, stairwells, bathrooms, etc.)	Door handles and knobs, buttons, handrails, and other frequently touched objects	Building Services	Multiple times throughout the day
Study Spaces (including reservable study rooms and computer labs), studios	Chairs, desks, tables, and other frequently high-touched surfaces	Each user	Before each use
		Building Services	Once daily
Athletics, Fitness Centers, Sports & Recreation	Fitness and sports equipment	Each user	Before each use
Athletics, Fitness Centers, Sports & Recreation	High-touch areas (bathrooms, desks, chairs, fitness equipment)	Building Services	Multiple times throughout the day
Athletics, Fitness Centers, Sports & Recreation	Locker Rooms and Bathrooms	Building Services	Minimum twice daily

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Tools	All surfaces typically handled	Each user	Before each use
Vehicles	Steering wheel, dashboard, seats, belt buckles, lights, directionals, door handles	Each user	Before each use
Material handling equipment (e.g. forklifts, pallet jacks, skidsteer)	Seats, steering wheels, levers, and all other high-touch surfaces	Each user	Before each use

**Resources**

Questions may be directed to [ehs@ramapo.edu](mailto:ehs@ramapo.edu).

All guidelines above follow the CDC, NJ Department of Health, OSHA and EPA protocols and recommendations of proper cleaning and disinfection for SARS-coV-2 (COVID).