

COVID-19 CLEANING AND SANITIZING PROTOCOL FOR FACILITIES

Approved by the COVID-19 Transition Task Team on: 18.05.2022

1 Background

Due to the ongoing Corona Virus (Covid-19) pandemic the following protocol is put in place by the North-West University to ensure that the spread and/or possible infection risk of Covid-19 is mitigated. With this protocol the University aims to ensure that service delivery is viable by defining a process that stipulates the cleaning and hygiene requirements of the NWU.

2 Objective

The objective of this protocol is to provide a hygienic and sanitary environment for the continuation of operations of the NWU by optimising the cleaning and sanitizing function provided to the respective Faculties and Support Departments of the University, whilst mitigating the risk of infection and/or the spread of the Covid-19.

3 Scope for NWU Maintenance Department responsible for cleaning and hygiene

The scope of this protocol includes the following -

- 3.1 The sanitizing and cleaning of all areas on campus where students, staff and visitors congregate, listed under paragraph 5 of this protocol.
- 3.2 The development of guidelines in accordance with national legislation, regulations, and guidelines related to hygiene and sanitation practices, as performed by service providers on campus.
- 3.3 The monitoring processes related to cleaning and sanitizing practises as described by national and NWU specific guidelines and included within the contracts and service level agreements (SLA) between the University and the relevant service provider.
- 3.4 The quality control of services delivered, and products used.
- 3.5 Continuous safety checks on all facets, product application, Personal Protective equipment (PPE) used, management and control of cleaning action, medical surveillance and adherence to national regulations related to the management of Covid-19.

4 Cleaning and disinfecting at the NWU

- 4.1 The frequency of cleaning and disinfecting of surfaces will depend on the use of the facility. Basic sanitizing of the area will be done as set out in the frequency table in this protocol.
- 4.2 When required, a "Specialized" treatment to be done on request with regards to disinfecting and sanitizing of the total space as and when required.
- 4.3 All surfaces within the area where hand-contact is obvious and/or likely to occur will be cleaned using a detergent and/or soap and water prior to disinfecting, including but not limited to; door handles, knobs, locks, lift buttons, railings, balustrades, bathrooms, etc.
- 4.4 Hospital grade disinfectant, chlorine and/or bleach-based products will be used as part of cleaning and disinfecting.
- 4.5 During business hours communal areas will be properly cleaned and sanitised on a day-to-day basis, and where necessary access may be restricted, or restricted for a predetermined time, after the cleaning and sanitising has been completed.

5 Cleaning and sanitizing specifications

Specific areas	Type of Service	Frequency
Kitchens	Wash floors with mop and disinfectant	Daily
	Wash worktop surfaces with disinfectant	3 x Daily
	Replenish or refill sanitizer dispensers	Daily or when needed
	Wipe inside of kitchen cupboards and kitchen shelves with damp cloth	Weekly
	Wash vinyl chairs with disinfectant	3 x Weekly
	Wash walls where required with disinfectant	Weekly
	Empty and wipe rubbish bins with disinfectant	3 x Daily
	Wash crockery, cutlery, water-bottles, and decanters	2 x Daily
	Disinfect drawers and shelves of refrigerators	3 x Daily
	Refrigerators must always be hygienic at all times	Continuously
	Refrigerators to be defrosted and cleaned	2 x Year
	Wipe inside of microwave ovens with damp cloth	1 x Daily
	Clean cupboard and under Zink shelves	Quarterly
Lifts	Clean mirrors	Daily
	Clean entire interior and control panels, wipe handrails with disinfectant	1 x Daily
	Clean and disinfect exterior sides and doors	1 x Daily
	Wash floors with disinfectant	Daily
	Clean door jambs	2 x Week
	Clean door rail grooves (bottom)	2 x Week
	Strip and seal floors and finish off with burnishing machine	2 x Year
Libraries	Empty all rubbish bins and wipe clean with disinfectant	Daily
	Replenish or refill sanitizer dispensers	Daily or when needed
	Wash vinyl floors with disinfectant	Daily
	Dust ledges, racks, shelves, and books with an acceptable /Suitable backpack vacuum cleaner (with low decibels)	Weekly
	Vacuum carpets in study centre and foyer	Daily
	Vacuum carpets in offices and rest of library	Weekly
	Dust light fittings and air con fittings	Weekly
	Wash door handles with a disinfectant	1 x Daily
	Wash vinyl floors with disinfectant	Daily
	Buff floors	Weekly
	Strip and seal floors and finish off with burnishing machine	2 x Year or on request
	Remove marks on walls	Continuously
Laboratories	Empty all rubbish bins and wipe clean with disinfectant	1 x Daily
	Replenish or refill sanitizer dispensers	Daily or when needed
	Wash vinyl floors with disinfectant	Daily
	Sweep vinyl floors	Daily
	Clean doors, switches with disinfectant	1 x Daily
	Wash tiles with a disinfectant	Daily
	Buff vinyl floors	Weekly
	Dust lights and fittings	Weekly
	Clean finger marks on doors, switches	Bi-weekly
	Wash and disinfect work tops, desks, chairs and tables	1 x Daily or based on use
	Wash tiles with a disinfectant	Daily
	Strip and seal floors and finish off with burnishing machine	2 x Year or on request
	Remove marks on walls	Continuously
	Clean and wash green, black and/or white boards	2 x Daily
	Wash and disinfect work tops, desks, chairs and tables	3 x Daily or based on use
Workshops	Empty all rubbish bins and wipe clean with disinfectant	3 x Daily
	Sweep vinyl/cement floors	Daily

Specific areas	Type of Service	Frequency
	Wash vinyl/cement floors with disinfectant	Daily
	Replenish or refill sanitizer dispensers	Daily or when required
	Clean doors, switches with disinfectant	3 x Daily
	Wash tiles with disinfectant	Daily
	Refill and replenish sanitizer dispenser	Daily or when required
	Buff vinyl/cement floors	Weekly
	Dust lights and fittings	Weekly
	Clean finger marks on doors, switches	Bi-weekly
	Wash tiles with a disinfectant	Daily
	Strip and seal floors and finish off with burnishing machine	2 x Year or on request
	Remove marks on walls	Continuously
	Clean and wash green, black and/or white boards	2 x Daily
Computer Labs	Wash and disinfect work tops, desks, chairs and tables	3 x Daily or based on use
	Empty all rubbish bins and wipe clean with disinfectant	
	Sweep and mop vinyl floors with disinfectant	2 x Daily
	Wash vinyl floors with disinfectant	Daily
	Replenish or refill sanitizer dispensers	Daily and when required
	Scrub vinyl floors to remove marks	When necessary
	Disinfect and sanitize mouse, keyboard screens desks, chairs, and tables	2 x Daily when in use
	Vacuum carpets	Daily
	Dust desks, chairs and tables with a damp cloth	Daily
	Clean spots on walls, switches, light fittings, and air conditioning fittings	Weekly
	Clean door handles with a disinfectant	1 x Daily
	Strip and seal floors and finish off with burnishing machine	2 x Year or on request
	Walls remove marks and smears	Daily
Lecture Halls / Lecture Venues	Lecture halls/venues must be disinfected and sanitized before 07:30 or according to time schedule/arrangement	Daily
	Wash and clean roller boards, black, green and/or white boards	2 x Daily as per spec
	Chalk board erasers must be cleaned and placed in all lecture halls	Daily or as required
	Remove chewing gum from floors, carpets, tables, and chairs	Weekly
	Mop vinyl floors with disinfectant	Daily
	Buff vinyl floors	Weekly
	Scrub vinyl floors to remove marks	When necessary
	Empty all rubbish bins and disinfect	3 x Daily
	Wash and disinfect work tops, desks, chairs, and tables	3 x daily or determined by user daily
	Replenish or refill sanitizer dispensers	Daily or when required
	Polish tables and desktop surfaces	Weekly
	Clean door handles with a disinfectant	1 x daily or determined by use Daily
	Clean spots on walls and switches	Monthly
	Dust walls, lights and fittings and air con fittings	Monthly
	Strip and seal floors and finish off with burnishing machine	2 x Year or on request
Pick up of all waste and remove to designated areas	1 x Daily	
Sport Centres and Gymnasiums	Sweep and mop floors and disinfect	Daily
	Disinfect and sanitize toilet paper dispensers, hand soap dispensers and hand paper towels dispensers	1 x Daily or determined by use
	Replenish toilet paper, hand soap and hand paper towels	2 x Daily or when necessary
	Clean toilets, ablutions, cloakrooms, showers with disinfectant	1 x Daily or determined by use

Specific areas	Type of Service	Frequency
	Empty rubbish bins and disinfect	1 x Daily
	Replenish or refill sanitizer dispensers	1x Daily or determined by use
	Strip and seal floors and finish off with burnishing machine	2 x Year or on request
Offices	Empty all rubbish bins and disinfect	1 x Daily
	Polish desktops and office furniture	Weekly
	Dust all horizontal surfaces with a damp cloth	Weekly
	Dust high sills/ledges and light fittings	Weekly
	Wipe and disinfect telephones with a damp cloth (new electronic telephones to be dusted with a dry chemical free cloth) or appropriate chemical or solvent approved by relevant department	1 x Daily
	Dust windowsills and lower surfaces with a damp cloth	Weekly
	Dust picture frames with a damp cloth	Weekly
	Dust blinds with a damp cloth or appropriate tool	Weekly
	Vacuum carpets	Weekly
	Wipe walls and metal surfaces with disinfectant	Daily / Weekly
	Clean door handles with a disinfectant	1 x Daily
	Remove spots on glass doors, steel cabinets	Daily
	Vacuum carpets	Weekly
Dust vertical surfaces (cupboards, cabinets, etc.)	Weekly	
Foyers	Replenish or refill sanitizer dispensers	Daily or when required
	Sweep entrance stairs	Daily
	Clean door mats	Daily
	Clean and disinfect entrance doors	1 x Daily when volume of use is high
	Clean door handles and any other high touch surface with disinfectant	1 x daily when in high use
	Wash and disinfect floors	1 x daily if in use
	Remove chewing gum	Daily
	Strip and seal floors and finish off with burnishing machine	2 x Year or on request
Thuso/Student Counselling and Development, and Campus Health Care Centres	Clean and disinfect medical examination rooms as per cleaning specification	Daily as per schedule
	Clean and disinfect therapeutic consultation rooms as per cleaning specification	Daily as per schedule
	Clean and disinfect all high touch surfaces IE. door handles, toilet handles. Disinfect and sanitize toilet paper dispensers, and soap dispensers and hand paper towel dispenser taps	1 x daily or determined by use Daily
	Sanitize and disinfect reception seating and high touch surfaces	1 x daily or determined by use Daily
	Replenish or refill sanitizer dispensers	1x Daily or when required
	Change bed linen and make beds in emergency rooms	2 x Week or on request
	Wash bed linen	2 x Week or on request
	Iron bed linen	2 x Week or on request
Wash and iron PPE "scrubs"	Daily or on request	
Stairs inside and outside	Wash hand railings with a disinfectant	1 x Daily
	Mop and wash stair surfaces with disinfectant	Daily
	Remove chewing gum from stairs	Daily
	Remove marks on walls, doors, and electric switches	Weekly
	Sweep fire escape stairs	Daily
	Scrub fire escape stairs	Weekly
Toilets, ablutions, cloakrooms, and	Empty and disinfect all rubbish bins with damp cloth	1 x Daily or determined by use Daily

Specific areas	Type of Service	Frequency
showers	Wash and disinfect all toilets, wash basins and urinals	1 x Daily or determined by use Daily
	Clean mirrors	Daily
	Clean and disinfect all high touch surfaces IE. door handles, toilet handles. Disinfect and sanitize toilet paper dispensers, and soap dispensers and hand paper towel dispenser taps	1 x daily or determined by use Daily
	Replenish toilet paper, liquid hand soap, hand paper towels, SHE-packets and Condoms, sanitizer dispensers	1 x Daily or when required
	Replace deo splash mats in gents toilets	Monthly
	Remove marks on walls, doors, partitions, and electric switches	Daily
	Wash tiles/walls with a disinfectant	Daily
	Dust all windowsills, doors, door frames, light fittings, and shades	Daily
	Buff floors	Weekly
	Decalcify and clean toilets, basins, and urinals ablution facilities in public and highly used areas	Weekly
	Strip and seal floors and finish off with burnishing machine (Where required)	2 x Year or on request
	Wash floors with disinfectant	1 x Daily
	Clean and disinfect metal surfaces	3 x Daily
	The disinfection of all High traffic areas (during registration, conferences, open days, exams, graduation, etc. In public areas such as lecture halls, cafeterias, auditorium, etc.	1 x Daily/continuously or determined by use
	NWU Residences	Empty and disinfect all rubbish bins with damp cloth
Wash and disinfect all toilets, wash basins and urinals		1 x Daily or determined by use Daily
Replenish or refill sanitizer dispensers		Daily or when needed
Clean mirrors		Daily
Clean and disinfect all high touch surfaces IE. door handles, toilet handles. Disinfect and sanitize toilet paper dispensers, and soap dispensers and hand paper towel dispenser taps		1 x daily or determined by use Daily
Replenish toilet paper, liquid hand soap, hand paper towels, SHE-packets and Condoms, sanitizer dispensers		1 x Daily or when required
Replace deo splash mats in Gents toilets		Monthly
Remove marks on walls, doors, partitions, and electric switches		Daily
Wash tiles/walls with a disinfectant		Daily
Dust all windowsills, doors, door frames, light fittings, and shades		Daily
Buff floors		Weekly
Decalcify and clean toilets, basins, and urinals ablution facilities in public and highly used areas		Weekly
Strip and seal floors and finish off with burnishing machine (Where required)		2 x Year or on request
Wash floors with disinfectant		1 x Daily or determined by use
Clean and disinfect metal surfaces		3 x Daily
The disinfection of all High traffic areas.		1 x Daily/continuously or determined by use
Empty and disinfect all rubbish bins with damp cloth		1 x Daily or determined by use Daily
Wash and disinfect all toilets, wash basins and urinals		1 x Daily or determined by use Daily
Replenish or refill sanitizer dispensers	Daily or when needed	