Appendix C:  
Cleaning and Maintenance Guide  
Updated: 8/15/20

Description of Guide  
This guide is a space by space description of the anticipated planned cleaning, maintenance and procedures for campus reoccupation under our interpretation of the MDH, CDC and Minnesota State System Office recommendations and guidance.

These guidelines are presented as starting point and are subject to continuous review and adjustment.

Campus Public Spaces

Maintenance Actions:
- Deploy hand sanitizer dispensers to key hallway and public seating areas
- Check hand sanitizer dispensers daily Monday-Friday and restock with sanitizer as needed.
- Rearrange public seating areas to create social distancing of 6’ wherever possible;
- Label as “do not use” or remove excess seating to create social distancing of 6’ wherever possible
- Provide disinfectant spray, disposable towels and/or sanitizing wipes and check for restocking once a day.
- Restrooms will be cleaned at least once a day and high touch surfaces (such as faucets, light switches, etc) will be disinfected twice a day.
- Restroom doors will be propped open where possible to reduce touch points on door surfaces.
- Install signage at elevators to limit occupants to one per elevator, to maintain social distancing.

Campus User Expectations:
- Maintain social distancing where and whenever possible
- Do not move chairs/seating arrangement once established.
- Only use disinfectant as needed/intended and leave in location it was provided.
- Staff will report shortage of hand soap and/or sanitizer in the classroom to Maintenance via text or phone call to the on duty cell phones (Willmar 320-212-1351 and Hutchinson 320-552-0167) or via email to: HMAintenance@ridgewater.edu or WMaintenance@ridgewater.edu and restocking shall occur as soon as possible.
- Restroom users are required to wash their hands.

Teaching Labs and Shops

Maintenance Actions:
- Laboratory seating and shop workstations will be reconfigured to maintain social distancing of 6’ when and wherever possible
- Lab/shops may be assessed to determine if adding barriers (such as plexiglass shields) could aid in the utilization of lab stations and workshop space
- Maintenance will clean and sanitize each room once per day for use Monday – Friday.
- Deploy hand sanitizer dispensers to locations near classroom entrances (hallway side) to the extent they are available.
- Check and refill hand sanitizer and/or soap dispensers once a day.
- Provide disinfectant spray, disposable towels and/or sanitizing wipes and check for restocking once each day.
Room User Expectations:
• Faculty and students will be expected to wash/sanitize hands upon entering and leaving to keep the room as clean as possible.
• Faculty and students shall use disinfectant spray and disposable towels to clean areas they touch for personal safety needs.
• Faculty will report shortage of hand soap and/or sanitizer in the classroom to Maintenance via text or phone call to the on duty cell phones (Willmar 320-212-1351 and Hutchinson 320-552-0167) or via email to: HMaintenance@ridgewater.edu or WMaintenance@ridgewater.edu and restocking shall occur as soon as possible.
• Laboratory and shop faculty and staff will be expected to ensure that specialized lab/shop equipment and materials are sanitized as needed between labs.

General Classroom
Maintenance Actions:
• Classroom seating will be reconfigured to maintain social distancing of 6’ as much as possible.
• Maintenance will clean and sanitize each room once a day for use Monday – Friday.
• Deploy hand sanitizer dispensers to locations near classroom entrances (hallway side) to the extent they are available.
• Check and refill the sanitizer dispensers once each day.
• Provide disinfectant spray, disposable towels/rags, and/or sanitizing wipes and check for restocking once each day.

Room User Expectations:
• Faculty and students will be expected to wash/sanitize hands upon entering and leaving to keep the room as clean as possible.
• Faculty and students shall use disinfectant spray and disposable towels to clean areas they touch for personal safety needs.
• Faculty will report shortage of hand soap and/or sanitizer in the classroom to Maintenance via text or phone call to the on duty cell phones (Willmar 320-212-1351 and Hutchinson 320-552-0167) or via email to: HMaintenance@ridgewater.edu or WMaintenance@ridgewater.edu and restocking shall occur as soon as possible.

Student Services and Other Departmental Offices
Maintenance Actions:
• Hand sanitizer dispensers will be deployed to locations near department office entrances (hallway side) to the extent they are available.
• Plexiglass (or other material) shields may be installed as necessary for those involved with regular student interaction where social distancing cannot be maintained, such as reception desk and individual offices.
• Floor stickers, tape or rope or other barriers shall be deployed where appropriate to remind visitors to maintain social distancing in open or public spaces where there is a likelihood of gathering (examples: bookstore, front counter)
• Label as “do not use” or remove excess seating to create social distancing of 6’ wherever possible
Room User Expectations:
- Employees on campus shall use sanitizing wipes or disinfectant spray and towels provided by the college as needed for personal safety, to clean the areas they touch.
- Where possible, workstations in shared spaces may be adjusted to provide social distancing of 6'. (Such adjustments should be approved by a supervisor and the administrator of the work unit and coordinated with Maintenance.)
- Employees shall not share their assigned office equipment such as phones, computers, headsets, etc.
If there is office equipment that is shared (i.e., printer or copier), employees shall be responsible to clean and disinfect their own touchpoints.

Conference Rooms
Maintenance Actions:
- Clean and disinfect once each day.
- Remove appropriate number of chairs from use to maintain social distancing.
- Provide one bottle of disinfectant spray and towels or wipes per room as available.

Room User Expectations:
- Use disinfectant spray and towels each room use and leave the conference room clean and disinfected for next use.

Library
Maintenance Actions:
- Clean the area and disinfect frequently-touched surfaces such as doorknobs, light switches, handrails, and countertops once each day (Monday-Friday).
- Disinfect restroom facilities at minimum once per day, and service as needed
- Deploy hand sanitizer dispensers in key locations

Space User Expectations:
- Department will purchase a supply of sanitary wipes or disinfectant spray and towels as available of use of staff within the area.
- Participate and oversee the supplementary disinfection of frequently touched and used items and surfaces during the day library activities are taking place.

Dining Center / Cafeteria Area
Maintenance Actions:
- Disinfect restroom facilities twice a day to the extent possible.
- Deploy sanitizer dispensers in key locations for patron use.
- Provide an inventory of disinfectant spray and towels for occupant use at microwave locations.
- Assist with furniture evaluation and relocation or reduction for social distancing.

Space User Expectations:
- Food Service vendors will purchase a supply of sanitary wipes or disinfectant spray and towels for the use of staff within the area.
• Participate and oversee the supplementary disinfection of frequently touched and used items, i.e. tables, and surfaces during the day food services are taking place.

Athletic/Fitness Spaces (for Fall Semester 2020)

Note: The athletics/fitness spaces on both campuses were deep cleaned and locked in March 2020. Athletic and fitness spaces will not be open for use during Fall Semester 2020; however, limited fitness equipment may be available for use by student enrolled in PE classes.

Maintenance Actions:
• Provide disinfectant spray, disposable towels/rags, and/or sanitizing wipes near fitness equipment that will be used for class during Fall Semester.

Space User Expectations:
• Students using any fitness equipment for outdoor PE classes will be expected to clean and sanitize their own equipment and touchpoints.

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