



---

# EAST TENNESSEE STATE UNIVERSITY

---

## Facilities Management

**Policy Number:** 700.39

**Title:** COVID-19 Response Team Policy

**Implementation Date:** June 1<sup>st</sup>, 2020

### **Introduction**

COVID-19 is a disease caused by the SARS-CoV-2 strain of coronavirus that can trigger what doctors call a respiratory tract infection. It can affect your upper respiratory tract (sinuses, nose, and throat) or lower respiratory tract (windpipe and lungs). It spreads the same way other coronaviruses do, mainly through person-to-person contact. Infections range from mild to deadly. East Tennessee State University is closely monitoring the outbreak of COVID-19. The safety and health of the ETSU community is our highest priority, and we take any threat very seriously.

### **Purpose**

The purpose of this policy is to provide a plan for the development, implementation, and coordination of a *Coronavirus Response Team* to decontaminate areas that have been affected by someone who is suspected or confirmed to have coronavirus (COVID-19).

### **Scope**

This policy applies to all Facilities Management employees that have been selected to participate in the cleaning of offices, classrooms, dormitory rooms, and any area that has been impacted by individuals suspected or confirmed to have COVID-19. The *Coronavirus Response Team* (CRT) will be composed of six custodial staff members. During clean-up operations, the CRT will always be supervised and coordinated by a member of the Office of Environmental Health and Safety (EH&S). All Facilities Management employees selected to participate on the *Coronavirus Response Team* shall receive appropriate training from the Health and Safety Specialist or trainer authorized by the Associate Vice President of Facilities Management.

### **Procedure**

## Coronavirus (COVID-19) Remediation Protocol

*Coronavirus Response Team* members must receive authorization from the Associate Vice President of Facilities Management, the Executive Director of Facilities Management, the Director of Environmental Health and Safety, the Director of Grounds and Housing Operations, or the Assistant Director of Housing Facilities before cleaning any room(s) or area(s) on-campus where there is a suspected or confirmed coronavirus case.

The affected room(s) or area(s) should be closed off. Cleaning shall not commence until 24 hours has passed since a person suspected or confirmed to have the Coronavirus has vacated the affected office, dormitory, classroom, or area. Twenty-four hours has been established by the Centers of Disease and Control (CDC) as the minimal time that cleaning should begin.

After 24 hours has passed, a member of the Office of Environmental Health and Safety (EH&S) will use an EPA approved disinfectant fogger to begin the cleaning of the person's area that is suspected or confirmed to have the coronavirus. Only ETSU personnel that are in the *Respiratory Protection Program* are able to conduct the disinfecting fogging process. Once the disinfectant fogging process has been completed, additional cleaning using EPA approved disinfectants with an electrostatic sprayer for soft surfaces and Virex II-256 for hard surfaces will be conducted.

During the 24 hour wait period, maintenance personnel may enter the office, classroom, dorm room or area if there is an emergency, e.g. broken water pipe, etc., that requires immediate service. The maintenance person may only enter the room when accompanied by a member of EH&S. Both persons must wear the appropriate PPE (safety glasses, N95 respirator or half-face filter mask, nitrile gloves, and polyethylene [Tyvek] coveralls) that will be provided in a Coronavirus PPE Kit. The EH&S member will accompany the housing person during entry and assist with proper use and disposal of their PPE.

Trash will be collected by EH&S and will be properly disposed after cleaning of the office, classroom, or area.

If more than 7 days since the person who is sick visited or used the office, classroom, or area, additional cleaning and disinfection is not necessary.

### Personal Protective Equipment (PPE)

Nitrile gloves, polyethylene (Tyvek) coveralls, safety glasses and an approved N-95 disposable respirator or half-face positive pressure respirator are mandatory for all *Coronavirus Response Team* members during entry, cleaning and disinfecting of affected rooms.

N95 and tight-fitting half-face respirators will be made available by EH&S to employees with filtering face pieces that meet the requirements of the Facilities Management Respiratory Protection Policy.

This ETSU PPE protocol goes above and beyond the cleaning and disinfecting requirements from the CDC for areas where persons have tested positive for the Coronavirus.

**Responsibilities**

All Facilities Management employees are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy.

**References**

Centers for Disease Control and Prevention (CDC)

**Contact Persons**

Associate Vice President  
Executive Director of Facilities Management  
Director of Environmental Health and Safety  
Health and Safety Specialist

**Approved by:** \_\_\_\_\_

William Brady Rasnick, Jr., Associate Vice President, Facilities Management

**Date approved:** \_\_\_\_\_