



The health and safety of the Westmont community is of utmost importance. Westmont has implemented social distancing measures, required the use of face coverings, encouraged frequent handwashing, and provided increased access to hand sanitizer at the entrances of each building and in other high traffic locations. The next step in breaking the transmission chain is to regularly clean and disinfect high touch surfaces and to take additional steps in locations with suspected or confirmed cases of COVID-19. The Westmont Custodial Department will take the lead on keeping the campus clean and disinfected, but it will ultimately be a partnership between the custodians and the students, faculty, and staff who use the various campus spaces that will make the disinfecting process most successful. The college's COVID-19 Cleaning and Disinfecting Protocols include:

ENHANCED CLEANING FOR PREVENTION

Common Areas and High-Touch Surfaces

- The Custodial Department will be the ones primarily responsible for cleaning and disinfecting these areas, examples of which include: hallways, restrooms, lounges, kitchens, door knobs, light switches, and handrails.
- Each will be disinfected at least once per business day, with some high-touch surfaces disinfected twice per day.
- Where possible, cleaners will be used that have prolonged disinfectant properties against the coronavirus.

Offices and Workspaces

- Students who work on campus will be asked to disinfect their desks or workspaces at the end of their shift each day using a disposable cleaning wipe.
- Items to clean in an office setting include high-touch items such as desk tops, table tops, counter tops, chair arms or handles, door knobs, phones, staplers, light switches, and any other high-touch items. Only share office equipment or other work items when absolutely necessary.
- Computer screens and keyboards that are not covered with a plastic overlay should not be cleaned with the standard disposable cleaning wipe. Westmont's IT department will provide guidance on how to clean technology.

Classrooms and Laboratories

- The Custodial Department will clean and disinfect table tops and desk tops in classrooms and laboratories each morning.
- The passing time between classes will be extended so faculty and students can take a few minutes at the end of each class to wipe down their tables, chairs, and any other high-touch items with the disposable cleaning wipes.

Voskuyl Library

- The Custodial Department will clean and disinfect the shared study areas at the beginning of each business day.
- Students and other library patrons are asked to wipe down with a disposable cleaning wipe the desk, table, chair, or other hard surface they use prior to and after each use.
- Books and other printed material should not be wiped down with the disposable wipes. Please follow the guidance provided by the librarians regarding the return of any printed materials after use.

Residence Halls

- Students are asked to keep their residence hall room clean and disinfected. Hard surfaces such as desk tops, bed rails, chair backs, and light switches should be disinfected daily.
- The bathrooms will be cleaned and disinfected by the Custodial Department seven days per week, other than the GLC bathrooms, which are the responsibility of the students who have exclusive use of their bathroom.
- Each student who enters the bathroom throughout the day is encouraged to use a disposable cleaning wipe to wipe down the sink, faucet and counter area prior to and after each use.
- Kitchens will remain open. The Custodial Department will disinfect the kitchens once per day. Prior to and after each use, students should clean with a disposable wipe the areas and equipment they will use or have used.

Dining Commons

- The DC has become a touch-free area where food will be prepackaged or served to students to avoid the need for shared serving utensils.
- The Sodexo staff will clean and disinfect the DC and all seating areas after each meal.
- Students will be provided with prepackaged cleaning wipes to allow them to clean their hands and/or their eating area.

Athletic Facilities

- The Custodial Department each day will clean common spaces, such as the gym lobby, restrooms, and locker rooms.
- The cleaning of high use areas such as the fitness center and training room will be overseen by the coordinators of those spaces.
- Team equipment will be cleaned by the team members in accordance with approved institutional protocol and guidance provided by the NAIA or other governing organizations.

DISINFECTING AFTER A CONFIRMED CASE OF COVID-19

Upon confirmation of a case of COVID-19 on campus, the following protocol will be implemented:

- The room(s) where the individual spent time will be closed.
- A member of the Custodial Department will enter the room wearing appropriate protective equipment to open windows.
- The room will then remain vacant for 24 hours before the disinfecting process starts.
- Where feasible, the custodians will utilize a machine that creates a mist to disinfect hard to reach surfaces. Otherwise, surfaces will be wiped down by hand.
- If vacuuming is required, a vacuum with a HEPA filter will be used.
- Once disinfected, the room can be reopened for use.

OTHER DETAILS

The cleaning supplies necessary to wipe down or disinfect rooms and equipment will be supplied by the Custodial Department.

After any cleaning, hands should be washed for at least 20 seconds using soap and warm water.