**Facilities COVID-19 Cleaning Plan**

Staffing of Hand Touch Areas - Need 6 employees (520s – QRF/Staffing Services)

Staff will clean all “high touch surfaces” as outlined by the CDC; it will be a minimum of two rounds of cleaning each day. It may be closer to 3-4 times per day depending on facility. Staff will also replenish soap, hand-sanitizer, wipes, paper towels and tissue as needed.

Buildings Being Served

1. PSB/ Courthouse/ City of Eugene
2. Charnelton/ Quality Assurance/ Elections
3. YS (Serbu)/ MLK School/ P&P
4. Behavioral Health/ Heeran Ctr
5. Riverstone/ Brookside
6. PW- Willamette, McKenzie, CSC/ Delta Oaks

Buildings Not Being Served

* Jail
* Lane Event Center
* Transfer Stations
* PW Shops & Stores
* PW Waste Management/ Short Mtn.
* PW Parks
* PW Fleet Yards/ out buildings
* Bus Barn Preschool
* Café at PSB (contractor responsibility – they will provide extra cleaning)
* Clinic examination rooms and hallways (after hours cleaning will remain the same.}

Facilities Supplies (for employees & public spaces)

Purchase coordinated by and distributed by Facilities:

Wipes

Sanitizer

Gloves

Bottles/Sprayers

Tissue

Facilities will plan and provide hand-sanitizer stations. Matt Dapkus will work with Herman Thomas to select sites/ there will be a mix of bottles (conference rooms and counters), wall-mounted and free-standing stations. Clorox wipes will also be provided in conference rooms and common areas.

Supplies placed in selected locations should not be removed by employees for personal use (stored in their work spaces) or moved to other locations. Please coordinate all moves of shared supplies in common areas with Herman Thomas. If additional quantities of the supplied products are needed, please request through the Facilities Work Order System. Facilities provides standardized products. If departments desire specific supplies not on the standardized list, they can order supplies directly from the vendor. Specific needs can be discussed with Herman Thomas and he can share what is provided countywide and what is considered department/division/work unit specific. If additional supplies are needed, please request through the Facilities Work Order System.

Facilities will use the CDC definitions to focus on “high touch” areas.

**Facilities COVID-19 Cleaning Duties**

Work will include wiping down of all the items listed below and restocking any depleted supplies during the day. Hours will be Monday-Friday from 8:00AM-4:00PM. Staff will clean all “high touch surfaces” as outlined by the CDC; it will be a minimum of two rounds of cleaning each day.

Essential Duties:

* Entry door handles
* Badge readers
* Exterior furniture (benches, tables)
* Garbage enclosures
* Light switches
* Push bars
* Trash can lids
* Locker locksets
* Alarm panels
* Door handles (wipe handle inside and out, if door closed, outside only)
* Stair railings
* Blinds and bottom bar
* Recycle bin handles
* Drinking fountains
* Cabinet handles & Sliding doors
* Accessible push buttons inside & out
* Existing hand sanitizers
* Elevator push buttons in & out
* Elevator rails
* Client chair arms
* Lobby furniture
* Window ledges
* Fire extinguisher pull handle not pull stations
* Conference/Meeting/Break/Lunch room furniture and fixtures
* Counter tops
* Tables
* All restroom fixtures & furniture surfaces
* Baby changing stations
* Medication stations
* Vending machines
* Client counters
* Public seating
* Public phones
* Stock all depleted supplies such as toilet paper, paper towels, tissue, seat covers, foam soap, sanitizer, sanitizing wipes, trash liners (when applicable)
* No copy machines (wipes will be located nearby)
* No fire pull stations