

The Hettenhausen Center for the Arts Building Cleaning Policies

Summary: The purpose of this policy to outline the cleaning and disinfection policies for the Hett to include additional measures for mitigating pandemic transmission.

The Hett will continue daily routine cleaning and disinfection with Sodexo in order to maintain a healthy environment.

Training

All staff involved in cleaning will be trained by Sodexo staff. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE as well as how to follow instructions on labels of disinfection product's.

Signed logs will be retained on the M drive under H.R. > Student Workers.

Personal Protection Equipment (PPE)

PPE will be provided by McKendree University.

Face Masks

Facial coverings are required in offices and common areas on campus and when walking on campus sidewalks within a 6-foot proximity to others when designated by state and/or local agencies and McKendree University.

Employees needing an accommodation for not wearing a mask should submit the appropriate paperwork to: https://cm.maxient.com/reportingform.php?McKendreeUniv&layout_id=10

Acceptable types of facial coverings:

- Cloth face masks (homemade or store bought), non-medical disposable masks, N95 masks without valves.

McKendree University will provide a mask to employees if needed. Please contact our Hett Event Coordinator at 618-537-6557.

Unacceptable types of facial coverings:

- Bandanas, neck fleeces, balaclavas, neck gaiters, masks with vents or exhalation valves

These types of facial coverings are unacceptable as they do not sufficiently block droplet emissions, per the CDC. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Products

The following cleaning products will be used. These products require the use of the listed PPE that will be provided by McKendree University.

| Product | PPE Required | Product Contact Time |
|--|--|----------------------|
| A-456® II DISINFECTANT (QC) | Facial covering, gloves | 10 minutes |
| Lysol (EPA #777-99) | Facial covering | 10 minutes |
| Peroxide Multi-Surface Cleaner (EPA #1677-251) | Facial covering, gloves | 45 seconds |
| *Electrostatic sprayer | Facial covering, gloves, half-face respirator, goggles | N/A |

*If using electrostatic sprayer, highest level of PPE required

Handle in accordance with good industrial hygiene and safety practice.

The safety data sheets (SDS) for the products listed above can be found in the Hett Center Coordinator’s office and in Physical Plant.

Hand sanitizer will be placed at all high traffic areas.

Additional cleaning guidelines by space

All spaces will be cleaned regularly by Sodexo staff following their contracted cleaning requirements. Additional measures, during State-declared pandemics, will include:

1. High touch surfaces
 - a. High touch surfaces including but not limited to door handles, doorknobs, handrails, etc. in the lobby and auditorium will be disinfected prior to, during the interval between events if multiple events occur within the same day, and after all events.
 - b. When available, electrostatic sprayers will be utilized.
2. Seating
 - a. Seats will be disinfected prior to, during the interval between events if multiple events occur within the same day, and after all events.
 - b. When available, electrostatic sprayers will be utilized.
3. Restrooms
 - a. Cleaned and disinfected by Sodexo staff following their regularly scheduled cleaning program.
 - b. During high volume capacity, further restrictions may be utilized.
 - c. When available, electrostatic sprayers will be utilized.
4. Lobby
 - a. Furniture in the lobby will be removed.
5. Water fountains
 - a. All water fountains will be turned off.
6. Auxiliary rooms (catering room, dressing rooms, coat room, etc.)
 - a. All auxiliary spaces will be thoroughly cleaned and disinfected by Sodexo staff.
 - b. When available, electrostatic sprayers will be utilized.

Additional cleaning guidelines by space continued

7. Student Lounge
 - a. Furniture will be spaced to accommodate the recommended social distancing guidelines.
 - b. Products will be available in the room for self-sanitizing.
 - c. When available, electrostatic sprayers will be utilized.
8. Food/Bar Service
 - a. Food/Bar services will be suspended.
9. Merchandise Sales
 - a. All in-person merchandise sales will be suspended.
10. Stage
 - a. High touch surfaces will be cleaned and disinfected regularly.
 - b. Stage floor will be swept and mopped with disinfectant after performances.
 - c. When available, electrostatic sprayers will be utilized.
11. Orchestra Pit
 - a. Use of the orchestra pit will be suspended.
12. Control booths
 - a. Hett staff will disinfect control booths after each use according to the recommended manufacturers guidelines.
13. Shared workspaces
 - a. Hett staff will disinfect shared workspaces including but not limited to the Box Office and Scene Shop after each use.
14. Equipment
 - a. Hett staff will disinfect equipment, including but not limited to control consoles, lighting fixtures, microphones, cables, tools, and construction equipment, etc. after each use according to manufacturer's recommendations.
15. Elevator in auditorium
 - a. High touch surfaces will be cleaned and disinfected regularly.
 - b. When available, electrostatic sprayers will be utilized.

If a confirmed case of COVID-19 occurs in our venue

1. Report the information to the COVID Response Team at COVIDResponseTeam@mckendree.edu.
2. Close off areas used by the person who is sick.
3. Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
4. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.