

**Cleaning and Disinfection Procedures for All Employees  
- Personal and Shared Use Areas -**

**Background**

Custodial crews will provide enhanced cleaning/disinfection services Monday through Friday that target common areas, restrooms, instructional spaces and Parks Library. All ISU employees have a shared responsibility to clean and disinfect their personal and administrative work areas.

**Cleaning and Disinfection**

Clean and disinfect personal and administrative areas daily. Procedures are listed in the next section.

After each use of a shared space or equipment, clean and disinfect the area. Pay special attention to controls and frequently touched surfaces (e.g., printer or copier touchscreens, A/V and other electrical equipment, desks, tables, light switches, door handles).

Wear personal protective equipment (PPE) as directed by the product label. At minimum, appropriate PPE for cleaning and disinfecting includes disposable gloves (and eye protection if required by product label).

Commonly used disinfection products are effective for the coronavirus (alcohol, bleach solutions, quaternary solutions, etc.). Approved cleaning products are available through [ISU Central Stores](#).

**Cleaning/Disinfection Procedure:**

1. For heavily soiled areas, clean with standard cleaning product or soap and water.
2. Following initial clean, disinfect the same area(s).
3. Read and follow disinfection product label.
4. Put on disposable gloves (and eye protection depending on product label instructions).
5. Using the approved disinfectant:
  - a. Spray the product on the surface to be disinfected.
  - b. Wait an appropriate amount of time. [Follow product label--products at Central Stores typically have a 10 minute contact time for disinfection].
  - c. Wipe with a disposable paper towel. [You may also let the disinfectant dry.]
  - d. Disinfect all frequently touched surfaces, including desks, tables, doorknobs, drawer pulls, etc.
  - e. Electronics: computer keyboards, keyboard covers, mice, remote controls, etc. should be carefully disinfected. Either use disinfectant wipes or spray disinfectant onto paper towel and carefully wipe. **DO NOT** spray any cleaning/ disinfecting product directly onto electronics.
6. Dispose single use cleaning materials in regular lined garbage can.
7. Remove gloves and dispose in regular lined garbage can.
8. Proceed to restroom or available sink and wash your hands with soap and water for a minimum of 20 seconds. If water is unavailable, use alcohol-based hand sanitizer and rub until dry.
9. [Consult the CDC Cleaning and Disinfecting Your Facility guidance for more information about cleaning.](#)

**Who do I call if I have cleaning questions, concerns, or requests?**

Facility cleaning and disinfection is completed by a number of different departments across campus. Requests should be directed to units responsible for cleaning in those facilities. Below is a list of phone numbers for the various units that have cleaning responsibilities across campus.

General Campus Spaces (FP&M)	515-294-5100
Department of Residence (DoR)	515-294-3322 (during business hrs.) After Hours: Contact community advisor on duty (CAOD)
Dining	See Department of Residence
Recreation Services	515-294-0386
Memorial Union (MU)	515-294-2301
Reiman Gardens	515-294-2567
Athletics	515-294-7686
Thielen Student Health	515-294-4980