



## Confirmed COVID-19 Thorough Campus Cleaning and Sanitation Plan

**Policy**

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**Sept 14, 2020**

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Implementation Date

**Operations Manager**

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**November 5, 2020**

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Position(s) Responsible

Date of Last Revision

### REASON FOR POLICY

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The Canadian College of Performing Arts (CCPA) has a plan in place for limiting the spread of COVID-19, responding quickly to any suspected or confirmed case of COVID-19 at the campus, and caring for those affected by the virus. CCPA will support students, staff, faculty or other members of the college community to ensure they receive the appropriate resources and support during this unprecedented time. For more information of our overall COVID-19 plan, please find on our website at <http://www.ccpacanada.com/covid-19/>

### DEFINITIONS

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**“Canadian College of Performing Arts Campus”** and/or **“Campus”** is all offices, studios, common spaces, parking lots and outdoor spaces connect to 1701 Elgin Rd, or an insured, contracted rental space.

**“College Senior Management Team (CSMT)”** is the Managing Artistic Director, the Director of Education, the Registrar and the Operations Manager, or anyone appointed as “Acting” in any of those roles.

**‘Guest Artists’** includes all contracted creative, education and production staff.

### POLICY STATEMENT

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CCPA has a Pandemic/Communicable Disease Response Plan, which is part of our broader *Response to Health or Emergency Policy*. This document is intended to provide information to our community on the specific Cleaning and Sanitation protocols to be implemented in the case that a person(s) suspected/confirmed to have COVID-19 has been on campus. This plan will be followed in the event of a confirmed positive diagnosis of COVID-19 with a student, staff, faculty or other member of the college community. The protocols in this plan outline the steps local health experts, as well as provincial and national public health authorities, will take in a pandemic to limit the spread of the virus. CCPA will support health authorities by ensuring our community follows these protocols.

As the pandemic is an evolving situation, and we are regularly updating and adapting our plans to ensure we are operating in compliance with the advice, orders, regulations and requirements of the BC Centre for Disease Control (BCCDC), the Provincial Health Officer (PHO), the Island Health Authority (VIHA), and WorkSafeBC. With no known vaccine or treatment currently available for COVID-19, reopened campuses could experience confirmed cases of the virus.

**ANY MEMBER OF THE COLLEGE COMMUNITY WHO TESTS POSITIVE FOR COVID-19 WILL BE NOTIFIED BY THE LOCAL HEALTH AUTHORITY AND WILL BE QUARANTINED.**

## PROCEDURES

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This is the cleaning and sanitation plan for the Canadian College of Performing Arts, located at 1701 Elgin Road, Victoria, BC for rooms and areas occupied by anyone suspected of or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. This plan will be updated if additional information becomes available.

**Cleaning and sanitation protocols after person(s) suspected/confirmed to have COVID-19 has been on campus:**

Timing and location of cleaning and disinfection of surfaces:

- Close off areas occupied by the ill person(s). Open outside doors and windows and use ventilating fans to increase air circulation in the area. **Wait 24 hours or as long as practical before beginning cleaning and sanitation.**
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards and remote controls) used by the ill person(s), focusing especially on frequently touched surfaces.
- In areas where ill persons have visited or used, continue routine cleaning and disinfection.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

### **How to Clean and Sanitize**

#### Hard (non-porous) surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

#### Soft (porous) surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
  - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

#### Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and POS machines, remove visible contamination if present.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider the use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

#### Linens, clothing, and other items that go in the laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

#### Personal Protective Equipment (PPE) and Hand Hygiene

- The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
  - Gloves and gowns should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
  - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one's nose, coughing, or sneezing.
    - After using the restroom.
    - Before eating or preparing food.
    - After contact with animals or pets.
    - Before and after providing routine care for another person who needs assistance such as a child.

## EXCEPTIONS

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If it is deemed necessary or appropriate to bring in a professional cleaning company the following local companies provide COVID-19 cleaning and disinfecting services:

[Paul Davis](#)  
[COIT](#)

## SUPPORT MATERIAL

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This policy was created based on recommendations from:  
Centers for Disease Controls and Preventions (US) [CDC](#)  
[CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS](#) (BCCDC)  
[CLEANING AND DISINFECTING](#) (BCCDC)