| Supplies          | Hand Sanitizer | Inside main building entries  
|                  |                | Near entries to Classrooms and Labs  
|                  | Sanitizing Wipes | Outside every classroom or lab that is in use  
|                  | Face Coverings & Gloves | Provided for our custodial crews  
| Indoor Air Quality | Ventilation (varies by building system and outdoor air temperature) | All classrooms were evaluated for compliance with ASHRAE 62.1, the recognized standard for proper ventilation in classrooms.  
|                  |                | Those classrooms that meet or exceed ASHRAE 62.1 have been identified for the Class Scheduling office and will be used for all classes. Those classrooms will have extended hours of ventilation at the beginning and end of each day.  
|                  |                | In cases where classrooms or labs have unique equipment or systems and may not be compliant to ASHRAE 62.1, EHS has defined a protocol to mitigate the risk of exposure to the COVID-19 virus.  
|                  | Filtration | Provide high efficiency air filtration.  
| Routine Cleaning | Common Areas (Lobbies, halls, stairs, elevators) | Clean at the start of every week day  
|                  |                | Clean touchpoints (door handles, elevator buttons, handrails, & drinking fountains) throughout the day  
|                  | Restrooms | Clean at the start of every week day  
|                  |                | Sanitize a second time, mid-day  
|                  | Trash Removal | Each building will have designated central locations for building occupants to dispose of their trash. Facilities will remove trash from central location, only  
|                  | Research Labs | Trash removal: 2 times per week, from central location  
|                  | Classrooms & Teaching Labs | Trash removal: 2 times per week, from central location  
|                  |                | Clean whiteboards and desktops: daily  
|                  |                | Vacuum: monthly, unless additional requested  
|                  | Offices/ Suites | Trash removal: 2 times per week, from central location  
|                  |                | Vacuum: monthly, unless additional requested  
|                  | Student Lounges | Disinfect counters/sinks, trash removal,  
|                  |                | Vacuum: daily  
|                  | Staff Break Rooms | Trash removal: daily  
|                  |                | Disinfect counters, wipe outside of appliances, sweep/vacuum, disinfect tables: daily  
| After a Positive Case occurs | Emergency Cleaning | Disinfect all building areas that the COVID-19 individual has come in to contact with  
|                  |                | Vacate the affected area until you are told it has been disinfected and is safe to return  

**U Facilities Building Responsibilities** (Academic and Research Buildings)  
**Personal Responsibilities** (Students, Faculty & Staff)  
**How to Report a Concern**

Sanitize your hands often  
Students and Faculty take a wipe and sanitize your desk area and chair arms before each class  
Always wear a face covering when inside buildings  
The most effective way reduce the risk is to follow the guidelines issued by the University for masks, physical distancing, and washing your hands  
To report issues with ventilation call Facilities Dispatch at 801-521-7221  
To report concerns about routine cleaning, call Facilities Dispatch at 801-581-7221  
To report supply needs, call Facilities Dispatch at 801-581-7221  
Fill out COVID-19 Reporting Form at www.coronavirus.utah.edu, Facilities will be notified