

**EVMS
COVID-19**

**Protocol and Request Form for Housekeeping Cleaning/Disinfecting Service
In a Non-Clinical Area**

PROTOCOL:

1. If an employee or student either experiences COVID-19 symptoms or thinks they may have been exposed to COVID-19, any areas the employee has been in since he or she began to experience symptoms or may have been exposed, need to be cleaned/disinfected by Housekeeping.
2. Upon learning of a possible COVID-19 exposure, **the Department Chair/Head or his designee** must email this protocol/request form to Housekeeping at "housekeeping@evms.edu" AND either the Housekeeping Manager or Workflow Coordinator must be notified by phone at:
 Manager: (757) 300-6558
 Workflow Coordinator: (757) 528-3917
3. Any rooms that need to be cleaned/disinfected by Housekeeping should be marked with a "C" on the door to alert everyone that the room needs to be cleaned/disinfected and that no one should enter the room until Housekeeping has finished their work and has removed the "C" from the door. This includes any restrooms, break rooms, kitchenettes, etc. the employee or student was in.
4. Per CDC Guidelines, housekeeping will wait 69 minutes from when the room(s)/area(s) are vacated to clean/disinfect any possibly affected areas.
5. Housekeeping uses a Protexus Electrostatic Sprayer to disinfect rooms, so if there are any items you don't want disinfected, please clean/disinfect them and remove them from the room before submitting your request to housekeeping.
6. Housekeeping will send a confirmation email to everyone on the requesting email, notifying them that the requested room(s) have been cleaned/disinfected.

REQUEST

An employee, while at work, either experienced COVID-19 symptoms or thinks they may have been exposed to COVID-19. Therefore, the following areas need to be cleaned/disinfected by Housekeeping.

Building: _____

Floor: _____

Room #'s: _____

Time All Rooms Vacated: _____