

MANUAL: Facilities Services**TITLE:** Contagion Response**RESP:** Assoc. Vice Chancellor – Facilities Services**REV. BY:** Assoc. Vice Chancellor – Facilities Services**PROC. NO:** FS-PR-9.21**ORIG. DATE:** 02/15/2020**EFF. DATE:** 02/15/2020

SCOPE

The provisions of this document apply to all SJCD personnel within Facilities Services pertaining to a contagion or biological response.

DEFINITIONS

Prevention – The action of stopping something from happening or arising.

Containment – The action of keeping something harmful under control or within limits.

Control – The ability to manage.

Facilities Services Personnel – All those individuals working within Facilities Services group regardless of their position.

Contractors – All contract vendors engaged in business in support of Facilities Services operational activities.

ROLES AND RESPONSIBILITIES

All College Facilities Services personnel – Responsible for adhering to the guidance provided in this narrative, College directives, and information provided by state and federal health services.

PROCEDURES

- I. All Facilities personnel should consider the following Prevention rules of thumb:
 - A. Basic hygiene measures should always be practiced.
 - i. Frequent hand washing.
 - ii. Avoid physical contact with others if possible.
 - iii. Avoid touching of face, eyes, or nose if possible.
 - B. Minimize contact.
 - i. If you are sick, do not go to work and minimize your contact with others.
 - ii. Seek medical attention early to protect yourself and others around you.
 - iii. Practice cough etiquette. Covering your mouth / nose when coughing or sneezing.

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- II. All Facilities Services employees should aid in the Containment and Control of any contagion or biological event.
- A. Employees who are sick should stay away from work and seek diagnosis/treatment through their medical health care provider.
 - B. Outbreaks of infectious/communicable diseases will be assessed by the College leadership, in accordance with local, state and federal health guidelines.
 - i. This may require specific cleaning and disinfection protocol utilizing College employees, as well as contract custodial action.
 - a. Existing custodial contract allows for specific use of disinfecting chemical solutions.
 - b. Custodial contract allows for touch point cleaning and disinfection practices
 - c. Changes in cleaning specs and frequency outside of normal contract may be prescribed.
 - ii. This may result in the temporary suspension of all College functions, buildings and facilities.

III. SUPPLEMENTARY LINKS OR DOCUMENTS

- A. Policy IV-B-4: Policy on Communicable Disease
 - i. [Accessible link for reference](#)
- B. Procedure 8-3: Communicable Disease
 - i. [Accessible link for reference](#)
- C. Texas Department of State Health Services
 - i. [Accessible link for reference](#)
- D. Supplemental Touch Point Cleaning
 - i. [Accessible link for reference](#)
- E. Barco Display Cleaning addendum 25 March 2020
 - i. [Accessible link for reference](#)
- F. COVID-19 Space Disinfection
 - i. [Accessible Link for reference](#)
 - a. Known positive response.

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- G. Monkeypox Space Disinfection
 - i. [Accessible Link for reference](#)
 - a. Known positive response

- H. ABM enhanced cleaning operations procedure
 - i. [Accessible Link for reference](#)