

PROTOCOL FOR ACQUIRING SPRAY DISINFECTANT FOR YOUR PUBLIC SPACES

July 30, 2020

University custodial staff will be focused on cleaning and disinfecting public spaces, high-touch areas such as handrails and door hardware, and bathrooms. Additionally, disinfectant wipes will be deployed in selected public areas for students, faculty, and staff to disinfect area that they may visit.

Offices will be responsible for disinfecting their own public spaces or counters throughout the day, as needed, based on visitor traffic or interactions. Individual office spaces, used exclusively by the same person, need not be disinfected in this manner. The following are instructions for offices to follow when requesting disinfecting supplies. Spray bottles with paper towels will be provided. Disinfecting wipes, in short supply, will not be widely provided to office locations.

FIRST TIME REQUEST FOR DISINFECTING SPRAY?

1. Submit a completed [request form](#) and send to the of Environmental Health and Safety (EH&S) office as instructed on the form.
2. EH&S will review for need/quantity and refer to Facilities Administrative Services office for delivery to requestor.
3. EH&S will contact requestor if there are issues or questions with the request.
4. Thereafter, requestor will be delivered their disinfectant spray, along with paper towels, usually within a day.
5. Save your bottle along with spray attachment – *you may need a refill or we may need to reuse it!*

NEED A REFILL OF YOUR SPRAY BOTTLE(S)?

1. Have your saved bottle (and spray attachment) ready.
2. Contact the most convenient “refill station coordinator” for you.
3. Set-up time to exchange bottle(s).
4. Visit location and bring your empty bottle(s).
5. Coordinator will document your name and department to track use and inventories.

REFILL STATION LOCATIONS/COORDINATORS

WEST PODIUM (CUSTOMER SERVICE, HU B43)

Service desk: 518-442-3480

EAST PODIUM (LSRB CUSTODIAL OFFICE, DOCK RM 1007)

Dan Cellupica: 518-591-8866
Yvonne Ornoski: 518-442-3298
Steve Urban: 518-442-3409

ATHLETICS FACILITIES (CUSTODIAL OFFICE, SEFCU A038)

Bruce Robinson: 518-442-3296
Eli Shkullhau: 518-442-3296
Buka Hoxha: 518-442-3296

DOWNTOWN CAMPUS (DRAPER B041)

Tom Gellhaus: 518-442-3465
Alfred Cannozzo:- 518-442-3465
Ken Keefer: 518- 442-4032

HOW TO USE THE DISINFECTANT (summarized from label)

Spray 6-8 inches from surface, making sure to wet surfaces thoroughly. Surfaces must remain wet for 1 minute. Then either wipe surfaces dry, rinse, or allow to air dry.

No gloves or PPE needed for routine disinfecting.

