

2021 – Standard Operating Procedure for staff entry into a residential hall room during COVID-19 pandemic

Standard Operating Procedure

Staff entry into a residential hall room

Document approval and version History:

Version	Description of changes	Effective date	Author
1.0	Initial release		

1.0 Purpose

The purpose of this document is to outline the procedures for staff entry into an individual residential hall room while COVID-19 protocols are in place at ASU. This document must be reviewed and adhered to by staff who may be assigned to enter a residence to complete their work. In addition, supervisors must review the requirements of this procedure.

2.0 Scope

This standard operating procedure, or SOP, applies to entry into an individual residential hall room either while the room is occupied or within three days after the room has been vacated. Entry into a room three days or more after the

resident(s) have vacated is not part of this scope because no added protections are required and routine cleaning (not disinfection) is sufficient. In addition, this does not apply to entry into common areas in residential halls, including reception areas, hallways, dining areas and similar spaces.

3.0 Introduction and background

Fall, 2021 plans do not require students or staff to disclose whether they are isolating due to a COVID-19 diagnosis. In addition, students and staff are encouraged but not required to receive the COVID-19 vaccine.

1. All students, faculty and staff are strongly encouraged to receive the COVID-19 vaccine offered at no cost.
2. Residents are not required to disclose whether or not they are in quarantine/isolation for COVID-19. Staff must therefore assume residents are in quarantine when they enter an occupied room.
3. Staff will minimize the amount of time spent inside the room.
4. Staff will maximize the distance between themselves and residents while working.
5. Staff are required to wear the personal protective equipment, or PPE, described in this procedure while working in a residential hall room, whether or not they have received the COVID-19 vaccine.

4.0 Preparation

1. Work order or other request received by Facilities dispatch or residential hall staff.
2. Dispatch or designated staff member obtains the following information:
 - a. Details of request
 - b. Whether the residence is currently occupied.
 - c. If unoccupied, estimated date and time the resident(s) vacated the residence and anticipated return date.
 - d. If occupied, whether the resident(s) can move to a location away from the repair space (e.g., bedroom) while the work is completed.
3. Dispatch or designated staff member notifies the resident of the following:
 - a. Visitors are not permitted to enter the residence while staff are working.
 - b. If possible, instruct residents to move to an alternative location, such as a bedroom, during the repair.
 - c. If the resident(s) cannot move to an alternate location, notify the resident(s) that face masks are required during the service.
4. Staff assigned to the work prepare the following supplies:
 - a. Disinfecting supplies.

- b. Extra face masks for residents to wear while staff is working inside the residence.
- c. Hand sanitizer.
- d. Required PPE for entry as described below.
- e. PPE specific to the work task(s).
- f. Tools and equipment needed for repair work.
- g. Vacuum cleaner with a HEPA filter if vacuuming will be conducted within 3 days of the space being vacated.

5.0 COVID-19 PPE and procedures required for entry into a residence

PPE may be obtained through [Maintenance Supply](#) at 480-965-1897, or email to maintenancesupply@asu.edu.

COVID-19 PPE and procedures required for entry into an occupied residence or vacated for less than three hours¹

If the resident(s) cannot leave the space for three hours prior to the start of work, staff must wear the following PPE:

- Eye protection – safety glasses, goggles or face shield.
- Gloves.
- N95 respirator or higher level respiratory protection – medical evaluation and fit testing are required annually.

Once the work is complete, disinfect all tools and equipment used in the space.

PPE and procedures required for entry into residence that was vacated more than three hours but less than three days prior to start of work

If the resident(s) have left the space at least three hours prior to the start of work, staff must wear the following PPE:

- Eye protection.
- Gloves.
- Surgical mask or KN95.

Avoid vacuuming if possible. If vacuuming is needed, use a vacuum cleaner with a HEPA filter. Water extraction without a HEPA filter is acceptable.

¹ health.harvard.edu/diseases-and-conditions/coronavirus-resource-center

Once the work is complete, dispose of surgical mask, clean or disinfect all tools and equipment used in the space.

If the room has been vacated for three days or more, no COVID-19 PPE or precautions are required.

6.0 Completion of work and waste disposal

Dispose of PPE, except N95, and cleaning or disinfection supplies in regular trash. N95 respirator may be re-used as described below. When finished, dispose of N95 in biohazardous container.

7.0 Donning and doffing PPE

Staff that wear an N95 to enter a residential room must receive a medical clearance and fit test annually for each specific type and brand of respirator. Facial hair interferes with respirator performance and is prohibited. Employees must be able to identify their respirator. Sharing is not allowed.

Instructions for putting on PPE:

1. Check PPE for damage or contamination before putting on PPE. **Do not use damaged or contaminated PPE.**
2. Wash hands for at least 20 seconds or use hand sanitizer.
3. Put on gloves.
4. N95
 - a. If applicable, put on respirator (half-face or N95) – if putting on an N95 that was previously used by you, do not allow the outside of the respirator to touch your face and replace the gloves after you put on the used N95.
 - b. Conduct positive and negative pressure tests on the N95 respirator and adjust the straps until there is no leakage around the respirator.
5. Surgical mask - If a surgical mask is required, put on surgical mask and press to secure over nose and mouth.
6. Put on eye protection.


Instructions for taking off


PPE:


1. Remove gloves, place in trash.
2. Apply hand sanitizer
3. Remove eye protection.


4. Put on a clean set of gloves.
5. Remove N95 respirator. Do not allow the outside of the respirator to touch your face.
 - a. For an N-95, grasp the front of the respirator with one hand and remove the straps with the other hand. To re-use the N-95 up to five times, place it mouth-side down in a paper bag labeled with your name and the date. After five uses or less, dispose of the N-95 into the biohazardous waste bag.
6. Remove surgical mask by touching the ear loops only. Dispose in regular trash.
7. Remove gloves and wash hands for at least 20 seconds or use hand sanitizer.

Approvals

Approved by: **David Gillum**  Digitally signed by David Gillum
Date: 2021.09.15 11:50:35 -07'00' **Date:**

Prepared by: **Suzanne Kennedy**  Digitally signed by Suzanne Kennedy
Date: 2021.09.10 10:55:10 -07'00' **Date:**

Author: **Irene Mendoza**  Digitally signed by Irene Mendoza
Date: 2021.09.23 18:08:24 -07'00' **Date:**

Subject Matter Expert: **Giorgio Scarpellini**  Digitally signed by Giorgio Scarpellini
Date: 2021.09.23 18:02:48 -07'00' **Date:**

Questions? Contact ASU Environmental Health and Safety at 480-965-1823 or email asuehs@asu.edu.

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