CONFEREECE and MEETING ROOM CLEANING GUIDELINES

Pepperdine implemented enhanced cleaning protocols in March 2020 that will continue throughout the COVID-19 pandemic. In addition:

- Employees are responsible for cleaning the shared spaces they use, including conference and meeting rooms, with the provided supplies.
- Departments are responsible for cleaning and maintaining conference and meeting spaces at least once daily, following the same steps below.

While in shared spaces, individuals must wear a face covering and maintain a distance of six feet from one another. Discontinue handshakes or other forms of greeting that break physical distance. Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation. Bring your own office supplies and equipment and avoid sharing supplies as much as possible.

Meeting participants must complete the following steps with each use:

**Step 1: Clean Before Use**
- Use the provided supplies to wipe any surfaces that may appear dirty. If you do not see enough products available for use or believe other items to be needed, please contact the department responsible for this conference room right away. Departments should then contact Warehouse Services via their normal process and representative.

**Step 2: Disinfect After Use**
- Leave enough time at the end of your meeting to disinfect, so that the next meeting may begin as scheduled.
- Ensure the area is well ventilated. While cleaning, leave the door open to promote ventilation.
- Use provided disinfecting products (such as disinfectant wipes) to sanitize the room.
- To disinfect, either directly spray the surface to be cleaned or saturate a clean paper towel and wipe the surface. Allow the surface you are cleaning to remain wet for 10 minutes. You may dry a surface before 10 minutes if you only wish to sanitize.

Surfaces to disinfect include but may not be limited to:

- Desk and tabletops
- Chair arms, backs, and seats
- TV remote
- Phone (receiver and touchpad)
- Doorknobs
- Light switches
- Cabinet pulls and handles
- Once you exit, close the door.

**Step 3: Wash Your Hands**
- After you have properly disinfected the space, remove all personal items from the room.
- Wash your hands with soap and water if available.

Learn how the University is working to keep you safe.
pepperdine.edu/coronavirus/restoration-plan