HOTELING OFFICE CLEANING GUIDELINES

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

- Employees are responsible to clean the hoteling offices they use with the provided supplies. Communal items such as staplers, three-hole punches, and pens have been removed from the offices and individuals should bring their own supplies.

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. Individuals do not need to wear a face covering if they are alone.

Hoteling office users 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, contact the department responsible for this office right away.

**Step 2: Disinfect After Use**
- Leave enough time at the end of your usage to disinfect, so that the next user may enter 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:
- Desktop | Chair arms, back, and seat | Computer mouse (has a wipeable cover)
- Keyboard (has a wipeable cover) | Phone (receiver and touchpad)
- Digital touch screen (has a wipeable cover) (if applicable)
- 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