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

- Employees are responsible for cleaning the shared spaces they use, including kitchenettes and break rooms, with the provided supplies.
- Departments are responsible for cleaning and maintaining kitchenettes and break rooms 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.

Do not congregate in common areas such as kitchenettes and break rooms.

Kitchenette and break room users must complete the following steps with each use:

### Step 1: Clean Before Use and During Peak Usage Hours
- 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 colleague who normally orders cleaning supplies right away.
- Clean coffee pots or other shared-use items present in the kitchenette between each use.

### Step 2: Disinfect After Use and During Peak Usage Hours
- Ensure the area is well ventilated. While cleaning, leave the door open to promote ventilation.
- Use the 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.
- Be sure to clean high-touch areas such as those listed below.
  Surfaces to disinfect include but may not be limited to:
  - Refrigerator door handles
  - Entry and exit door handles
  - Cabinet door handles
  - Faucet handles
  - Coffee machines
  - Microwave
  - Toaster oven
- Once you exit, close the door.

### Step 3: Clean After Use
- After you have properly cleaned, remove all personal items that you may have taken into the space.
- Wash your hands with soap and water if available.

Learn how the University is working to keep you safe.
[pepperdine.edu/coronavirus/restoration-plan](http://pepperdine.edu/coronavirus/restoration-plan)