OFFICE and CUBICLE SPACES
CLEANING and SOCIAL DISTANCING GUIDELINES

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

- Employees are responsible for cleaning the shared and personal spaces they use on campus. Individuals may also check with their department or the department responsible for this area to determine what cleaning and work-related supplies are available for their use in this space.
- Departments are responsible for cleaning and maintaining the communal office spaces and high-touch points at least once daily, following the same steps as individual users will follow below.

All departments and individuals 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, contact the colleague who normally orders cleaning supplies right away.

**Step 2: Disinfect After Use and During Peak Usage Hours**
- Leave doors open to promote ventilation. Once you exit, please close the doors.
- 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)
- Computer (receiver and touchpad)
- Digital touch screen (has a wipeable cover) (if applicable)
- Doorknobs
- Office accessories: stapler, hole puncher, tape dispenser (if applicable)
- Headphones (if applicable)
- Light switches (if applicable)
- Cabinet pulls and handles
- Copiers
- Shared mail and supply areas

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

**Social Distancing Guidelines**
- Wear a face covering and maintain a distance of six feet from others when in shared spaces or when likely to come into contact with others. You do not need to wear a face covering when alone in a private office or a walled cubicle.
- Discontinue handshakes or other forms of greeting that break physical distance.
- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Have hand sanitizer readily available.
- Separate workspaces by six feet.
- Use your own tools, equipment, and defined workspace to the greatest extent possible.
- Have virtual meetings rather than in-person meetings whenever possible. Limit essential in-person meetings to 10 or fewer participants.
- Use digital files in place of paper files whenever possible.

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