Procedure for Disinfecting the Lectern and Desks of Classrooms-

BY CORICO- College of engineering COVID-19 safety Committee

Everyone has a shared responsibility to protect themselves and others from the COVID-19 virus

Colleagues,

Your AA has disinfection kits for you to use in the classrooms for those teaching face-to-face courses. It contains:

- 2 bottles of 70% alcohol as a disinfectant.
- 2 small cloth towels and a pack of paper towels in a ziplock bag.
- The alcohol is to be used to disinfect the lectern, microphone, computer keyboard, computer screen, and lectern console where the connectors are. In addition, student desks can also be disinfected by the students themselves using paper towels.
- More supplies can be obtained from your AA. Let them know 1-2 days in advance that you need refills.

Suggested Disinfection Procedure:

The procedure below is a potential one. You may develop your own procedure. Main cautions to keep in mind:

- Do not have students move around to perform disinfection. Have them sit down right away when they arrive. If possible, have students sit by the walls first and then in the isle, so that they do not have to pass each other.
- Everyone must wear face covering at all times.
- After cleaning any surface, hands must be sanitized or washed with soap and water. If you are in a classroom, please use sanitizer to avoid going to the bathroom.

Hard Surfaces (e.g. desks)

1) Arrive in the classroom at least 5-10 minutes in advance, if possible.
2) Spray a desk in the entrance of the classroom with alcohol.
3) Use a cloth towel to wipe it clean. Disinfect your hands with alcohol. Take paper towels from the ziplock bag and spread them individually on the desk, so that each student only touches the towel they are going to use.

4) Ask students to take a paper towel to their desks as they enter. Make sure the location of the towels does not result in crowd accumulation and assure students keep the 6 ft. social distancing.

5) Pass one alcohol spray bottle down to students in each side of the classroom. Ask students to spray their desk with alcohol or soak the paper towel and wipe the desks.

6) Used paper towels can be collected using the garbage can of classroom, or a clean paper or plastic bag you can bring to the classroom.

7) Instructor can collect used paper towels or she/he may ask a student who is sitting on the isle to perform this task. Disinfect hands with alcohol after disposing of the towels.

8) After discarding the paper towels, alcohol bottle should be distributed again so students can spray and disinfect their hands.

9) Alternatively, students can use their own hand sanitizer to disinfect hands. Contrary to hand sanitizer, pure alcohol does not contain moisturizer and can make hands dry.

**Computer and Electronics**

1) Spray alcohol in the lectern and computer.

2) Wait for 10 minutes.

3) Once 10 minutes is passed, use a white cloth towel to wipe the alcohol from the lectern and equipment, in case alcohol has not dried out completely.

4) Alternatively, you can spray alcohol onto the cloth towel until it is very wet and then wipe the lectern and equipment with the towel.

5) Wait for 10 minutes. The alcohol will dry. If still wet, use paper or cloth towel to dry it out.

**At the End of the Process:**

Use the alcohol bottles to disinfect each other using paper towels and store them back into the ziplock plastic for future use.

**Note 1:** The *classroom’s microphone* is a potential site for contamination. We have found out, by testing in one of the TBE classrooms, that covering the microphone with a clean small plastic sandwich bag does not impact the sound too much. Therefore, in addition to spraying it with alcohol, you may want to cover the microphone with a small plastic bag or Saran wrap before using it.

**Note 2:** *The blackboard eraser* is another potential site of contamination. You may want to get a new eraser from the department and carry it with you to the classroom every time. Alternatively you can disinfect the eraser with alcohol as outlined above for the lectern.

**Note 3:** *Door Knobs and card readers* are also potential sites for contamination. You can use an alcohol soaked paper towel to disinfect door knobs, card readers, and your Marlock card, before entering the room.