



OREGON COLLEGE *of* ORIENTAL MEDICINE

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COVID-19 Building Cleaning Procedures

**Only use disinfectants provided by the college*

**Wipes are only to be used on one surface before being discarded*

CLASSROOMS and STUDY AREAS

- **Sanitize hands** when entering and leaving classroom
- **Disinfect ALL classroom surfaces** prior to and at the end of **EVERY class**, including:
 - Tables and metal parts of chairs
 - Doorknobs
 - Light switches
 - Whiteboard markers
- **Disinfect ALL personal items** (per *Personal Hygiene Guidelines*) at the end of class or clinic shift, and before leaving room:
 - Laptops, tablets, phones, glasses, coffee cups/personal thermos, etc.

CLINIC ROOMS

- Disinfect ALL surfaces
 - At the start of each shift
 - Between each patient
 - At the end of each shift
 - Treatment table, vinyl pillows, door knobs, chairs, tables, bolster, shelving, counters, and instrument trays
- **Change all linens** between patient visits
- **Leave instrument trays on stands** to maintain clean fields and prevent contamination
- **Disinfect thermometers** after use

MEDICINARY

- **Gloves are to be worn** at all times to prevent physical contact with herbs.

LIBRARY

- **Sanitize hands** before entering/exiting library
- **Disinfect tables and computer stations** twice per day.

Continued

FRONT DESK, CLINIC RECEPTION, and STAFF AREAS

- **Disinfect workspaces** at the beginning, middle, and end of each day
 - desks, keyboards, computer screens, phones
- **Disinfect patients' desk area after each patient**
- **Disinfect common areas** after each patient time slot
 - chairs, doorknobs

KITCHEN AREAS

- **Disinfect** all surfaces after each use:
 - outside of microwave, surfaces, sink
 - all tables and chairs after eating
- Everyone is encouraged to **bring your own utensils and serving dishes each day.** Please wash after each use and consider storing in your locker versus common areas.