Protecting students and staff under a new normal

A GUIDE FOR HIGHER EDUCATION FACILITIES
The New Norm for Higher Education Facilities

As many colleges and universities plan to restart operations after a crisis, they’ll need to consider a new set of concerns and needs. Those who visit and attend your facilities—students, teachers, staff and parents will come with a heightened sensitivity to cleaning, hygiene, and sanitation. This “new normal” will raise expectations and impact the reputation for facilities moving forward.

To help higher education institutions respond to these new expectations, NETWORK has collected essential information from industry sources that can be considered as you navigate through these new challenges.

As a national distributor of facility supplies, NETWORK has been partnering with educational institutions to provide janitorial supplies as well as cleaning and disinfecting best practices that create welcoming facilities that meet the highest standards.

NETWORK understands the importance of cleaning for health and delivers a full range of operational insights and product solutions. For more than 50 years, NETWORK’s value to colleges and universities is knowing what’s in the box and how to properly use it to deliver best performance when it matters most.

Key Considerations in this Guide:

1. Coronavirus Disease (COVID-19)
2. Effective Handwashing
3. Basics of Face Covering
4. Social Distancing
5. Caring for Students & Staff
6. Preparing to Open
7. Surface Safety
8. Cleaning for Health
9. Distribution by Design®
Coronavirus disease (COVID-19) is a respiratory disease of international public health concern caused by a “novel coronavirus” not previously seen. People with COVID-19 have reported a wide range of symptoms – from mild symptoms to severe illness. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and trouble breathing. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

The virus may spread by respiratory droplets from an infected person to others through:

- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

Risk of infection can be reduced by:

- Washing hands often and correctly
- Avoiding touching your eyes, mouth, or nose with unwashed hands
- Avoiding close contact with people who are sick
- Use hand sanitizer if soap and water are not readily available
- Wearing a mask according to federal, state or local guidelines

Norm Knows

The 2019-nCOV is a virus. Antibiotics should not be used as a means of prevention or treatment as they are not effective against viruses.

Please note that the situation surrounding COVID-19 is evolving and that the subject matter discussed in this publication may change.

Sources: www.cdc.gov and www.who.int

Study published Feb. 6 in The Journal of Hospital Infection
Effective Handwashing

1. Wet hands under lukewarm running water.
2. Dispense soap.
3. Rub hands palms together. Left over right and right over left.
4. Rub hands with fingers interlaced. Palm to palm, Left over right, right over left.
5. Rub hands, fingertips into palm to clean under nails. Scrub each thumb individually.
6. Rinse hands thoroughly with running water.
7. Dry hands with clean paper towels.
8. Turn water off using a towel if the faucet is not automatic.

Norm Knows
Handwashing is one of the best ways to protect against spreading germs. Effective handwashing should last at least 20 seconds.
The Basics of Face Covering

When combining with every day good hand hygiene and social distancing practices, face coverings are an additional step to help slow the spread of COVID-19 and other germs.

If social distancing is difficult, it is recommended staff and students wear a face covering. It is important to understand the Do’s and Don’ts of face coverings.

**DOs**
- Wash your hands before applying a mask
- Make sure you can breathe
- Wear when you’re around others
- Be sure the cloth covers your mouth and nose
- Wash after use

**DON’Ts**
- Do not touch your face covering
- Do not use masks or other PPE intended for healthcare workers
- Do not use for children under age 2

**Norm Knows—How to make a face mask from a T-shirt**

1. Cut out 7-8 inches from a T-shirt
2. Cut tie strings 6-7 inches
3. Tie Strings around neck and top of the head

A cloth face covering may not protect the wearer, but may keep the wearer from spreading the virus to others.

Source: www.cdc.gov
Social distancing means keeping enough space between people to minimize the spread of germs. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible — even if they have no symptoms. The following tips can help you maintain a healthy environment.

Keep larger groups of people from coming together and allow for more physical space between individuals

- Protect and support staff and students who are at higher risk for severe illness, such as providing options for telework and virtual learning
- Enhanced social distancing measures
- Limit nonessential visitors, volunteers, and activities involving external groups or organizations
- Consider temporarily closing shared spaces such as cafeterias, breakrooms, residence halls, kitchens and common areas if possible; otherwise, stagger use and clean and disinfect between use
- Increase space between desks and reduce seating in commons areas to support social distancing
- Designate “up” and “down” hallways and stairwells with signage
- E-learning or distance learning opportunities should be provided for all students
- Promote virtual meetings for events or meetings whenever possible
- Follow state and local guidelines regarding limits on meetings, gatherings, and events; CDC currently recommends meeting limitations of 10 people or less
- Discourage sharing of phones, computers, desks, offices, or other tools and equipment, when possible

Face masks may be helpful where social distancing is a challenge

- Follow CDC guidelines to maintain social distancing and follow federal, state and local mandates for wearing face masks
- Instruct students, staff, vendors, and contractors to wear face masks. Amend existing service agreements, if necessary, to include these new requirements

Sources: www.cdc.gov and OSHA3990

Norm Knows

When an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air they land on others nearby.

Covering your coughs and sneezes along with social distancing can prevent the spread of infection.
Establishing carefully coordinated policies and providing training will help mitigate risks and reduce concerns. Administration should keep track of rapidly emerging developments and regulations in their areas and consider taking the steps below.

**Caring for Students & Staff**

Keep your students & staff healthy and protected

- **Pre-Screen:** Measure temperature of all school occupants and assess symptoms prior to starting the day. CDC guidance states the minimum temperature that indicates a fever is 100.4°F.
- **Monitor:** Watch for change in temperature and symptoms
- **Provide Personal Protective Equipment (PPE):**
  - Masks, face coverings or respirators
  - Gloves

Adjust, communicate, and train

- Train when to use PPE, how to properly put on, use, take off, and dispose of PPE
- Train students and staff not to share PPE
- Train all cleaning staff on proper cleaning procedures
- Train students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use
- Train students and staff on monitoring social distancing, sanitation, and hygiene protocols
- Display visible signage to remind students & staff of proper hygiene procedures and checklists to follow to keep facilities clean and protected
- Broadcast regular announcements on reducing the spread of COVID-19
- Encourage staff and students to bring their own water to classes to minimize use of water fountains
- Increase air exchange in buildings and on-campus housing
- Reduce capacity in residence halls close shared spaces (kitchens, common areas, etc.) when possible
- Educate all to recognize the symptoms of COVID-19
- Provide instructions on what to do if someone develops symptoms
- **Reward good behavior** – what gets recognized gets repeated!

If a Student or Staff Member Becomes Sick

- **Immediately** send them home
- Surfaces in their workspace should immediately be cleaned and disinfected
- Gather information on anyone who had contact within 6 feet with the ill person

**Norm Knows**

- If a Student or Staff Member Becomes Sick
Preventing the spread of diseases is crucial during the current health crisis. This image highlights the importance of proper cleaning, sanitizing, and disinfecting to prevent disease transmission. The text explains that these terms are often used synonymously, but it is important to understand their differences.

- **Clean**: Removing germs and soils.
- **Sanitize**: Reducing the germ count on a surface by at least 99.9%.
- **Disinfect**: Killing germs and a wider range of microorganisms.

The image also provides steps to take in cleaning and disinfection, such as using surface sprays, disposable wipers, and disinfecting solutions. It also emphasizes the importance of social distancing recommendations, floor tape and decals, and other hygiene measures. The communication and signage section suggests placing signs at entrances notifying individuals to STOP if they are sick, adding hand sanitizer stations, and providing trash containers for tissues and face masks.

The bottom of the image reminds that every school should have a good cleaning and disinfection program, taking into account the areas and materials to be cleaned and disinfected, the frequency of cleaning, the proper protocols, and the cleaning and disinfecting products to be used.

*Source: CDC, Know the difference between Cleaning, Disinfecting, and Sanitizing.*
2. A frequent habit that has implications for hand hygiene.

Discuss the best solutions with your NETWORK distributor to plan for a better tomorrow.

**Preparing to Open**

### Public Restrooms
- Touch-free soap dispensers
- Hand soap
- Hand sanitizer
- Touch-free paper towel dispensers
- Paper Towels
- Toilet Tissue
- Seat covers
- Seat cover dispensers
- Hand sanitizer station outside restrooms
- Provide trash containers for towels and tissue near exit

### Classrooms
- Space seating/desks at least 6 feet apart when feasible
- Leave empty seats and create space in auditorium style classrooms
- Hand sanitizer available
- Disinfecting disposable wipes available
- Disposable desk pads to be replaced daily
- Facial Tissues
- Masks
- Create a process to enter/leave classrooms, offices and meeting rooms
- Consider one way aisles or hallways
- Social distancing signage

### Staff Break Room
- Wrapped cutlery kits (fork, spoon, knife, napkin/wipe, salt, pepper)
- Touch-free single use dispensers for cutlery
- Single use cups and lids
- Touch-free paper towel dispensers
- Paper Towels/Napkins
- Touch-free hand soap and sanitizer dispensers
- Surface sprays
- Disinfecting disposable wipes for cleaning
- Social distancing signage

**Norm Knows**

*In the span of 24 hours, the average adult touches 7,200 surfaces and touches their face 552 times.*

Increase frequency of hard surface disinfection using an EPA -registered disinfectant with an emerging viral pathogens claim. Disinfect ALL hard surfaces, not just high touch points.

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### Preparing to Open

#### Kitchen
- Surface sprays
- Pre-wet disposable wipers
- Disinfecting solutions and dilutions
- Germicidal spray
- Floor cleaners/sanitizers
- Buckets/mops
- Bleach
- Hand sanitizers
- Hand Soap
- Paper towel dispensers
- Disposable food service items
- Appropriate PPE: gloves, mask, head covers, aprons, shoe covers, eyewear

#### Cafeteria
- Encourage students to bring their own meals or provide to-go meals
- Touch-free hand sanitizer dispensers in convenient locations
- Post social distance signage
- Add table top signs to convey surfaces have been cleaned and sanitized
- Enable access to disposable wipers for sanitizing tables, chairs, napkin dispensers, condiments, etc.
- Ensure body fluid spill kits are on hand

#### Gym and Athletic Facilities
- Touch-free hand sanitizer dispensers
- Disinfecting wipes for cleaning equipment
- Post signage to reinforce the need to clean equipment
- Encourage staff and students to bring their own water to minimize use of drinking fountains
- Drinking fountains should be cleaned and sanitized
- Signage reinforcing hand hygiene

### Norm Knows

Consider transmission risks in terms of:
- **Time** — less is better
- **Space** — more is better
- **People** — less is better
- **Place** — outdoor is better

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For the best sanitation and foodservice disposables solutions for your multi-site locations reach us at cre@networkdistribution.com
## Surface Safety

Many viruses can live for hours to days* on surfaces like countertops, cutting boards, desks, tables and doorknobs. How long the virus survives depends on the material the surface is made from. Here’s a guide to how long coronaviruses can live on some of the surfaces people touch on a daily basis.

<table>
<thead>
<tr>
<th>Surface</th>
<th>Examples</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aluminum</td>
<td>Foil, soda cans, catering pans, cooking pots and pans, food trays</td>
<td>2 to 8 hours</td>
</tr>
<tr>
<td>Cardboard</td>
<td>Shipping boxes</td>
<td>24 hours</td>
</tr>
<tr>
<td>Ceramics</td>
<td>Dishes, pottery, mugs</td>
<td>5 days</td>
</tr>
<tr>
<td>Copper</td>
<td>Coins, cookware, electrical wires</td>
<td>4 hours</td>
</tr>
<tr>
<td>Food/Water</td>
<td>Does not seem to spread through exposure to food</td>
<td>N/A</td>
</tr>
<tr>
<td>Glass</td>
<td>Screens for TVs, computers, and smartphones, windows, mirrors, drinkware</td>
<td>Up to 5 days</td>
</tr>
<tr>
<td>Metals</td>
<td>Door handles, metal handrails, counters, silverware, jewelry, keys</td>
<td>5 days</td>
</tr>
<tr>
<td>Paper</td>
<td>Towel, tissue, toilet paper, napkins, paper bags, letters and stationary, magazines and newspapers, paper money</td>
<td>The length of time varies up to 5 days</td>
</tr>
<tr>
<td>Plastics</td>
<td>Computer keyboards and mouse, phones, elevator buttons, light switches, remote controls, credit cards, water bottles, detergent bottles, cutlery and cups</td>
<td>2 to 3 days</td>
</tr>
<tr>
<td>Stainless Steel</td>
<td>Door handles, metal handrails, refrigerators, sinks, counters, keys, some water bottles, industrial equipment</td>
<td>2 to 3 days</td>
</tr>
<tr>
<td>Wood</td>
<td>Furniture, desks, tables, shelving</td>
<td>4 days</td>
</tr>
</tbody>
</table>

Table Sources: Aerosol and surface stability of SARS-CoV-2 as compared with SARS-CoV-1. N Engl J Med. 2020; (published online March 17) DOI:10.1056/NEJMc2004973

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### Norm Knows

The best way to keep surfaces safe from germs is to clean AND disinfect frequently touched surfaces before each use.

Use an EPA-registered disinfectant¹ following the manufacturer’s instructions and appropriate dwell time.

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¹. https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

*New England Journal of Medicine 4/16/2020; 382:1564-1567

Discuss the best surface cleaning and disinfecting solutions with your NETWORK distributor.
Staying open, means staying healthy

The health condition of your staff has a direct impact on the productivity of a business and significant implications on the economy. The Integrated Benefits Institute, a U.S. health research organization, estimated the impact to be nearly $230 billion.

With this in mind, good hygiene, cleaning and disinfecting to maintain good health in your facility is now, more than ever, an economic business imperative.

Cleaning for Health can reduce the impact of preventable infections

<table>
<thead>
<tr>
<th>Business Segment</th>
<th>Economic Loss*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office setting</td>
<td>$84 Billion</td>
</tr>
<tr>
<td>Foodservice</td>
<td>$51 Billion</td>
</tr>
<tr>
<td>Education</td>
<td>$40 Billion</td>
</tr>
<tr>
<td>Healthcare</td>
<td>$35-45 Billion</td>
</tr>
</tbody>
</table>


Proper cleaning can reduce the spread of contagious viruses by 80 to 90 percent1. Appropriate cleaning can result in a 5 percent productivity gain, which amounts to $11 billion.2

As a leading distributor in the janitorial market, NETWORK values cleaning for health. More than a decade ago the company created a proprietary program, Healthy Measures, to provide a disciplined approach to measure and monitor cleaning efforts in buildings and improve business outcomes.

Healthy Measures combines effective strategies in surface disinfection, hand hygiene, and other infection prevention activity to help eliminate environmental issues that can lead to illness. The program provides essential protocols, checklists, and assessments for a holistic solution that protects facilities against cross contamination.

- Creates cleaner, healthier environments
- Defines and implements best practices for surface cleaning, hand hygiene, and improved safety
- Provides a disciplined means to measure continuous improvement

Learn how NETWORK can create a consistent janitorial and disinfecting supply program for all of your locations. Reach us at 800.683.0334
NETWORK is a national distributor focused on comprehensive, customized facility cleaning programs and offers a wide selection of industry leading name-brand paper products, skin care, cleaning supplies, chemicals, equipment, and foodservice disposables.

Our aim is to make it easy to protect the wellness of your buildings with janitorial and sanitation solutions and foodservice disposable packaging that are as cost-effective as they are comprehensive. With over 7,000 responsive local facility cleaning experts, we have the category expertise needed to improve the cleanliness, health, safety and appearance of your school.

Focused on multi-site corporate operations, NETWORK strikes the ideal operational balance by providing centralized control with the local flexibility you need to drive your success.

With more than 600 distribution warehouses across North America, you can rely on:

- More than 50 years of supply chain expertise
- Locally stocked corporate contract-compliant branded inventory
- Name-brand janitorial, sanitation and foodservice disposables from top manufacturers
- Full line of environmentally-preferred products
- Order staging and quick start-up support
- Flexible delivery schedules
- Local will call and emergency order options
- On-site training for improved efficiency and effectiveness
- Decades of experience solving the toughest cleaning challenges as well as designing the right Grab-and-Go meal programs

Norm Knows

NETWORK is here to help you with your janitorial and disinfecting supplies, and foodservice disposables. In times of crisis, certain items may be in high demand and normal delivery times impacted.

For more information call: 800.683.0334

Learn more at: www.networkdistribution.com/public-sector

Contact us: www.networkdistribution.com/contact