

Trades Technology Complex Common Sense for Common Areas

Hand Washing: before and after eating, after using the restroom, any time hands are visibly soiled, before touching your face, after sneezing, coughing, or blowing your nose.

Follow these 8 steps every time:



1. **Prepare** by having enough clean paper towels to dry your hands and open the door handle. Pull enough down at the dispenser and leave it before you begin washing your hands so you can grab it without touching anything.



2. **Wet** your hands with clean, running water (warm) and apply soap.

3. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

4. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



5. **Rinse** your hands well under clean, running water.

6. **Turn** off the water using the paper towel so you do not contaminate your hands again.

7. **Exit** the restroom by using the rest of the clean paper towel to open the door handle or try to push the door gently with your foot.

How to use hand sanitizer:



- **Apply** the gel product to the palm of one hand (read the label to learn the correct amount).
- **Rub** your hands together.
- **Rub** the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Respiratory Etiquette:

- **Cover** your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- **Throw** used tissues into the trash can and immediately wash hands with soap and water for 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

GJCTC Maintenance, Custodial, and Cleaning Staff:

Cleaning Procedures:

1. Face coverings should be worn as feasible and are most **essential** in times when physical distancing is difficult. This includes common areas, classrooms, and dining areas.
2. Continue normal cleaning routine.
3. Ensure high touch surface areas cleaning is increased
 - a. Light switches
 - b. Door handles
 - c. Restroom fixtures
 - d. Tables
 - e. Countertops
 - f. Desks
 - g. Phones
 - h. Keyboards
 - i. Toilets
 - j. Faucets and sinks
 - k. Touch screens
 - l. ATM machines
4. Place appropriate signage on cleaned areas and do not enter rooms unnecessarily.
5. Hand sanitizer for every classroom currently in use.
6. Clean high touch areas frequently—students clean their own area after use.
7. Gloves must be worn when performing cleaning duties.

Confirmed on Campus COVID 19 Plan

