In this series, we answer specific questions about plans for returning to Gillings buildings. Want to know more? Browse through resource pages on the Gillings Coronavirus Information portal and check UNC’s Carolina Together pages for the latest. Do you have a question about returning to the Gillings School? Send it to sph-covid19-info@unc.edu. We’ll try to address it in future “Today’s Questions” emails.

<table>
<thead>
<tr>
<th>Q:</th>
<th>How are we going to keep our buildings clean? How will community members contribute to these efforts?</th>
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<tbody>
<tr>
<td>A:</td>
<td>Keeping our buildings clean will be a team effort. We anticipate the following protocols:</td>
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<tr>
<td>✓</td>
<td>Housekeeping staff will clean common areas throughout the School.</td>
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<td>Housekeeping staff will wipe down “high-touch” surfaces, including door handles, railings, faucets, drinking fountains, and will clean bathrooms several times a day throughout our buildings. We have invested in machinery to facilitate more thorough, efficient disinfection of Gillings buildings each weeknight.</td>
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<td>Housekeeping staff receive face masks and gloves; follow guidance on UNC’s Carolina Together website; and will complete the Environmental Health and Safety (EHS) safety training, “Protecting the Carolina Community from COVID-19.” All members of the Gillings community are strongly encouraged to complete this safety training also.</td>
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<tr>
<td>✓</td>
<td>Meeting room/shared space cleanliness is a shared responsibility.</td>
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</tbody>
</table>
- Avoid scheduling in-person (mask-to-mask) meetings in conference rooms unless essential. Meet via Zoom whenever possible.
- Front office staff often help with meeting logistics, including room set-up and clean-up, but during COVID-19, maintaining safety of shared spaces is a shared responsibility.
- Office staff will share checklists for room hygiene, provide supplies and orient you.
- Meeting organizers should be prepared to wipe down surfaces (including plexiglass dividers) before and after face-to-face meetings. You may also ask meeting participants to wipe down spaces where they are seated at beginning and end of meeting.
- All meeting participants will be expected to bring and wear masks throughout meetings. Masks may be available as a courtesy, but this is not guaranteed.
- All meeting participants will sit at least 6 feet apart from each other.
- All of us must wipe down copiers, shared equipment, and kitchenettes after using.
- All members of the Gillings community are strongly encouraged to complete the Environmental Health and Safety (EHS) safety training, “Protecting the Carolina Community from COVID-19.”

**Classroom cleanliness is a shared responsibility.**

- Instructors are expected to wipe down instructor spaces (podium, keyboard, touch screens, AV buttons, plexiglass panel at podium) at beginning and end of class.
- Students are expected to wipe down seats/tables they occupy at beginning and end of class.
- All class participants are expected to bring and wear masks throughout class and at any time they are in a Gillings building. Some masks may be available as a courtesy, but this is not guaranteed.
- Instructors are expected to wear masks at all times in Gillings buildings unless they are alone in a private office with door closed.
- Students are asked to sit between 6 feet apart from one another. Where possible, seating will be engineered accordingly in classrooms.
- Supplies for room hygiene will be available in each class and meeting room. Instructors and class participants should bring their own masks, although some may be available as a courtesy.
- Instructors should consider including room hygiene protocols in their syllabi.

**Offices and workstations will be cleaned by their occupants.**

Want to know more? Check out [Gillings School’s Phase I Return to Campus Guidance](https://www.gillings.unc.edu/coronavirus/return-to-campus) (May 29, 2020); the [Carolina Together](https://www.carolinatogether.unc.edu) website; and the “Returning to Gillings” section of the [Gillings Coronavirus Information portal](https://www.gillings.unc.edu/coronavirus).