CP015.1 Request COVID-19 Disinfection

Policy Type: Administrative/Operations  
Training Required: No  
Revision Date: June 17, 2021

Protocol

1. Submit a ticket to KSOM Help Desk
   a. Business Hours (Monday to Friday between hours of 8 a.m. to 5 p.m.)
      Call 702-598-0451
   b. After Business Hours
      Call 702-988-9450

2. Provide detailed information:
   a. Location (Building), Room #’s
   b. Point of Contact (POC)
   c. Phone Number
   d. How many people may be impacted?
   e. What has been done to mitigate?
   f. Date of known issue

3. A KSOM Facilities team member will contact the POC with next steps and timeline to disinfect.

4. The POC will report the incident to Human Resources.