



COVID

BSD Cleaning Protocols

Keeping Pace to Keep Students and Staff Safe

August 10, 2020

REVISED CLEANING ROUTINES AND PROTOCOLS

The revised cleaning routines and protocols contained in this supplement to the Facilities Handbook are intended to meet the rigorous recommended cleaning protocols as published by the Delaware Department of Education, the Delaware Department of Public Health, and the U.S. National Center for Disease Controls as a means of controlling and mitigating the spread of the COVID-19 virus.

All BSD Custodial Team Members are expected to read and implement the cleaning protocols detailed in this document until further notice. If you are unsure about any information contained in this document, you are expected to seek clarification and understanding from your immediate supervisor.

Common “high-touch” surfaces in schools

High-touch surfaces are those that are frequently touched by a variety of hands. A surface that is touched daily by only one student is not considered a high-touch surface. Surfaces that might be touched frequently by many different hands are considered high-touch surfaces and include but are not limited to:

- A shared computer mouse and keyboard
- Shared musical keyboards and instruments
- Doorknobs, elevator buttons, light switches, door push bars, handrails
- Faucet handles, toilet handles, towel dispensers, hand dryers
- Handles on coffee pots, microwave doors, refrigerator doors
- Vending machines

Common "high-risk" areas in schools

Some areas of the school building are of greater concern for possible transmission of disease because there is an increased likelihood of skin-to-skin or object-to-mouth contact. These areas include but are not limited to:

- Athletic departments – gym mats, exercise equipment, shower and locker rooms
- Kitchens and lunch rooms
- Clinics
- Childcare centers
- Restrooms

Staff and Frequency of Cleaning

Safe Use Practices; Using EPA Approved Disinfectant

This section provides guidelines on using disinfectants when developing a customized protocol. For specific information on how to perform the following work-practice recommendations, consult the label of each product being used. Educate school staff on the finalized disinfection protocols, and post these in accessible locations. Remember to change the protocols when products change.

Work-Practice Recommendations

- **Protect workers:** Spray, wipe or squirt the product on cloths and mops whenever possible versus spraying them into the air. When the disinfectant is sprayed onto a hard surface, the mist can bounce back directly into the face and be inhaled. Always use disinfectants with the recommended PPE and adequate ventilation. Make sure the facility's heating, ventilating, and air conditioning system is operating when disinfecting tasks are performed.
- **Protect building occupants:** Minimize exposure (of product vapors or residue) to building occupants when selecting the application process and performing the disinfecting. Although some activities need to be conducted while school is in session, tasks that only need to be done once a day should be scheduled after the students, teachers, and other personnel leave.
- **Reduce quantity:** When applying the disinfectant, use the smallest possible amount of disinfectant as recommended by the manufacturer to obtain the desired level of microbe control. More is not necessarily better; it may be more hazardous, and it creates waste.
- **Allow 10-minute dwell time for disinfectants to react with the microbes to kill them:** Follow label directions to determine the time required for the disinfectant to be wet on the surface and in contact with microbes.
- **Rinse:** Rinse all high-touch areas if the product label requires this step.

Sanitizing and disinfecting before occupancy in response to Covid-19

Clean all hard surface furniture. Disinfect with District provided hospital grade disinfectant. Let dwell. (10 minutes)
Clean all door, door frames and door handles. Disinfect with District provided hospital grade disinfectant. Let dwell. (10 minutes)
Disinfect all computer keyboards, mice and screens.
Vacuum all carpets then wet clean (when needed) using carpet extractors. Clean hard floors.
Clean all walls including light switches. Disinfect with District hospital grade disinfectant. Let dwell. (10 minutes)
Disinfect bathrooms with District hospital grade disinfectant. Let dwell. (10 minutes)
Disinfect all phones, keypads and handsets.
Disinfect stairwells with District hospital grade disinfectant. Let dwell. (10 minutes)
Disinfect locker rooms and showers with District hospital grade disinfectant. Let dwell. (10 minutes)
Disinfect gym bleachers and wall pads with District hospital grade disinfectant. Let dwell. (10 minutes)
Disinfect elevator walls and buttons.
Disinfect water fountain buttons and splash guards. Rinse with water after wiped down.

Sanitizing and disinfecting in addition to regular cleaning for Covid-19

Frequency	Tasks to be Completed	Rooms
Daily	Day staff is to sanitize high-touch surfaces, including but not limited to door handles, phones, panic bars, etc. Check hand soap, paper towels and sanitizer.	Campus wide
Daily/Nightly	Disinfect all door handles, panic bars, railings and light switches	Campus wide
Daily/Nightly	Auto scrub or mop hard surface floors with all-purpose cleaner as needed	Occupied spaces
Daily/Nightly	Disinfect all clinics, bathrooms, childcare and athletic areas	Clinics, bathrooms, childcare and athletic areas
Daily/Nightly	Disinfect all elevator buttons	Interior and exterior of elevator
Daily/Nightly	Disinfect water fountain buttons and splash guard. Rinse	Campus wide
Daily/Nightly	Disinfect all hard surface furniture	Occupied spaces
Daily/Nightly	Wipe all shared computer keyboards, mice and copiers	Classrooms, computer labs, media centers, workrooms
Daily/Nightly	Disinfect all doors and door frames	Occupied spaces to include all storefronts
Daily/Nightly	Disinfect all shared telephones, keypads and handsets	Campus wide
Daily/Nightly	Disinfect wall pads	Gymnasiums, secure seclusion rooms, wrestling rooms

Sanitizing and Disinfecting per CDC Guidelines When a Positive Case is Reported

Close areas used by the person who is sick. Place signs restricting access.
Schools do not necessarily need to close operations, if they can close off affected areas.
Open outside doors and windows and use ventilating fans to increase air circulation in the area.
Clean and disinfect all areas used by the person who is sick, follow protocol listed in <u>Sanitizing and disinfecting before occupancy in response to Covid-19.</u>
Once area has been appropriately disinfected, it can be opened for use.
Student/staff without close contact with the person who is sick can return to work immediately after disinfection.
If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
Continue routine sanitizing and disinfecting. This includes everyday practices that schools normally use to maintain a healthy environment.

Additional responses to COVID-19:

- Training will be provided to all staff
 - Facilities Specialist, Chiefs, Night Leads (to train regular staff)
 - Modeling of sanitizing/disinfecting methods
- All Facilities staff shall utilize district-provided PPE while working
 - Gloves
 - Masks
 - Goggles, glasses, or shield eye protection when directed
- Hand sanitizer in select locations on all campuses
- Facilities priorities will center on cleaning and disinfecting

RESTROOMS

Step-by-step procedure

- Use the appropriate PPE. Gloves and a masks must be worn regularly, face shields or eye protection when directed
- Set up wet floor signs.
- Go through the restroom and gather any large debris from the floor and check the toilets for leaks while flushing everything.
- Gather all the sanitary napkin floor cans from the girl's restrooms and set them outside of the restroom.
- Disinfect all high touch areas to include door latches and handles.
- Be careful when there are hand dryers in the restrooms as they have electrical connections.
- While this is dwelling (10 minutes) restock toilet paper and paper towels, replace sanitary napkin bags in receptacles, check for graffiti and remove it, replace soap when empty.
- Remove any excessive amount of water from floor.
- Clean the mirrors with glass cleaner. Wipe light switches with microfiber towel treated with disinfectant.
- Always empty mop bucket and refill with clean water and chemical.

CLASSROOMS

Step-by-step procedure

- (Classrooms w/restroom – the restroom should be completed first)
- Use the appropriate PPE. Gloves and a mask must be worn. Use safety goggles or eye protection when directed.
- Enter the classroom, walk around and gather the large debris from the floor while noting if there are any maintenance-related items that should be documented in the room. This would be items like a broken pencil sharpener, lights that are out, wet ceiling tiles, paint, outlets that aren't working, etc.
- Clean all high touch surfaces before disinfecting.
- Disinfect high-touch surfaces, to include but not limited to phones, doors, door jambs, door handles.
- Dust mop or vacuum floor, wet mop and sanitize as needed.
- Empty trash cans or remove the liners if they are soiled. Never reach in, always dump out. Wipe the outsides of the cans and replace liners as needed.
- As you leave the classroom disinfect the light switches and door handle before locking the door and moving to the next room.

LOCKER ROOMS

Step-by-step procedures

- Use the appropriate PPE. Gloves and a mask must be worn. Use safety glasses or goggles when needed.
- As you enter the locker room, clear the floor of large debris and put any loose articles of clothing in a single location near the coach's office.
- Empty trash cans or remove the liners if they are soiled. Never reach in, always dump out. Wipe the outsides of the cans and replace liners as needed.
- Everything should be cleaned and disinfected including door latches and soap dispensers.
- Be careful when there are hand dryers in the locker rooms as they have electrical connections.
- While this is dwelling (10 minutes), restock toilet paper and paper towels, replace the sanitary bags in the napkin receptacles, check for graffiti and remove it, replace soap if empty.
- Remove excess water from floor.
- Empty the dirty mop water.
- Maintenance tasks should be noted as well since these are typically locations of high abuse.

Nurses' Offices / Clinics

Step-by-step procedure

- Use the appropriate PPE. Gloves and a mask must be worn. Wear safety glasses or eye protection when needed.
- Since this is an area that has a high likelihood of BBP (blood borne pathogens) it is important to use the proper PPE while cleaning clinics (gloves and mask).
- First, go through and get the large debris from the floor and check the toilets for leaks while flushing everything.
- Replace all sanitary napkin dispenser bags.
- Clean and disinfect all walls and partitions.
- Everything should be disinfected including door latches and soap dispensers.
- Be careful when there are hand dryers in the restrooms as they have electrical connections.
- While this is dwelling (10 minutes), restock toilet paper and paper towels, check for graffiti and remove it, replace soap if empty.
- Remove all excess water from floor.
- Clean the mirrors with glass cleaner and turn the lights off. Wipe switch with pretreated microfiber towel.
- The cots and touch surfaces should all be disinfected as well as the walls near the cots.
- Mop floors daily.
- Disinfect all high-touch surfaces, to include but not limited to phones, doors, glass window, door jambs, and door handles.
- Empty trash can and remove the liners. Never reach in, always dump out. Wipe the outsides of the cans and replace liners daily.

NIGHTLY CLEANING CHECKLIST - 2020

CLASSROOM/OFFICES

	Sanitize/disinfect desktops as well as high-touch surfaces
	Wipe down all stainless-steel/chrome fixtures
	Vacuum carpets/mop floors
	Clean whiteboards
	Empty pencil sharpener
	Remove all trash/recycling cans from rooms, sanitize/disinfect
	Sanitize/disinfect all doors and frames
	Sanitize/disinfect light switch and door handle

RESTROOMS

	Clean HVAC vents
	Clean light fixtures
	Clean ceiling
	Clean/disinfect all wall tiles
	Clean all mirrors
	Sanitize all hand dryers
	De-scale and disinfect all toilet and sink fixtures
	Sanitize all toilet paper dispensers
	Sanitize paper towel dispensers
	Stainless steel polish all fixtures
	Empty and sanitize trash cans and sanitary containers

SUMMER CLEANING CHECKLIST - 2020

BLDG / RM #	
INITIAL/DATE	CLASSROOMS, OFFICES, HALLWAYS, MEDIA, ETC.
	Clean HVAC vents and intakes
	Clean light lenses and fixtures
	Sanitize all walls
	Clean all windows and blinds
	Sanitize/disinfect all doors and frames
	Clean baseboards
	Remove hard water stains, disinfect and stainless-steel polish all water fountains
	Sanitize/disinfect all desks and furniture
	Check/clean all closet areas that are accessible
	Remove all trash /recycling cans from rooms, sanitize/disinfect
	Vacuum and clean carpets
INITIAL/DATE	RESTROOMS
	Clean HVAC vents
	Clean light fixtures
	Clean ceiling
	Clean/disinfect all tile walls
	Clean all mirrors
	Sanitize all hand dryers
	De-scale and disinfect all toilet and sink fixtures
	Sanitize all toilet paper dispensers
	Sanitize paper towel dispensers
	Stainless steel polish all fixtures
INITIAL/DATE	FLOOR TILE
	Top scrub floors that don't need to be stripped. Mop and wax
	Strip and re-wax all other floors
INITIAL/DATE	MAINTENANCE ITEMS
	Replace light bulbs as needed
	Replace ceiling tiles as needed
	Touch up painting
	Replace HVAC filters as needed
	Submit work orders as needed