

FRENCHTOWN ELEMENTARY SCHOOL DISTRICT

Facility Cleaning Procedure Manual COVID-19 Response

BACKGROUND

In December 2019, a new respiratory disease called Coronavirus Disease 2019 (COVID-19) was detected in China. COVID-19 is caused by a virus (SARS-CoV-2) that is part of a large family of viruses called coronaviruses.

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

WHAT WE KNOW

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in schools. Infectious diseases are generally spread through harmful microorganisms or environmental pathogens, such as viruses, bacteria, fungi, etc., via direct person-to-person contact with an infected individual or by touching objects contaminated by infected individuals, such as doorknobs, elevator buttons, handrails and other frequently touched surfaces. These germs are then transmitted from the hands to the nose, mouth or eyes.

Effective cleaning and disinfecting of environmental surfaces, including “high touch” or frequently touched surfaces, significantly decreases the number of environmental

pathogens on those surfaces, which in turn, reduces the risk of transmission and infection. These “frequency areas” and items known or likely to be contaminated should be disinfected at least daily.

THE DIFFERENCE BETWEEN CLEANING AND DISINFECTING

- **Cleaning removes germs**, dirt and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not clean dirty surfaces. By killing germs on a surface after cleaning, it lowers the risk of spreading infection.
- **Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.
- Cleaning and disinfection of frequently touched surfaces will be the main focus of building services personnel during a pandemic. The Centers for Disease Control and Prevention (CDC) recommends **cleaning** frequently touched surfaces and commonly shared items **at least daily** and when visibly soiled.

PREVENTION

To help prevent spread of COVID-19, schools should continue to educate students, faculty and staff about proper hand and respiratory hygiene.

Hand hygiene:

- Regular hand washing with soap and water for at least 20 seconds should be done:
 - o Before eating;
 - o After sneezing, coughing, or nose blowing;
 - o After using the restroom;
 - o Before handling food;
 - o After touching or cleaning surfaces that may be contaminated; and

- o After using shared equipment like computer keyboards and mice.

If soap and water are not available, use an alcohol-based hand sanitizer. School Physician has approved and permits the use of alcohol-based hand sanitizers in our facilities without individual's physician orders as alcohol-based hand sanitizers are considered over-the-counter drugs. Student use of alcohol-based hand sanitizers should always be supervised by adults. Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school.

Respiratory hygiene:

- Covering coughs and sneezes with tissues or the corner of elbow; and
- Disposing of soiled tissues immediately after use.
- Social Distancing
- Wearing a mask

Cleaning cloth face coverings and face shields

- Cloth face coverings should be laundered as needed and changed if visibly soiled.
- The CDC provides guidance for the use and care of cloth face covering and face shields. Review the [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#).
- Face shields should be cleaned following manufacturer's instructions.
 - While wearing gloves, carefully wipe the *inside*, followed by the *outside* of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
 - Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
 - Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
 - Fully dry (air dry or use clean absorbent towels).
 - Remove gloves and perform hand hygiene.

Routine Cleaning:

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff. Soiled and frequently touched surfaces can be reservoirs for pathogens, resulting in a continued transmission to people. Therefore, for pathogenic microorganisms that can transmit disease through indirect contact (transmission through contaminated surfaces), extra attention must be paid to surfaces that are touched most often by different individuals. **As part of standard infection control practices in school settings, routine cleaning should be continued.**

Routine cleaning of school settings include:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Specific high-risk locations within a school warrant cleaning and disinfection:

These locations include:

Health Office

- Clean and disinfect beds after each student
- Cover treatment tables and use pillow protectors
- Discard or launder coverings after each use

Lunchrooms

- Clean and disinfect lunch tables between each use

Cleaning and Disinfection:

Cleaning removes germs, dirt and impurities from surfaces or objects, while disinfecting kills germs on surfaces or objects.

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.
- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants external icon](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Bleach solutions will be effective for disinfection up to 24 hours.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.

Step 1: Cleaning: Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

Step 2: Disinfection: Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. If EPA- and DEC*-registered products specifically labeled for SARS-CoV-2 are not available, disinfect surfaces using a disinfectant labeled to be effective against rhinovirus and/or human coronavirus. If such products are unavailable, it is also acceptable to use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water). Prepare the bleach solution daily or as needed. EPA- and DEC*- registered disinfectants specifically labeled as effective against SARS-CoV-2 may become commercially available at a future time and once available, those products should be used for targeted disinfection of frequently touched surfaces.

Examples of frequently touched areas in schools:

- **Classroom desks and chairs;**
- **Lunchroom tables and chairs;**
- **Door handles and push plates;**
- **Handrails;**
- **Kitchen and bathroom faucets;**
- **Light switches;**
- **Handles on equipment (e.g., athletic equipment);**
- **Buttons on vending machines and elevators;**
- **Shared telephones;**
- **Shared desktops;**
- **Shared computer keyboards and mice; and**
- **Bus seats and handrails.**

Note: Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission. Locations with community use computers should provide posted signs regarding proper hand hygiene before and after using the computers to minimize disease transmission. Also, consider using keyboard covers to protect the hardware against spills and facilitate cleaning.

- Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
- For disinfectants that come in concentrated forms, staff should carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.

Disinfecting is the responsibility of school custodial staff. They are trained to use disinfectants in a safe and effective manner. Staff are reminded to ensure procedures for safe and effective use of all products are followed. Staff do not need to wear respiratory protection (e.g., masks) while cleaning. Safety instructions are listed on product labels and include the personal protective equipment (e.g., gloves) that should be used. Place all used gloves in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

PROTOCOLS FOR DAILY CLEANING

Classrooms

Classrooms are occupied by a different set of students every 40 minutes. Due to this frequent turnover of occupants, it is important to disinfect as often as possible to prevent the spread of contaminants.

Each classroom will be equipped with an electrostatic sprayer containing a disinfectant with a EPA Level IV (safest rating) safety rating that will be used to disinfect desks and chairs in between classes. This will be conducted by teaching staff or custodial staff.

Bioesque Green Cleaners and Alcohol based wipes will be available to wipe down shared electronic devices.

After dismissal time, the following actions will be taken in the classrooms to further reduce the risk of exposure:

- Cleaned and sanitized
- Trash removed
- Floors will be dust mopped

Cafeteria/Eating Locations

Cafeterias and other designated eating areas will be occupied by the most number of students at the same time. Even though students will be socially distanced, masks cannot be worn during eating times.

Serving lines will be wiped down between serving times.

Cafeteria tables and chairs will be wiped down between serving times

Bathrooms

Generally speaking, restroom surfaces should be cleaned with a general purpose cleaner, followed by targeted disinfection of certain surfaces. Cleaning should be done before disinfection. This removes surface dirt and gives disinfectants better opportunity to reach and kill germs.

Scientists have studied germs in public restrooms. They have found that germs that could infect people are mostly found in “high touch” areas. These are areas where people are mostly likely to touch surfaces as they use the restroom. Germs are left on these surfaces by people who are sick. People who are not sick could get the germs on their hands and become sick, too. We recommend careful cleaning and spot disinfection throughout the day and between uses on areas such as:

- toilet flush handles
- faucet handles
- countertops
- door handles, latches, panels and edges
- soap dispenser levers

In addition, clean and disinfect toilet bowls, toilet seats, and areas around the toilet following the cleaner and disinfectant product instructions. All areas of the bathrooms will be cleaned and sanitized each evening.

Other areas, such as mirrors and walls can be cleaned with a general cleaner or hot water and do not need disinfecting unless there has been blood or body fluid present.

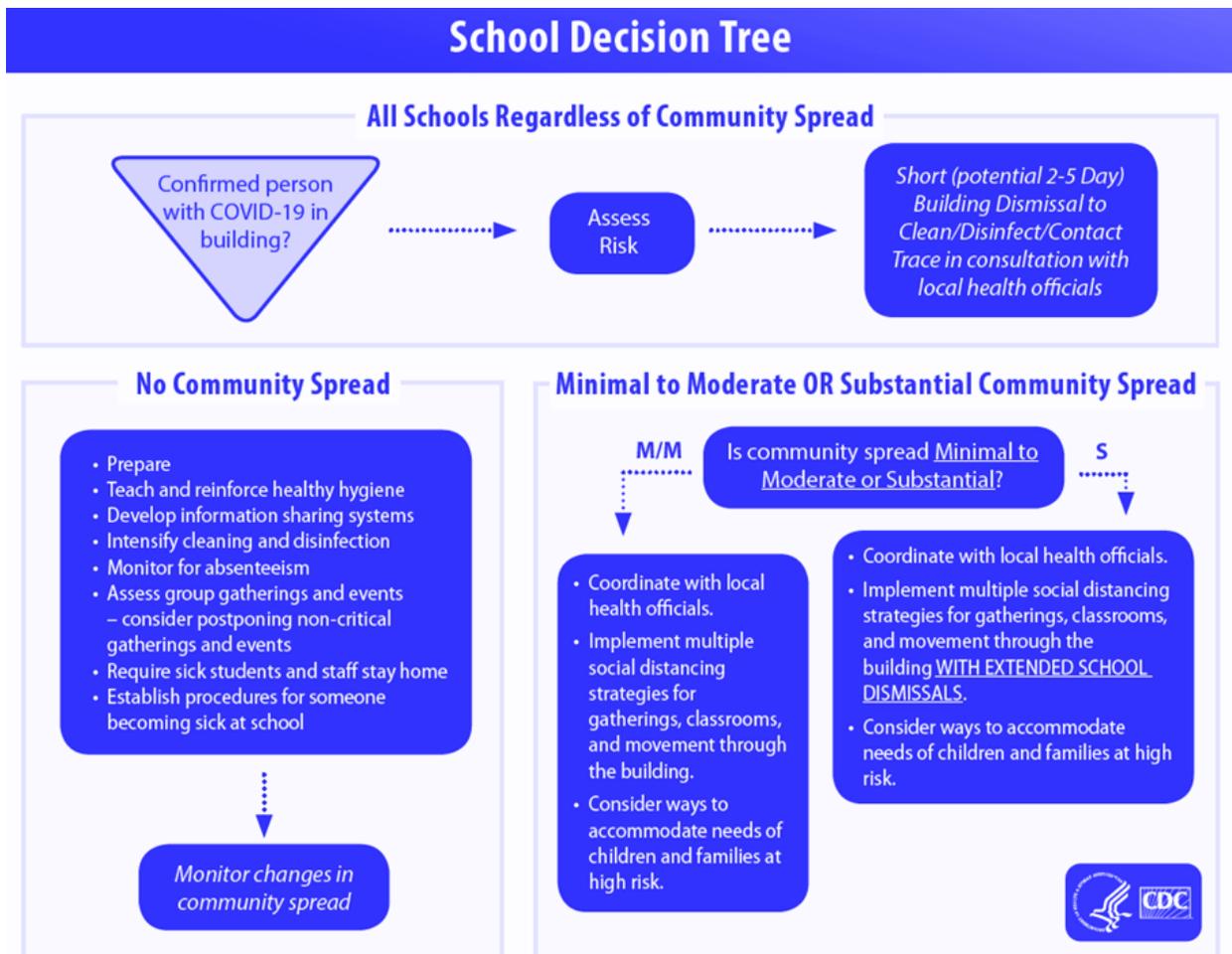
Keep in mind that using dirty cleaning equipment can spread germs or even add more germs to surfaces. It is important to rotate sections of the cleaning cloth, rinse cloths and mops often in clean water, or regularly change to a clean cloth or mop when cleaning.

Frequently Touched Surfaces

Frequently touched surfaces will be wiped down with EPA approved disinfectant on a regular basis throughout the day while the building is occupied.

PROTOCOLS FOR A POSITIVE COVID-19 CASE

Schools should be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission, for example a case associated with recent travel to an area with sustained COVID-19 transmission. The following decision tree can be used to help schools determine which set of mitigation strategies may be most appropriate for their current situation.



When a confirmed case has entered a school, regardless of community transmission

Any school in any community might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this

happens, CDC recommends the following procedures regardless of the level of community spread:

Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for their child care programs or schools.

Dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

Communicate with staff, parents, and students. Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure

This communication to the school community should align with the communication plan in the school's emergency operations plan.

- Plan to include messages to counter potential [stigma](#) and discrimination.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Clean and disinfect thoroughly

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for

exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#)
 - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).

RESOURCES

Cleaning and Disinfecting Your Facility. (2020, April 28). Retrieved July 27, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Interim Guidance for Child Care Programs and K-12 Schools. (2020, April 10). Retrieved July 27, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. (2020, May 7). Retrieved July 27, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Minnesota Pollution Control Agency, (2018, September). *Cleaning and Disinfecting Public Restrooms* (Minnesota Department of Health, Pollution Control Agency). Retrieved July 26, 2020, from <https://www.health.state.mn.us/communities/environment/risk/docs/guidance/cleanersinfo.pdf>

State of New York, Department of Health. (2020, March 9). *Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19*. Retrieved July 26, 2020, from https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_schools.pdf