



WAPPINGERS CENTRAL SCHOOL DISTRICT

Coronavirus Cleaning Protocols Department of Facility Management

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CDD: How COVID-19 Spreads

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people.

Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious. In general, **the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.**



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CCSD Custodial Procedures

- Follow current CDC cleaning guidelines and disinfection protocols
- Coordinate with school security to identify what areas of the building are occupied so that area is cleaned & disinfected
- Hourly inspections at open lavatories, cleaning and disinfecting.
- Cleaning & disinfecting of door handles during the day
- Practice social distancing guidelines; if you are unable, a facemask is required.
- Follow hand washing standards
- Deploy hand sanitizer at building entrances

CDC Recommendations

- Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- Wash your hands with soap – frequently
- Routine cleaning is the everyday cleaning practices that businesses and communities normally use to maintain a healthy environment
- CDC recommends that people wear a cloth face covering to cover their nose and mouth in the community setting.
- Keep your distance: keep at least 6' away from others



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Examples of Frequently Touched Surfaces that Require Cleaning and Disinfection:

- Tables
- Light Switches
- Countertops
- Phones
- Desk tops
- Handrails
- Lavatories
- Sinks & Toilets
- Plumbing fixtures
- Keyboard
- Kitchen fixtures
- Interior of Vehicles
- Any shared object
- Door handles & Frames

CLEANER/DISINFECTANT



A one-step, no-rinse dual quaternary disinfectant that is effective against a broad spectrum of bacteria (including MRSA), is virucidal (including Influenza A, HCV, HBV and Canine Parvovirus) and inhibits the growth of mold and mildew and their odors when used as directed. Kills Pandemic 2009 H1N1 influenza A virus formerly called swine flu. This product has been formulated to aid in the reduction of cross-contamination on treated surfaces, not only in hospitals, but also in schools, institutions and industry. EPA registered.

Neutral/Floor Cleaner



Use daily to clean floors and keep them in top condition. Specially formulated neutral pH cleaner will not damage, dull or remove floor finish. Dries film free...without rinsing. Leaves floor absolutely clean, nothing to damage the finish or trap dirt and dust. USDA C-1.

For use on resilient tile, concrete, terrazzo, properly sealed or painted wood, walls, countertops, or any nonporous washable surface. Ideal for schools, hospitals, hotels, factories, grocery stores and other public buildings



DETAILED CLEANING TASK LIST

for Every Classroom and Bathroom

CLASSROOMS FILL IN CLASSROOM
NUMBER HERE



******PLEASE INITIAL AND DATE CLEARLY EACH TASK COMPLETED******

- | | | | |
|--|---|--|---|
| <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>1. Wipe down all tables, wipe bars underneath tables, wipe down all chairs, wipe down all student desks, remove gum underneath desks and tables.</p> | <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>5. Clean all doors, knobs, and door jambs. Remove all tape off of doors.</p> |
| <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>2. Clean all light switches.</p> | <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>6. Wipe down walls.</p> |
| <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>3. Clean inside and outside of all garbage cans and recycling bins. Place new liners in cans and bins after they are thoroughly cleaned.</p> | <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>7. Mop classroom with clean mop bucket.</p> |
| <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>4. Clean all windows, frames and window ledges.</p> | <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>8. Clean vents.</p> |
| | | <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>9. Wipe down all chalkboards, whiteboards and trays.</p> |
| | | <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>10. Burnish classroom.</p> |

BATHROOMS FILL IN BATHROOM
NUMBER HERE



******PLEASE INITIAL AND DATE CLEARLY EACH TASK COMPLETED******

- | | | | |
|--|---|--|--|
| <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>1. Detail clean bathroom (pipes underneath sinks, pipes on toilets and urinals).</p> | <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>3. Clean mirror, partitions, and walls.</p> |
| <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>2. Use scrub brush and detail brush on fixtures and floors.</p> | <p>_____
INITIAL</p> <p>_____
DATE</p> | <p>4. Clean vents</p> |



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**THIS ROOM HAS BEEN
CLEANED AND SANITIZED**



**PLEASE DO NOT ENTER THE ROOM
Without prior authorization from
The Building Lead.**



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Name: _____ Date: _____

Building: _____

LOCATION	TASK	CHEMICALS USED

Signed by: _____



Cleaning and Disinfecting Facility

Facilities daily cleaning/disinfectant plan

The Wappingers School District will ensure adherence to hygiene, cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19", CDC video resources related to COVID-19 and the "STOP THE SPREAD" poster, as applicable.

Cleaning and disinfection procedures

Procedures have been developed based on three different scenarios under which school will be opened. The only difference in our plans for these scenarios is the determination of the areas that need to be cleaned, as our unoccupied spaces will not need to be handled. Our cleaning and disinfecting procedures will remain the same for all three scenarios.

Cleaning

- All cleaners will wear disposable gloves to clean and disinfect. Surfaces will first be cleaned with Fullsan and then disinfected. Cleaning first, reduces the number of germs, dirt and impurities on the surface. Disinfecting kills the germs on surfaces. Cleaners will practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.
 - High touch surfaces include:
 - Tables
 - Doorknobs
 - Light switches
 - Countertops
 - Handles
 - Toilets
 - Faucets
 - Sinks



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When cleaning

Regular cleaning staff can clean and disinfect in community spaces

- The District will ensure that all cleaners are trained on appropriate use of cleaning and disinfection chemicals. Cleaners will wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) may be required based on cleaning/disinfectant products being used and whether there is a risk of splash. Cleaners should wash their hands often with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Disinfecting

Currently the District uses Fullsan for disinfecting our schools. See attachment for detailed information on this product.

Hard Surfaces

For hard surfaces, such as desks and tables

- Wipe the surface with Fullsan, then disinfect the surface

Soft Surfaces

For soft surfaces, such as carpeted floor and rugs

- Clean the surface using carpet cleaner with the warmest appropriate water setting and dry items completely; vacuum as usual



Outdoor areas

Outdoor areas, like playgrounds generally require normal routine cleaning, but do not require disinfection.

- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected, spread of COVID-19 from these surfaces is very low and disinfection is not effective.

Cleaning and Disinfecting the Building if Someone is Sick

Close off areas used by the person who is sick. Open outside doors and windows to increase air circulation in the area. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms and common areas, vacuum the space if needed. Once the area has been appropriately disinfected, it can be opened for use.

Cleaning Restrooms

- Clean and disinfect all restroom surfaces, fixtures, door knobs, push plates, and switches (at least once daily).
- Lavatories should be monitored for cleanliness on an hourly basis.

Cleaning Dining Areas

- Clean and disinfect counters, tables, and chairs regularly (at least once daily).



Routine Cleaning:

As part of standard infection control practices, routine cleaning should be rigorous and ongoing, and time should be allocated for individuals to routinely clean. Surfaces touched most frequently should be prioritized for routine cleaning because these surfaces can be reservoirs for germs and an exposure pathway for transmission to people through contact with these surfaces.

Examples of priority areas for routine cleaning include:

- High contact surfaces that are touched by many different people, such as light switches and handrails and shared telephones; 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

Examples of frequently touched surfaces:

- *Desks and chairs* - Clean and disinfect health cots regularly (after each use)
- *Counters, tables and chairs* - an exposure pathway for transmission to people
- *Door handles and push plates* - through contact with these surfaces.
- *Handrails; kitchen and bathrooms faucets*
- *Appliances surfaces*
- *Light switches*
- *Handles on equipment*
- *Remote Controls*
- *Shared Telephones*



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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.

Step 2: Disinfection

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. For disinfectants that come in concentrated forms, it is important to carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.

Step 3: Disposal

Place all used gloves and other disposable items 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.

Procedures and Training

If a laboratory confirmed case of COVID-19 was in a facility, perform cleaning and disinfection of all surfaces throughout the area. Cleaning and disinfection should be conducted by individuals who have been trained to use products in a safe and effective manner. Training should be ongoing to ensure procedures for safe and effective use of all products are followed. Training assures that individuals are reminded to read and follow use and safety instructions on product labels. It should also identify the location of all personal protective equipment (e.g., gloves) that should be used.



Daily Classroom Cleaning

1. **Disinfect**

- Door Knobs, Phones and Light Switches - use Fullsan wipes.
- You can even disinfect door knobs while entering a room to increase productivity.

2. **Desk Tops and ALL Flat Surfaces**

- Disinfect all desk tops and ALL flat surfaces.
- NOTE: In order to disinfect all desks, some classrooms may have the chairs on the desk, place them on the floor prior to disinfecting and do not put them back on desk.

3. **Sink Cleaning - CHECK DAILY - CLEAN AS NECESSARY**

- STEPS; Spray sink and faucet with Fullsan. Scrub sink, faucet and drain, wipe down with sponge or towel.

4. **Dispenser Refilling**

- Check paper towels and soap dispensers

5. **Sweep and Spot Mop**

- Sweep loose debris from rugs and tile. DO NOT SWEEP DIRT INTO HALLWAY.
- Mop with Concur Floor CLEANER

6. **Trash**

- Remove ALL trash/dump. Replace trash can liner if necessary. Dress the can with 3 liners for quick trash removal. (ALSO place about 4-6 bags at the bottom of the can for storage) - DO NOT DUMP A FULL CASE OF TRASH BAGS INTO THE BOTTOM OF THE CAN.

7. **Inspect Room**

- Check that all windows are locked.
- Remove door chock. Clean glass on door with glass cleaner. Turn off lights, close and lock the door.