

# Cleaning and Disinfecting Procedures

Principals and Plant Managers  
July 30, 2020



# Employee Safety Reminders

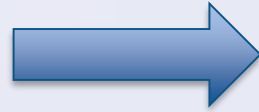
- All employees must wear a mask or face-covering at all times.
- Employees must adhere to social distancing guidelines
- Employees must wash their hands frequently
- Employees must wear proper Personal Protection Equipment (PPE) when cleaning

# Products delivered/to be delivered to schools

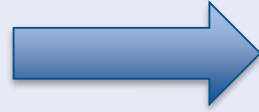
- Hand Soap w/ Dispensers
- Hand Sanitizer w/ Dispensers
- Bottle Hand Sanitizer
- Goggles
- Gloves
- EPA-approved disinfectant
- Handheld Sprayers
- Back Sprayers
- Sneeze Guards
- Face Masks

# Plant Staff Responsibilities and Schedules

- Plant Staff shall be responsible for **frequent** cleaning and disinfecting of **common areas**, restrooms, and **high touch surfaces** throughout the school.



Common Areas- hallways, foyers, courtyards, offices, breezeways, etc.



Frequent- all plant staff should be scheduled to clean designated areas multiple times a day - not just the end of the day.



High Touch Surfaces- light switches, door handles, counters, desks, toilets, sinks, partitions in restrooms, faucet handles, railings etc.

# Cleaning Protocol

- Wear proper PPE correctly when cleaning.
- Wear goggles when cleaning the isolation room or an area where someone has been ill.
- Wear disposable gloves for all cleaning tasks, including handling trash.
- Read the directions for use of all products.
- Be aware of the contact time for the disinfectant. Note: The disinfectant provided by the Facilities and Maintenance Department has a contact time of 5 minutes
- Washing hand frequently with soap and water for 20 seconds after removing gloves. You may use alcohol-based hand sanitizer until you are able to get to soap and water.
- Pre-clean surfaces when they are visibly dirty prior to applying disinfectant.
- Clean and disinfect high-contact areas frequently, not just at the end of the day.
- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning.

# Cleaning between static groups

- Teachers will be provided a handheld disinfectant sprayer available for their use in their classrooms to disinfect surfaces.
- Sprayers may not be used when students are present in the classroom.
- If a student has been removed from a class, a member of the plant staff must report to disinfect the classroom.

# Additional Safety Reminders

- Do not impede or block emergency exits with room dividers.
- Do not hang or attach dividers to the acoustic suspended ceiling grid or tiles.
- Do not glue or mechanically fasten dividers or screens to floors, counters, desktops, tables, walls, etc.
- Do not impede the distribution or return of air to the air conditioning system.

# Q&A Period

