

## **CLEANING AND DISINFECTING OF SCHOOLS**

Fitzgerald Public Schools recognizes the need to follow best practices when dealing with the cleaning and disinfection of rooms or areas. According to the current Center for Disease Control (CDC) guidelines, person-to-person transmission of COVID-19 occurs via respiratory droplets, and cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

These administrative guidelines aim to limit the survival of novel coronavirus in key environments in School facilities. These recommendations will be updated if additional information becomes available via the CDC's COVID-19 Guidance Webpage.

### **Definitions**

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- **Disinfecting** works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces risks of spreading infection.

### **Personal Protective Equipment (PPE) and Hand Hygiene**

Fitzgerald Public Schools' staff charged with cleaning school facilities should wear disposable gloves, a mask, and a face shield for all tasks in the cleaning process, including handling trash. Gloves, masks, and face shields should be compatible with the disinfectant products being used. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of a splash. Gloves, masks, and face shields should be removed carefully to avoid contamination of the wearer and the surrounding area. If the risk of bodily fluid exposure is low or minimal, the CDC recommends gloves, masks and face shields

After removing their gloves, each staff member should follow the CDC's protocol on washing hands and follow the CDC's protocol on the Center for Disease Control's Handwashing Webpage. It is recommended that these handwashing guidelines be posted throughout school facilities.

Fitzgerald Public Schools' staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor. It is recommended that all members of the school community should clean their hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

The Superintendent or his/her designee should work with their local and state health departments and the Michigan Department of Education to ensure appropriate local protocols and guidelines are being followed regarding COVID-19. The Superintendent or his/her designee is also tasked with educating school staff performing cleaning and trash pick-up duties to recognize the symptoms of COVID-19. Instructions should be communicated to all school staff members on what to do if they develop symptoms of COVID-19. Any school staff member should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.

The Superintendent or his/her designee will develop policies for worker protection and provide training to all cleaning staff on-site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. It is recommended that the CDC's PPE-Sequence Chart be posted at school facilities regarding PPE use.

The Superintendent or his/her designee must ensure school staff and vendors are trained on the hazards of the cleaning chemicals used in the workplace in accordance with the Occupational Safety and Health Act's (OSHA) Hazard Communication standard (29 CFR 1910.1200). The district is also required to comply with OSHA's Standards of Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE using OSHA's PPE Standards (29 CFR 1910.132). Please see the district's Bloodborne Policy for additional information.

### **Timing and Location of Cleaning and Disinfection of Surfaces**

The CDC recommends closing off areas used by those members of the school community who might have been affected by COVID-19. Wait as long as practical before beginning cleaning and disinfection to minimize the 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.

School staff charged with cleaning school facilities should clean and disinfect all areas in school facilities used by the potentially affected persons, focusing especially on frequently touched surfaces.

## **How to Clean and Disinfect Surfaces**

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, diluted bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered disinfectants should be effective.

Follow the manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. The CDC warns to never mix bleach with ammonia or any other cleanser.

Products with EPA-approved emerging viral pathogens icon are expected to be effective against COVID-19 based on CDC data. Follow the manufacturer's instructions for all cleaning and disinfection products. View the EPA's List of Approved Disinfectant Products.

For porous surfaces such as carpets, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products with the EPA-approved emerging viral pathogens icon that are suitable for porous surfaces.

## **Safety Protocols**

### **Specialized Flu/Virus Cleaning Routines**

- Each school and district facility will have all touchpoints (\*listed below) disinfected at least once each day in addition to daily cleaning of door handles, push bars, etc. The special weekly disinfecting process will continue during the flu and virus season or until the State of Michigan reaches Phase 6.
- A special task force has been trained and deployed to provide supplemental support for schools and facilities that need additional hands to fully cover the special disinfecting routines.

### **Daily Cleaning Routines**

- In addition to the special work outlined above, custodians are performing their regular daily cleaning, including wiping down tables, chairs, and other surfaces, emptying trash, cleaning restrooms, vacuuming, and cleaning floors.

### **Specialized Cleaning Products:**

- A very powerful hospital strength chemical concentrate, specially mixed at a level designed to kill viruses, is being applied by trained staff to disinfect all touchpoints\* and surfaces in our schools.
- For the safety of students and staff, this chemical is being applied when classrooms and other spaces are not occupied.
- To be effective, the product must dry intact without being disturbed. Once it is dry it is not toxic to people.
- Common household disinfectants are not to be used at school, by anyone, because:
  - They undermine the effectiveness of the industrial-strength disinfectant being applied by our custodial staff.

### **Approved School Cleaning Products:**

- An EPA approved disinfectant or diluted bleach solution.

### **Hand Sanitizers:**

- Wall-mounted hand sanitizing stations are being installed in all school offices, classrooms, buses, cafes, and common spaces.
- The hand sanitizing product being used meets the minimum 60% alcohol threshold recommended by the CDC.
- Adults should always supervise the use of hand sanitizers by children.

### **Computer Keyboards and Touch Screens:**

Computer labs must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

### **Touchpoints:**

- Door handles & push bars & push plates everywhere
- Light switches
- Classroom door windows

- Classroom sinks and faucet handles, counters
- Classroom tables/chairs
- Elevator push buttons
- Water fountains/bottle filling stations
- Restroom doors, handles and push plates
- ADA Bars
- Toilet and urinal handles
- Sanitary napkin dispensers
- Sink and faucet handles
- Toilet paper, soap, and paper towel dispensers and handles