



# Cleaning Guidelines for COVID-19

SCHOOL DISTRICT OF PALM BEACH COUNTY

# CLEANING GUIDELINES FOR COVID-19

## PALM BEACH COUNTY SCHOOLS

The following cleaning guidelines are provided to ensure that all schools are safe, clean, and well maintained, to provide a healthy environment to work and learn for all students, staff, and visitors.

### Infection Control: A Three-Pronged Strategy

1. **Personal Hygiene:** Hand and respiratory hygiene and cough and sneeze etiquette are key personal hygiene strategies that help reduce the spread of some types of infectious diseases. This infection-control method involves facilitating an education program on hand hygiene that teaches and requires frequent hand washing and proper cough and sneeze procedures.
2. **Regular Cleaning:** 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.
3. **Enhanced Cleaning:** Enhanced cleaning works by using EPA approved Quat 256 to kill germs on surfaces or objects. Enhanced cleaning is the process by which touch point surfaces throughout the school are identified and treated with Quat 256. After a 10-minute dwell time, the disinfectant must be wiped off and then rinsed off with clean water.

### 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:

- Doorknobs, elevator buttons, light switches, door push bars, handrails
- A shared computer mouse and keyboard
- Shared musical keyboards and instruments
- Faucet handles, toilet handles, towel dispensers, hand dryers
- School bus doors and railings
- 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

## **Breaking the Chain of Infection**

### **1. Will hand washing reduce disease transmission?**

Yes. Washing hands properly (with soap, water, and friction for 20 seconds), and frequently, minimizes the opportunity for pathogenic microbes to enter our bodies and reduces their spread to other people, objects, and surfaces.

### **2. Will respiratory hygiene and cough etiquette reduce disease transmission?**

Yes. The Centers for Disease Control and Prevention recommends the following steps for infection control.

- Cover the nose/mouth with tissue when coughing or sneezing. Coughing into the elbow is an alternative when tissues are not available.
- Use tissues, when possible, to capture droplets and dispose of them in a waste receptacle after use.
- Encourage coughing or sneezing students/staff to leave a 6-foot buffer between themselves and others.

### **3. Will cleaning reduce disease transmission?**

Yes. Frequent and proper cleaning of high-risk, high-touch surfaces with the proper equipment removes microbes on surfaces and eliminates the conditions that some microbes need to survive.

### **4. Will sanitizing reduce disease transmission?**

Yes. Sanitizing is a process used to reduce but not necessarily eliminate microorganisms from surfaces or objects thus reducing the transmission of some diseases on nonporous surfaces. Sanitizing is required by regulation in the food service areas and in childcare centers.

### **5. Will enhanced cleaning reduce disease transmission?**

Yes. Enhanced cleaning is a process that kills or irreversibly inactivates microbes (bacteria, fungi, and viruses) present on a nonporous surface. Disinfectants are registered by the Environmental Protection Agency as pesticides and are used to destroy or suppress the growth of harmful microorganisms on surfaces. Disinfectants accomplish this by breaking

down the microbes' cell walls or by otherwise deactivating them. Nonporous surfaces do not need to be sanitized on a routine basis unless there is blood, body fluids, vomit, or feces on these surfaces, or if required by law. When there is an outbreak of an infectious disease, and the surface is touched by a variety of hands, the frequency of cleaning will need to be increased.

### **Custodial Staff Staggered Scheduling**

- Stagger arrival times or locations to limit contact between co-workers.
- Allow only two custodians to work together on larger assignments. This pair should not change for the entire school year. They should also always be wearing their PPE and social distance as much as possible while working together.
- Modify custodial schedules to have evening custodians shift to midday to assist with enhanced cleaning of touch point surfaces. Be sure to follow the requirements of SEIU/FPSU Regular Collective Bargaining Agreement, Article 9, Section 10, relating to shift assignments and priority consideration. Starting time suggested is 11AM so that they can also assist nighttime custodians. Recommended number of midday custodians:
  - Elementary – 1 midday custodian
  - Middle – 2 midday custodians
  - High – 3 midday custodians
- Custodians should take breaks separately, including lunch. If this is not possible, they must be seated a minimum of 6 feet apart.

### **Staff and Frequency of Cleaning**

#### **THROUGHOUT THE DAY**

Typically, the following staff members perform sanitization tasks that are required.

- Nurses – sanitize after use of equipment and in between patient visits.
- Food service – sanitize as part of the food preparation and clean-up routine.
- Custodians – sanitize door handles, hand railings, light switches, elevator buttons, water fountain buttons, and multiuser telephones.

#### **EVENTS REQUIRING ADDITIONAL CLEANING**

Staff members perform sanitization and enhanced cleaning as required.

- Nurses – blood spill, vomit
- Food service – blood spill
- Custodians – blood spill, toileting accidents, vomit
- Bus drivers – blood spill, toileting accidents, vomit

## ENHANCED 2-HOUR CLEANING CHECKLIST (MIDDAY CUSTODIAL SHIFT)

### RESTROOMS:

- **Floor:** Pick up large debris
- **Trash Containers/Sanitary Receptacles:** Trash and sanitary receptacles should be checked, emptied, disinfected and relined
- **Dispensers:** Check and stock
- **Sinks/Toilets/Urinals:** Apply disinfectant Quat 256 and dwell 10 minutes
- **Mirrors:** Spray cleaner on to a cloth and wipe mirror clean
- **Floor:** Damp mop from the farthest point to the door

### HIGH-TOUCH SURFACES:

- **Water Fountains:** Apply Quat 256, dwell 10 minutes, wipe off with a clean rag, rinse with water
- **Door Handles:** Apply Quat 256, dwell 10 minutes, wipe off with a clean rag, rinse with water
- **Locker Faces:** Apply Quat 256, dwell 10 minutes, wipe off with a clean rag, rinse with water

### Safe Use Practices; Using EPA Approved Disinfectant

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 sanitization protocols, and post these in accessible locations. Remember to change the protocols when products change. Specifically, for Quat 256, after a 10-minute dwell time, the disinfectant must be wiped off and then rinsed off with clean water.

### WORK-PRACTICE RECOMMENDATIONS

- **Protect workers:** Always use Quat 256 disinfectant with the recommended PPE and adequate ventilation. Make sure the facility's heating, ventilating, and air conditioning system is operating when using disinfectant Quat 256.
- **Protect building occupants:** Minimize exposure (of product vapors or residue) to building occupants when selecting the application process and performing the sanitization process. 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:** Follow label directions to determine the time the surface needs to be wet for the disinfectant to react with the microbes to kill them.
- **Rinse:** Wipe off the disinfectant Quat 256 and then rinse with clean water.

**SANITIZING AND ENHANCED CLEANING BEFORE OCCUPANCY IN RESPONSE TO COVID-19**

*\*\* When using Quat 256, be sure to rinse the surface with clean water after the 10-minute dwell time.\*\**

- Sanitize all hard surface furniture. Enhance clean with Quat 256.
- Sanitize all door, door frames and door handles. Enhance clean with Quat 256.
- Enhance clean with Quat 256 all computer keyboards, mice and screens.
- Vacuum all carpets then wet clean using carpet extractors.
- Sanitize hard floors.
- Sanitize all walls including light switches. Enhance clean with Quat 256.
- Enhance clean bathrooms using Quat 256.
- Sanitize all phones, keypads and handsets. Enhance clean locker rooms and showers with Quat 256.
- Enhance clean gym bleachers and wall pads with Quat 256.
- Sanitize elevator walls and buttons.
- Enhance clean water fountain buttons and splash guards with Quat 256. Rinse with water.

**SANITIZING AND USING DISINFECTANTS IN ADDITION TO REGULAR CLEANING FOR COVID-19**

<b>Frequency</b>	<b>Task to be completed</b>	<b>Rooms</b>
Daily	Day staff is to clean with Quat 256 high-touch surfaces, including but not limited to door handles, phones, panic bars, etc. Check hand soap, paper towels and hand sanitizer.	Campus wide
Daily/Nightly	Enhance clean with Quat 256 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.	Campus wide
Daily/Nightly	Enhance clean all shared telephones, keypads and handsets with Quat 256.	Campus wide

Daily/nightly	Sanitize and enhance clean all clinics, bathrooms, childcare and athletic areas with Quat 256.	Clinics, bathrooms, childcare and athletic areas
Daily/nightly	Sanitize and enhance clean all hard surface furniture.	Campus wide
Daily/Nightly	Sanitize and enhance clean water fountain buttons and splash guard. Rinse.	Campus wide

**SANITIZING AND ENHANCED CLEANING 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 all areas used by the person who is sick, follow protocol before occupancy in response to Covid-19.
- Once an area has been appropriately cleaned, it can be opened for use.
- Continue routine deep cleaning. This includes everyday practices that schools normally use to maintain a healthy environment.

**ADDITIONAL RESPONSES TO COVID-19**

- Custodial staff training has been and will continue to be provided by Maintenance & Plant Operations and Environmental & Conservation Services (ECS) departments, utilizing instructional videos that model sanitizing and enhanced cleaning methods.
- Using quality control sheets.
- All custodians shall utilize District-provided PPE while working: gloves and masks.
- Installation of alcohol-based hand sanitizer dispensers in select locations on all campuses.
- Scheduled restroom sanitizing and stocking throughout the day.
- Custodians will focus more on sanitizing and enhanced cleaning and less on other duties assigned.
- Area emergency response teams consisting of third party licensed and bonded vendors, contracted by the Environmental & Conservation Services department, will be used when there is a known outbreak or infection.
- Teachers will be provided wipes in the event that they want to sanitize more frequently.

## School Cleaning Procedures

### RESTROOMS

Use the appropriate PPE. Gloves and a mask should be worn while working.

- Step 1.** Once in the restroom, dust and sweep the floors throughout the entire restroom.
- Step 2.** Empty dry trash or dispose of liner. Spray disinfectant inside and reline.
- Step 3.** Sanitary receptacles should be checked, emptied, disinfected, and relined.
- Step 4.** Check all soap dispensers and refill as needed.
- Step 5.** Spray Quat 256 on all fixtures, sinks, counters, and outside of all dispensers. Allow to stand wet for 10 minutes.
- Step 6.** Spot sanitize walls, partitions, vertical, and horizontal surfaces.
- Step 7.** Apply Quat 256 disinfectant to urinals and toilets. Allow to stand wet for 10 minutes. Scrub insides of toilets and urinals with a bowl swab and disinfectant cleaner.
- Step 8.** Use a clean microfiber rag and wipe off fixtures, sinks, counters, dispensers, after approved 10-minute dwell time.
- Step 9.** Clean mirrors with a clean microfiber rag or paper towel.
- Step 10.** Place floor signs appropriately to prevent accidents and start mopping from the furthest point and mop your way out of the restrooms. Leave caution signs in the restroom after mopping.

### CLASSROOMS

Use the appropriate PPE. Gloves and a mask should be worn while working.

- Step 1.** Prior to emptying the trash, apply Quat 256 cleaner to appropriate surfaces. Apply enough to remain wet for 10 minutes
- Step 2.** Check and stock dispensers.
- Step 3.** Empty dry trash or dispose of liner if liner is soiled or wet, clean the waste receptacle and reline. Wipe down the exterior of the trash can for any spillage. Reline and tuck the tail.
- Step 4.** Clean top to bottom and start by high dusting areas in the classrooms with cloth and extension dusters.
- Step 5.** Apply Quat 256 to a clean microfiber rag and use it to clean touch points like door handles and light switches.



- Step 6.** Erase whiteboards as instructed by the teacher. Clean tray using a dry cloth.
- Step 7.** Spot clean marks on walls, cabinets, window frames, shelves, display cases, counters and other surfaces.
- Step 8.** When 10 minutes has passed, use a clean microfiber rag to wipe off surfaces treated with Quat 256. Rinse with clean water.
- Step 9.** Spot clean glass throughout the classroom with a microfiber rag. Clean the entire piece of glass if necessary.
- Step 10.** Straighten student desks, tables, and chairs and make sure the classroom is ready for use when students arrive for school.
- Step 11.** Vacuum carpet and mats.
- Step 12.** Dust mop floor, focusing on areas underneath furniture, edges, and overall floor cleanliness.
- Step 13.** Place wet floor signs accordingly to prevent injury. Wet mop floor from furthest point of room to your way out of the classroom.

Elementary schools, depending on their set up, may require meals to be picked up for delivery to the classroom. If this is the option selected, one custodian and one School Food Service employee will work together to pick up the trash after lunch.

## **LOCKER ROOMS**

Use the appropriate PPE. Gloves, a mask and safety glasses should be worn while working.

- Step 1.** 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.
- Step 2.** 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.
- Step 3.** Gather all the sanitary napkin floor cans from the girl's locker room and set them outside of the locker room.
- Step 4.** Apply Quat 256 to all hard surfaces being careful around hand dryers as they have electrical connections.
- Step 5.** While this is dwelling (10 minutes), restock toilet paper and paper towels, reline the sanitary napkin receptacles, check for graffiti and remove it, restock soap, check ceiling for anything that shouldn't be there.
- Step 6.** After 10 minutes has passed, use a clean microfiber rag to wipe off surfaces and remove streaks.

- Step 7.** Clean the mirrors with a glass cleaner and turn the lights off. Wipe switch with pretreated microfiber towel.
- Step 8.** Maintenance tasks should be noted as well, since these are typically locations of high abuse.

## **PLAYGROUNDS**

- Staff is advised to clean playground equipment once per day in the morning hours with soap and water.
- Staff to create hand washing and hand sanitizer stations for children to use before and after entering the playgrounds. CDC recommends washing hands for a minimum of 20 seconds.

## **CLINICS**

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).

- Step 1.** First, go through and get the large debris from the floor and check the toilets for leaks while flushing everything.
- Step 2.** Empty trash can and remove the liners. Never reach in, always dump out. Wipe the outsides of the cans and replace liners daily.
- Step 3.** Gather all the sanitary napkin floor cans from the girl's restrooms and set them outside of the restroom.
- Step 4.** Apply Quat 256 to all hard surfaces being careful around hand dryers as they have electrical connections.
- Step 5.** While this is dwelling (10 minutes), restock toilet paper and paper towels, reline the sanitary napkin receptacles, check for graffiti and remove it, restock soap, check ceiling for anything that shouldn't be there.
- Step 6.** After 10 minutes has passed, use a clean microfiber rag to wipe off surfaces and rinse with clean water.
- Step 7.** Mop floors daily.
- Step 8.** Clean the mirrors with a glass cleaner and turn the lights off. Wipe switch with pretreated microfiber towel.

## NIGHTLY CLEANING CHECKLIST

### Classrooms / Offices

Desktops as well as high-touch surfaces

Wipe down all stainless-steel/chrome fixtures

Vacuum carpets/mop floors

Blackboards/whiteboards

Empty pencil sharpener

Remove all trash/recycling cans from rooms

Doors and frames

Light switches and door handles

### Restrooms

HVAC vents

Light fixtures

Ceiling

All mirrors

All hand dryers

All toilet paper dispensers

Paper towel dispensers

Empty trash cans and sanitary containers

## SUMMER ENHANCED CLEANING CHECKLIST

### CLASSROOMS, OFFICES, HALLWAYS, MEDIA CENTERS, ETC.

	Enhance clean HVAC vents and intakes
	Enhance clean light lenses and fixtures
	Sanitize all walls
	Clean all windows and blinds
	Enhance clean all doors and frames
	Clean baseboards
	Remove hard water stains
	Enhance clean and stainless-steel polish all water fountains
	Sanitize and enhance clean all desks and furniture
	Check/clean all closet areas that are accessible
	Remove all trash/recycling cans from rooms
	Sanitize, vacuum and clean carpets

### RESTROOMS

	Enhance clean HVAC vents
	Clean/replace ceiling tiles
	Sanitize and enhance clean all tile walls
	Clean all mirrors
	Sanitize and enhance clean all hand dryers
	Sanitize and enhance clean all toilet and sink fixtures
	Sanitize and enhance clean all toilet paper dispensers
	Sanitize and enhance clean paper towel dispensers
	Clean light fixtures

### FLOOR TILE

	Top scrub 2/3 of the floors in the school
	Strip and re-wax the remaining 1/3 of floors in the school

### MAINTENANCE ITEMS

	Replace ballasts and light bulbs above 10 feet
	Replace ceiling tiles as needed
	Replace HVAC filters as needed
	Submit work orders as needed