



## *COVID-19 CLEANING & DISINFECTING PLAN*

- **All Custodial/Maintenance staff will be required to wear masks and gloves while cleaning and disinfecting**
  
- **Determine what needs to be cleaned**
  - If an area has been unoccupied for 7 or more days only routine cleaning will be needed. Routine cleaning includes cleaning visibly dirty surfaces with soap and water.
  - If an area has been occupied within the past 24 hours a more thorough cleaning and disinfecting protocol will be put in place
  - Outdoor areas will generally require only routine cleaning. Frequently touched outdoor hard surfaces, including handrails, door handles, and outdoor tables will be cleaned regularly throughout the day.
  
- **Cleaning and disinfecting occupied spaces**
  - Office employees will be provided alcohol wipes and encouraged to disinfect frequently touched surfaces in their area after daily use. Examples are: tables, desks, counters, keyboards, and telephones. Instructional staff will receive one-step spray disinfecting to be used to disinfect instructional areas such as desks, computers, tables, etc. as well as alcohol wipes.
  - Custodial staff will provide routine cleaning of utilized spaces as well as disinfection on a continuous basis every day of instruction of frequently touched surfaces such as door handles, handrails, light switches and restrooms
  - Custodial/maintenance staff will use EPA-approved disinfectants for all surface cleaning

- Custodial/maintenance staff will use EPA-approved disinfecting misters for open spaces including offices, classrooms, hallways and restrooms. The current equipment used is a Geneon mister utilizing non-toxic based solution. The facilities department is also purchasing battery backpack disinfecting sprayers.
  
- **Cleaning and disinfecting products**
  - All products used for cleaning and disinfecting are EPA-approved
  - All disinfecting products have either a 3 or 10-minute dwell time
  - All cleaning and disinfecting products are used according to products' safety data sheet (SDS)
  - A listing of all products' safety data sheets (SDS) used for cleaning and disinfecting is maintained in the Maintenance/Custodial office
  
- **Cleaning and disinfecting logs**
  - All custodial/maintenance staff will be required to maintain a daily/weekly cleaning/disinfecting log
  - The log will include the staff member's name, date, room and what cleaning and disinfecting tasks were completed
  
- **Cleaning and disinfecting an exposed area**
  - If it becomes known that an area has been exposed to a positive COVID-19 case, the area affected will be shut down immediately and a deep cleaning and disinfecting will take place before reopening
  - All hard surfaces will be cleaned and disinfected using EPA-approved products
  - The affected area will be disinfected using the Geneon mister and/or other EPA-approved products
  - If needed, porous materials (e.g. carpeting) will be cleaned utilizing appropriate cleaning solutions (e.g. carpet cleaning machine with solution)
  
- **This cleaning and disinfecting plan will be reviewed and revised as needed and as updated CDC/DPH guidance is provided**