

Maintenance & Custodial Operations COVID – 19 Response Protocols



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Purpose

The purpose of this document is provide guidance as to Facility Services response to districtwide maintenance, cleaning and disinfecting related to COVID-19. As changes in protocol occur during these fluid times, this document will be revised and shared.

Overview

The School District of Janesville's Facility Services Department maintains 20 academic and administrative buildings consisting of over 2,500,000 square feet and 250 acres of district property. The District employs a Senior Facility Services Manager, a Facility Manager and an Administrative Assistant who support 17 maintenance and 90 custodial staff members.

References

The District's COVID-19 response protocols are based on the following document(s):

- School Health Services Interim COVID-19 Infection Control and Mitigation: Toolkit; Wisconsin Department of Public Instruction, July 21, 2020 <https://dpi.wi.gov/sspw/2019-novel-coronavirus>
- The Centers for Disease Control and Prevention CDC 27/7, <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Acknowledgement

Facility Services would like to acknowledge Andy Gage, Tonya Richter, Student Services and Employee Benefits for their assistance in coordinating information in response to COVID-19. Thanks to Diversey for the graphics.

What is COVID – 19? - CDC

"A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold."

How does it spread? - CDC

"The virus that causes COVID-19 is thought to spread mainly from person to person, mainly 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. Spread is more likely when people are in close contact with one another (within about 6 feet)."

Watch for symptoms - CDC

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

How to safely live and work - CDC

- Avoid close, direct contact with people who are sick - maintain 6 feet between you and others
- Cover your mouth and nose with a mask when with others
- Cover coughs and sneezes, into your elbow is best practice
- Wash your hands
- Clean and disinfect frequently touched surfaces on a daily basis
- Monitor your health

Heating, Ventilation, Air Conditioning (HVAC) Response - District

Air Conditioned Buildings – Craig, Edison, Kennedy, Marshall & Parker

- HVAC air handling unit filters will be replaced each quarter with MERV 10 filters.
- Each building exhaust system will be routinely inspected to ensure proper operation.
- Each coil will be treated and cleaned with an antibacterial spray application.
- All District class rooms are designed for six to eight air exchanges per hour.

Non Air Conditioned Buildings

- Unit ventilators will be in operation while buildings are occupied.
- Unit ventilators generate six to eight fresh air exchanges per hour.
- Windows are allowed open from May through October.

Filtering Outside Air – District

- Air handling units (air conditioned buildings) and unit ventilator (non-air conditioned buildings) each use a MERV 10 filter.

Cooling Towers, Non Potable Water for Building Systems – District

- District cooling towers are chemically treated to prevent bacteria and fungus.
- District HVAC related equipment are inspected for standing water and treated if necessary.

Potable (drinking) Water Response – District

- Prior to the students returning all drinking fountains and sinks will be flushed.
- Drinking fountains will remain open for filling water bottles only.

Swimming Pools

- Over the spring and summer, District swimming pool water was treated and continued to circulate throughout COVID-19 so as to eliminate the possibility of fungi and other foreign particulates developing.

Cleaning & Disinfecting Response

Cleaning our District buildings will require a team approach and not solely rest with Custodial Ops.

Understanding Terms

- Cleaning, the process of removing dirt, debris and stains.
- Disinfect, the application of a chemical to stop the spread of diseases and viruses.

Standard Cleaning Steps, Nightly

- High to low, ceiling to floor
- Clean and disinfect
 - Horizontal surfaces
- Garbage
- Floor
 - Dry mop, wet mop
 - Vacuum
- Check

Hand Sanitizer

Hand sanitizer dispenses are located in key areas, such as classrooms, office suites and entrances to buildings. The District's uniform hand sanitizer is Diversey Softcare Impact Foam, a 60% alcohol based sanitizer.

Classroom Supplies

The District will be providing disinfectant wipes for classroom and other area use. Spray bottles containing a detergent (cleaning) disinfectant will be available in areas where disinfectant wipes are not applicable. Custodial Operations will supply classroom cleaning and disinfecting supplies.

- Sanitizing Wipes, Zehn-X, Quaternary Ammonium, deemed effective against COVID-19.
- Disinfectant Solution in a Spray Bottle, typically Virex II. Preference to provide wipes rather than a spray bottle with cleaning solution.
- All spray bottle filled chemicals to be properly labeled with a Safety Data Sheet on file.



Cleaning and Disinfecting by Space Type Summary

Room Type	Cleaning & Disinfecting Frequency
Cafeteria	Daily, between each meal service
Classroom	Daily and during the school day on as needed basis with supplied cleaning and disinfecting supplies. Nightly, cleaning and disinfecting.
Gymnasium, Pool deck when in use	Daily of area, equipment sanitized by staff
Locker room	Daily
Main entrance(s)	Daily, after school day begins
Office, Waiting Room, Breakroom	Daily
Restroom	Daily
Weight room	Daily, during the school day, equipment sanitized after use

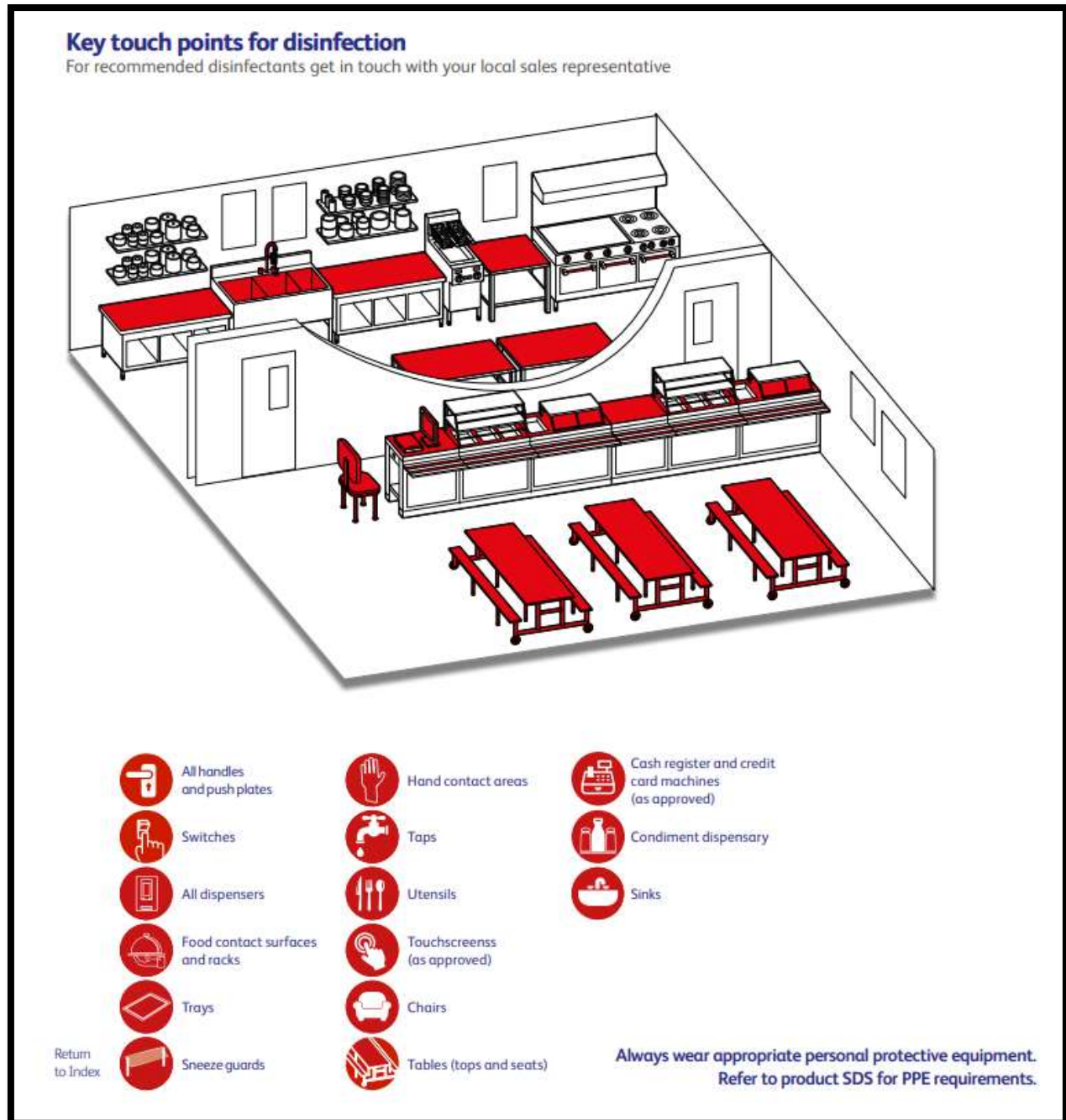
Rock County Health Department, recommendations for cleaning and disinfecting a room occupied by a COVID – 19 positive individual.

- If possible, wait 24 hours before cleaning.
- If possible, ventilate room.
- Clean and disinfect room, following high to low cleaning and disinfecting procedures using VIREX II or Zehn-X wipes.
- Room now available for re-use.

AREA TYPES

CAFETERIA

Key Touch Points	Cleaning Schedule	Chemical	Chemical Response Time	Employee PPE
Horizontal Services	Daily	VIREX II	10 minutes	Gloves

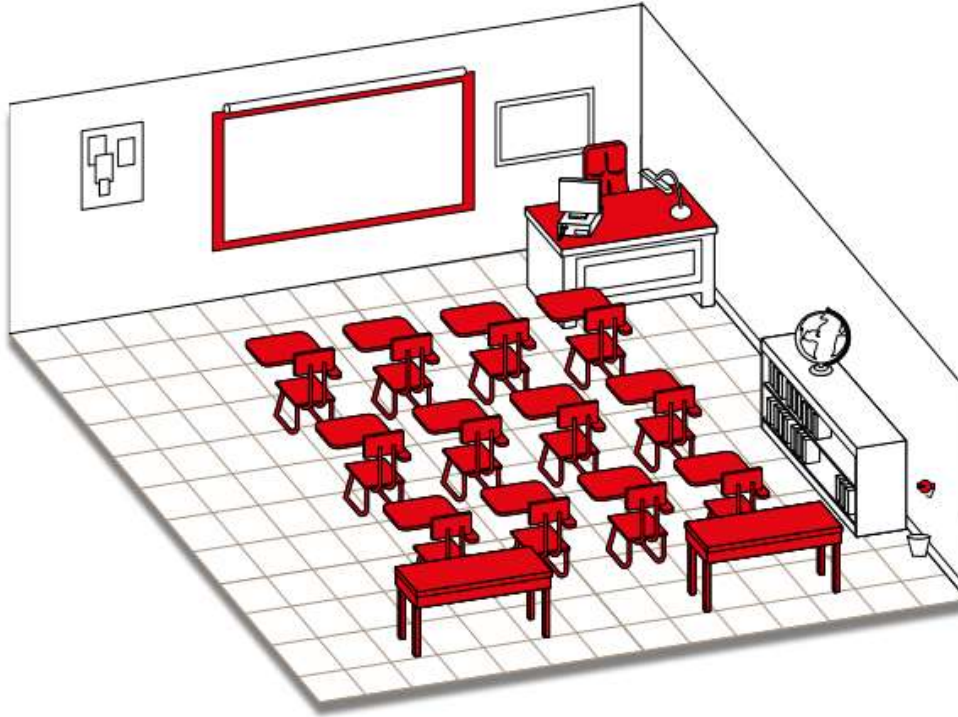


CLASSROOMS

Key Touch Points	Cleaning Schedule	Chemical	Chemical Response Time	Employee PPE
Horizontal Services	Daily	VIREX II	10 minutes	Gloves

Key touch points for disinfection

For recommended disinfectants get in touch with your local sales representative



All handles and push plates



Switches



All dispensers



Chairs



Waste bin



Hand contact areas



Desks and tables



Telephones, computers, electronics (as approved)



Pencil sharpener and metal surfaces



Sinks (if present)



Taps (if present)

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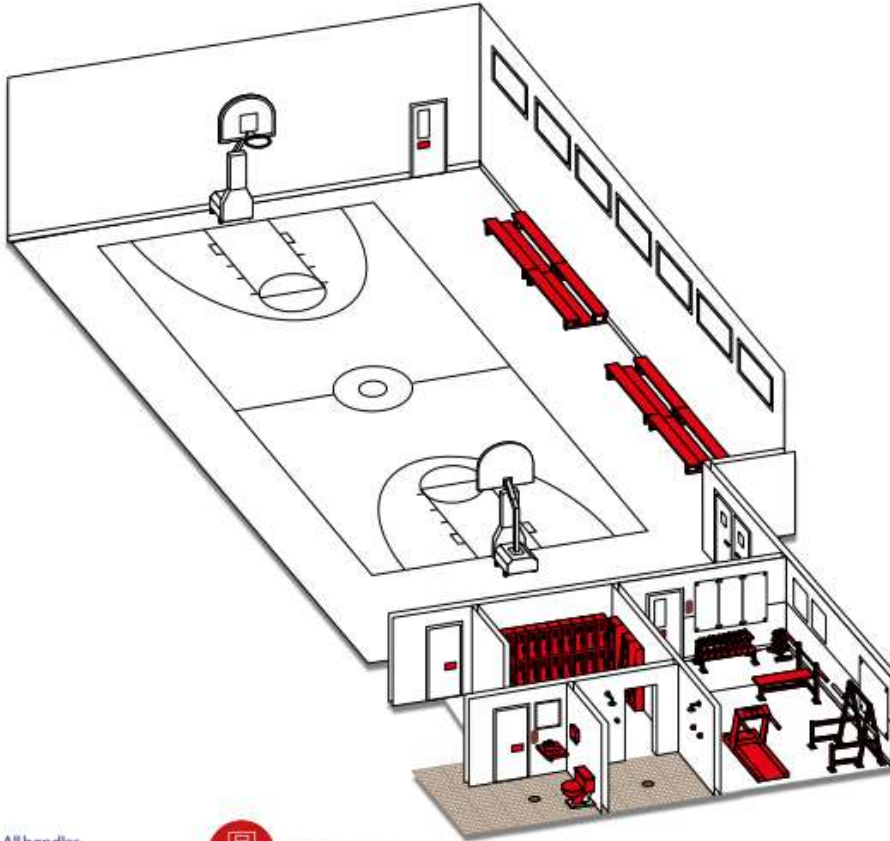
Always wear appropriate personal protective equipment.
Refer to product SDS for PPE requirements.

GYMNASIUMS

Key Touch Points	Cleaning Schedule	Chemical	Disinfectant Response Time	Employee PPE
Horizontal Services	Daily	VIREX II	10 minutes	Gloves

Key touch points for disinfection

For recommended disinfectants get in touch with your local sales representative



All handles and push plates



Switches



Bathroom handles and taps



Toilets (flush handle, seats, splash walls)



Handle and seat of the machine



All dispensers



Hand contact areas including fitness equipment



Benches



Waste bin



Lockers

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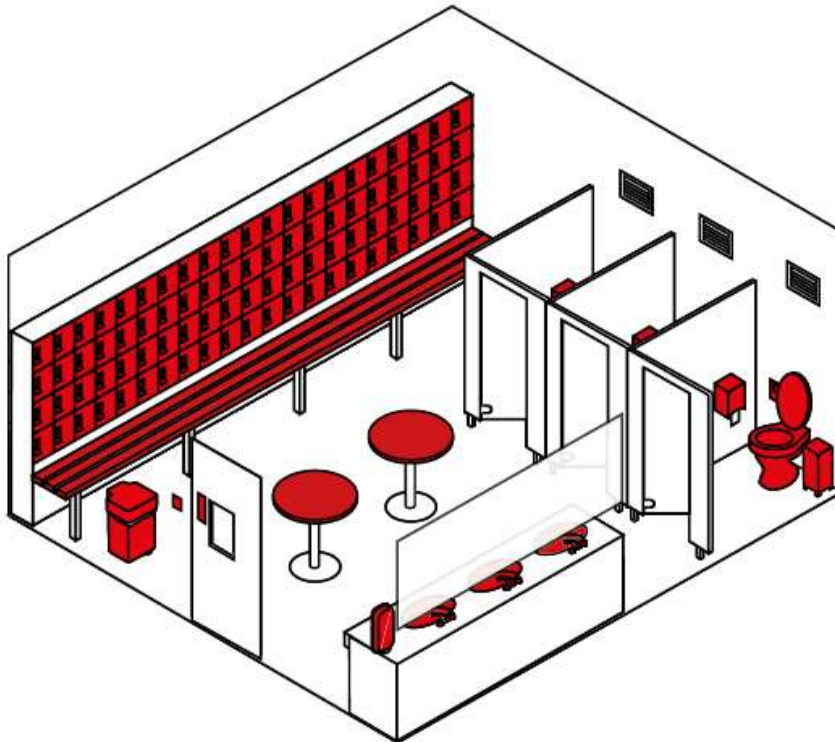
Always wear appropriate personal protective equipment.
Refer to product SDS for PPE requirements.

LOCKER ROOMS

Key Touch Points	Cleaning Schedule	Chemical	Disinfectant Response Time	Employee PPE
Horizontal Services	Daily	VIREX II	10 minutes	Gloves

Key touch points for disinfection

For recommended disinfectants get in touch with your local sales representative



All handles and push plates



Switches



All dispensers



Bathroom handles and taps



Toilets (flush handle, seats, splash walls)



Bathroom sinks



Lockers



Table tops



Benches



Waste bin



Chairs

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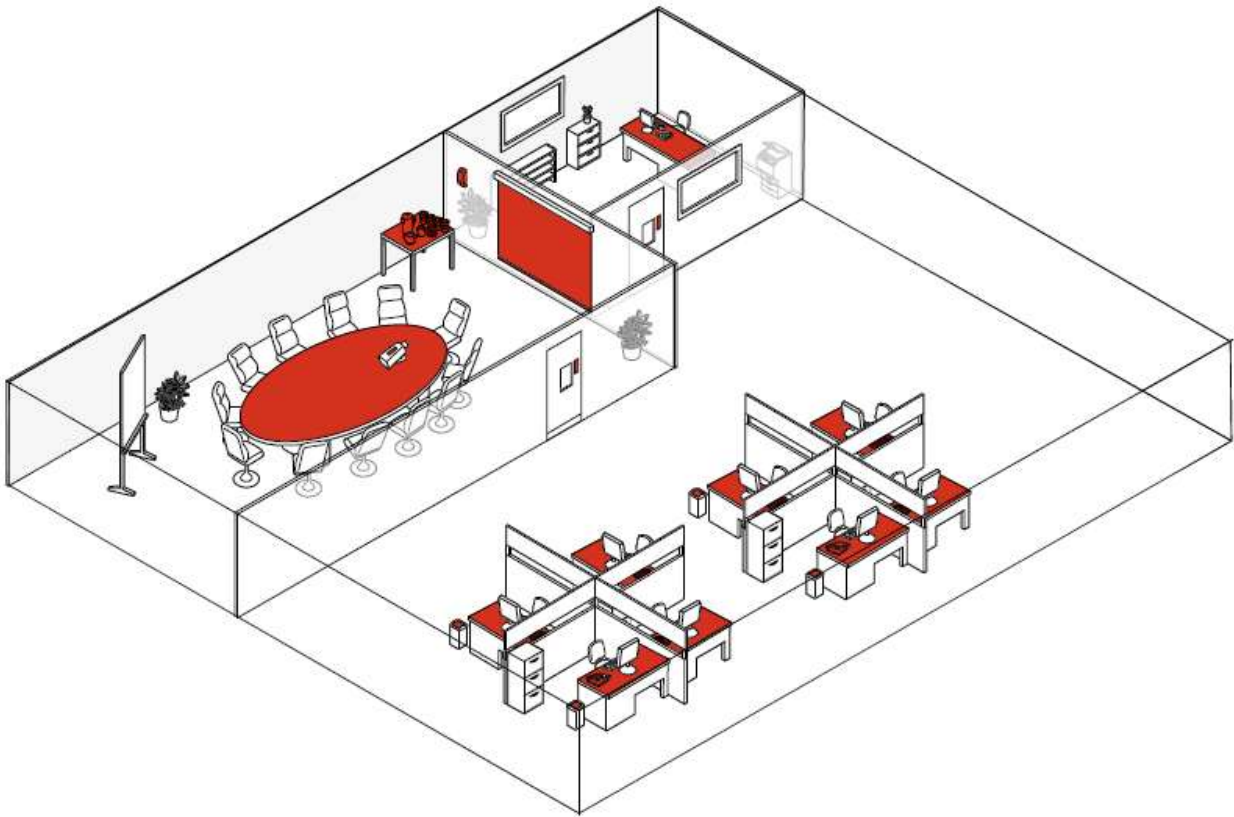
Always wear appropriate personal protective equipment.
Refer to product SDS for PPE requirements.

OFFICE AREAS

Key Touch Points	Cleaning Schedule	Chemical	Disinfectant Response Time	Employee PPE
Horizontal Services	Daily	VIREX II	10 minutes	Gloves

Key touch points for disinfection

For recommended disinfectants get in touch with your local sales representative



Telephones, computers, electronics (as approved)



Switches



Desks



All handles and push plates



Waste bin



Table tops



Chairs



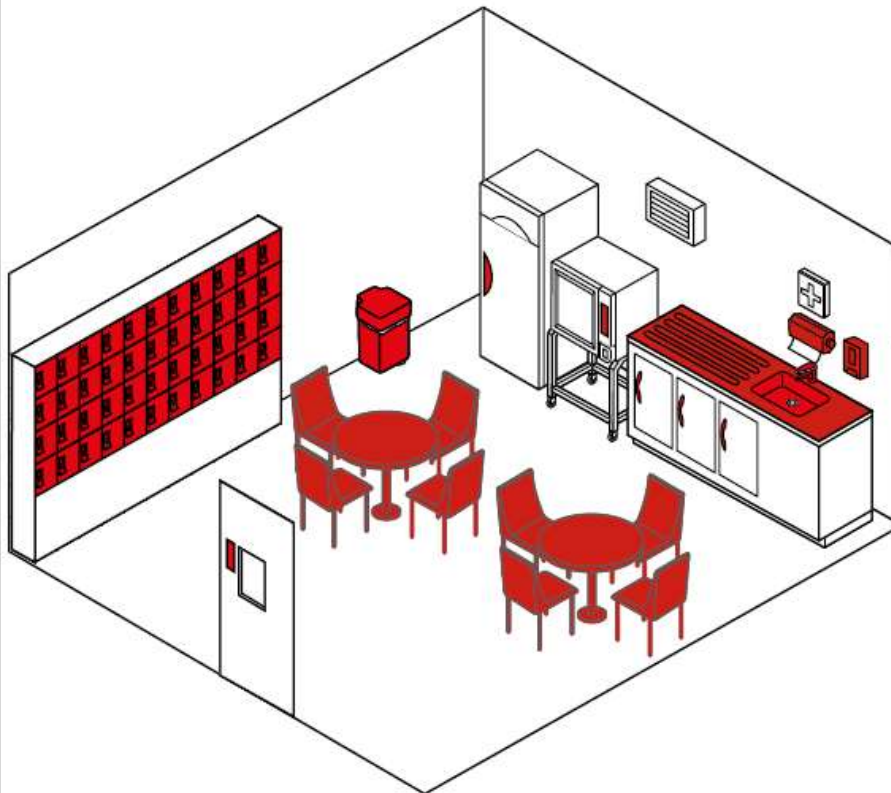
Hand contact areas

BREAK ROOMS

Key Touch Points	Cleaning Schedule	Chemical	Disinfectant Response Time	Employee PPE
Horizontal Services	Daily	VIREX II	10 minutes	Gloves

Key touch points for disinfection

For recommended disinfectants get in touch with your local sales representative



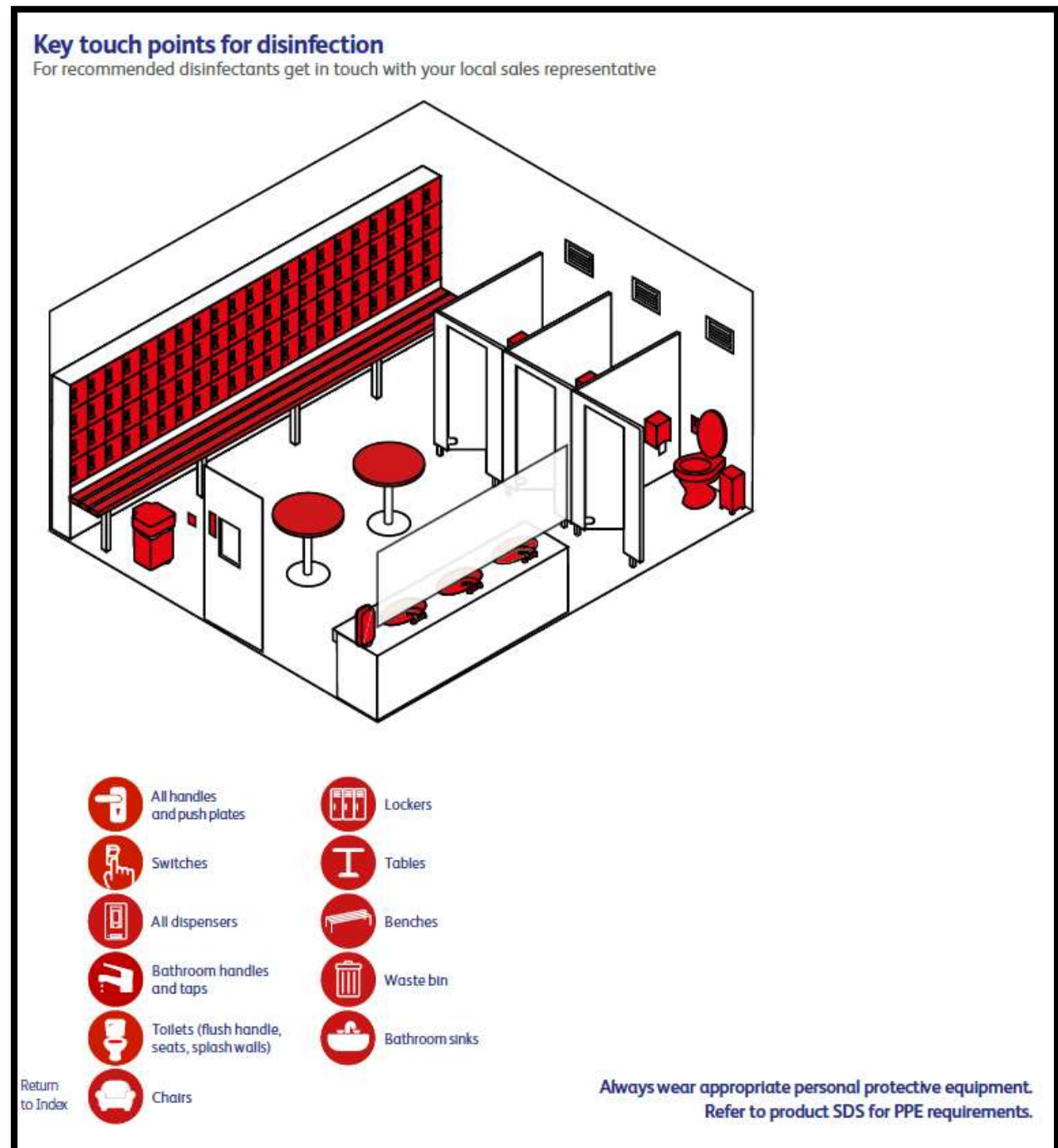
-  All handles and push plates
-  Switches
-  All dispensers
-  Cabinet and drawer hardware
-  Appliance exteriors (refrigerator, microwave, etc.)
-  Hand contact areas
-  Table tops
-  Coffee machine
-  Sink
-  Taps
-  Waste bin
-  Chairs

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Always wear appropriate personal protective equipment.
Refer to product SDS for PPE requirements.

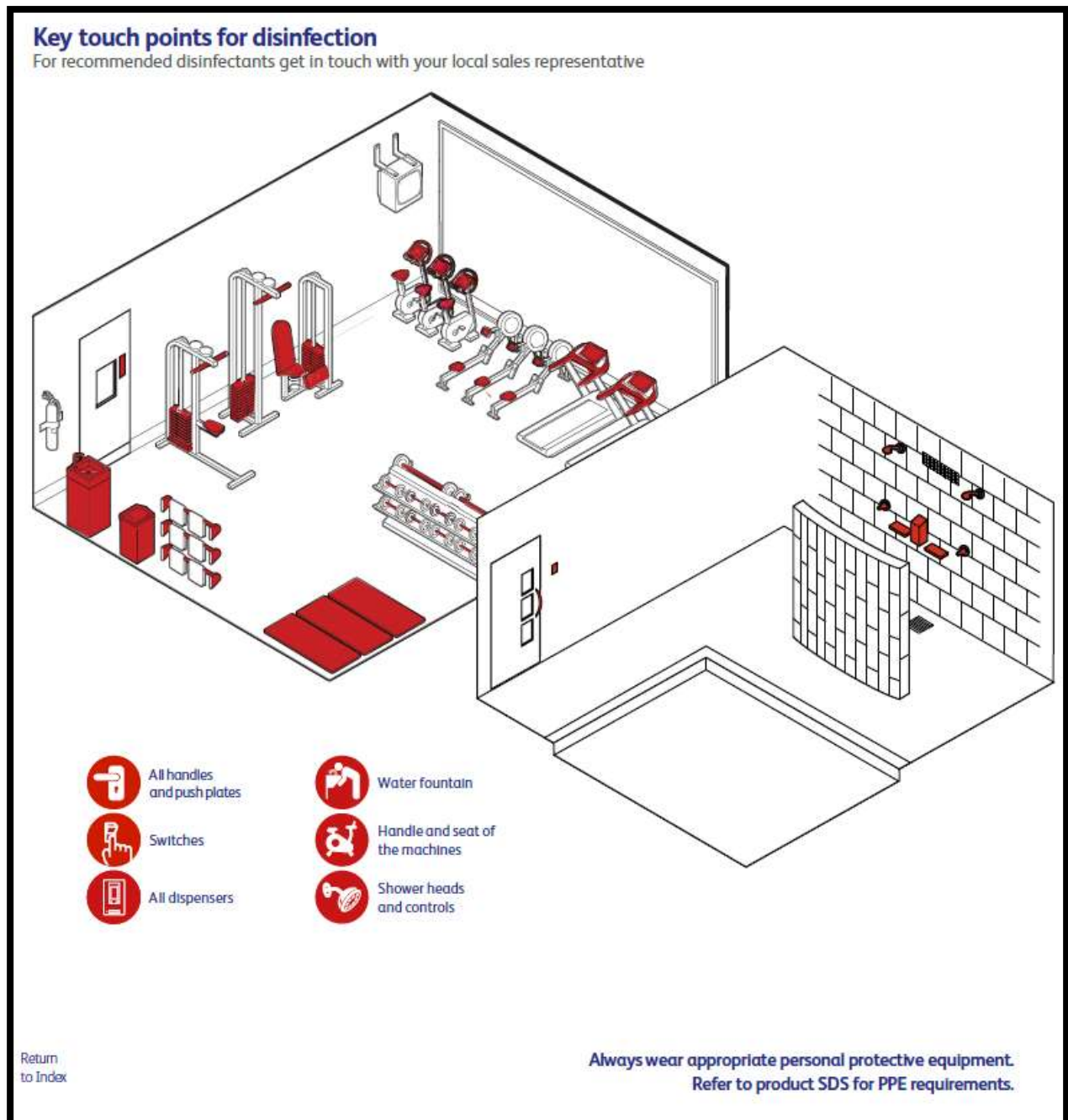
RESTROOMS

Key Touch Points	Cleaning Schedule	Chemical	Disinfectant Response Time	Employee PPE
Horizontal Services	Nightly	VIREX II	10 minute	Gloves



Weight room

Key Touch Points	Cleaning Schedule	Chemical	Disinfectant Response Time	Employee PPE
Horizontal Services	Daily	VIREX II, Zehn X	10 minutes	Gloves



Facility Services FAQ – District

As changes in protocol occur during these fluid times, this document will be revised and shared.

Does the HVAC system have UVC (ultra violet capability) which kills viruses and bacteria?

The District does not have UVC capabilities in the District. The Center for Disease Control (CDC) finds no evidence supporting UVC implemented in HVAC systems kills the COVID-19 virus.

Water/drinking fountains for safety - will these be closed off or for use in schools?

The District is not closing off fountains. Students and staff should be encouraged to use water bottle filling stations and to bring a water bottle from home on a daily basis. There are too many implications if we turn off fountains.

How/where can we order a water bottle filling station if our building does not have one?

The District will continue to install water bottle filling stations as normal.

FAN USE for safety - will staff members be allowed to use fans in their classrooms?

At this time, there is no concrete evidence that fans spread COVID-19. If used, fans should be distanced six feet from others and not be a rotating pedestal fan. All buildings have air exchange vents bringing fresh air in from the outside. Classrooms with univents also bring fresh air in from the outside.

What if I need more furniture for my classroom(s) in order to properly distance students?

Building Principals should have their custodian place an order in SchoolDude for the furniture needed to properly distance. The District will look at furniture in storage and distribute furniture equally based upon the type of furniture needed and the amount of furniture in storage. Additional furniture items after storage items have been distributed for classrooms and buildings, will be individually assessed and further direction provided at that time.

What guidelines/requirements have been given to our custodial staff regarding buildings and daily/weekly cleaning?

A step by step guide and directions, along with training, will be provided to custodial staff prior to the start of the school year. Building administration will need to help support a shift of expectations in order to ensure buildings are sanitized and disinfected properly each day. For example, rooms may be vacuumed less per week or paper recyclables may be emptied fewer times per week in order to allow for more time to be spent on cleaning and disinfecting.

What if custodial absences are high?

When custodial absences are high, the term “reeducated level of service” or “RLS” is used. The response is to clean and disinfect high contact areas only, such as restrooms, remove waste and other tasks. In a COVID environment, the RLS will continue with the addition of using a sprayer to disinfect key touch points, such as desks, throughout the building. Additional staff, if available, will be requested to assist.

**Will the district provide bottles of cleaner, wipes, and/or gloves for each classroom and office?**

The District is currently exploring options based upon the current supply and demand chain. Meetings with vendors and distributors have been occurring as well as exploring out of the box ideas to ensure buildings have supplies needed. For example, while Clorox Wipes and other similar wipes are not always readily available, there is the potential to purchase a roll of dry wipes that disinfecting cleaner is added to that will be effective in sanitizing and disinfecting.

What is the protocol to order more sanitizer stations if a building is in need?

The District installed 900 hand sanitizers throughout twenty building locations. Additional dispenses are on order, reliant on supply chain capacity.

Will classrooms that are used for lunch be cleaned after eating time and garbage cans emptied daily?

Breakfast and lunch garbage will be collected daily after each meal service. Disinfectant wipes may be used to clean desks and tables.

What about cleaning outdoor playground equipment?

CDC guidance for outdoor areas does not require disinfectant cleaning.

Who is responsible for cleaning musical instruments, manipulatives, physical education equipment such as basketballs and baseball bats?

Cleaning and disinfectant supplies will be provided to classroom.

Will custodians be responsible for laundering reusable masks?

With a State of Wisconsin mask mandate currently active, residents most likely have a personal mask. However, should students and staff need a replacement mask, one will be provided. District will be providing both pediatric and adult disposable masks available through Custodial Ops. Students and families will be responsible for cleaning their personal mask worn home.

Will building budgets need to pay for hand sanitizer, masks, gloves and other needed items in response to COVID-19?

Facility Services, Custodial Ops will purchase wall mounted hand sanitizer, dispensers, masks, gloves and needed COVID-19 response items.

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