



**Date:** September 8, 2020

**TO:** Staff

**FROM:** Leonard Kahn, Chief Business Officer

**SUBJECT:** Common Disinfecting Practices

The District has provided staff with spray bottles of disinfectant, and lead custodians at sites have backup supplies should any staff require a refill. Please do not attempt to refill the spray bottles yourself. Please note that the spray bottles are specifically labeled for a single product, and no other liquid may be introduced into the spray bottles. Should you require additional PPE, e.g. gloves, masks, etc., please contact your site administrator or department manager for additional supplies.

Hard surfaces (metal, wood, counter tops, glass, desk tops, plastic, etc.)-

- Spray the disinfectant and leave in place for three (3) minutes (the “dwell time”) or more
- After the dwell time (i.e the 3 minutes) the surface may be wiped dry
- Residue from the disinfectant may remain after the dwell time, but it is ok to wipe the residue off with a water-damp cloth/paper towel ( after dwell time has elapsed)

Electric or Technology devices –

- **Caution: Devices must be unplugged (or disconnected from power)**
- **Caution: Devices must be off**
- Staff may disinfect the device (keyboard, monitor, case) with a **damp** rag or paper towel that has been sprayed with the disinfectant spray
  - Please note, the rag cannot be wet; **damp** is defined as a level of moisture that is slight enough not to allow any liquid to escape from the rag other than that trace amount that is left when one passes over the area with the **damp** cloth/paper towel.
- If disinfectant residue is left, staff may wipe away the residue after three (3) minutes time with a water-**damp** cloth/paper towel.

Major/Wide-Area Disinfection

- Please report any concerns to your site administrator or department manager
- Larger scale disinfecting will be overseen by administration/management.