

# **Edison Township Public Schools**

## **Covid-19 Cleaning and Enhanced Manual**



### **Executive Summary**

The Department of Education Road Back Restart and Recover Plan [The Road Back: Restart and Recovery Plan for Education](#) calls for anticipated minimum Standards. All districts must continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. Each school district must develop a procedure manual to establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used. (*critical Area of Operations #7*)

Districts must:

- Develop a schedule for increased, routine cleaning, and disinfection included in the district's policy.
- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops).

- Use all cleaning products according to the directions on the label.
- Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.)

**The Edison Building and Grounds Department along with the Central Administration created this manual as a tool for enhanced cleaning and disinfecting of school facilities.**

## **How COVID-19 spreads:**

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with the virus and then touch your eyes, nose or mouth, although this is not the primary way the virus

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## General notes:

- Facilities Managers will work with/train all custodial staff on implementation and are required to follow and maintain all documents included in this manual
- Custodial staff must adhere to all **existing cleaning practices and procedures currently in place**. (*critical Area of Operations #7*)
- Use of all cleaning products according to the directions on the label. Only cleaning chemicals purchased by the buildings and grounds department will be used (No alternative products)
- All custodial staff must follow a schedule for increased cleaning as well as for routine cleaning and disinfection. (*critical Area of Operations #7*)
- All Facilities Manager and or custodial staff must follow the cleaning/sanitizing checklist (pages 15-17) (***Facilities managers are required to post and check all checklists daily.***)
- All surfaces **must be cleaned** prior to applying a disinfectant.
- Routinely clean and disinfect of surfaces and objects that are frequently touched is required. (*critical Area of Operations #7*) ***see day time cleaning procedures***
- Sanitize bathrooms daily, or between use as much as possible.
- Drinking fountains should be cleaned and sanitized. (when turned on and open)
- Promote the opening of outside doors and windows to increase air circulation.
- Facilities Managers and or custodial staff must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. (*critical Area of Operations #7*)
  - recirculated air must have a fresh air component
  - Open windows if A/C is not provided
  - Filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.
- Social distancing must be promoted if not possible face coverings must be worn.

- Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) (*critical Area of Operations #7*)
  - In each classroom (for staff and older children who can safely use hand sanitizer)
  - At entrances and exits of buildings
  - Near lunchrooms
  - Near restrooms
- Each classroom needs to have disinfectant wipes
- All water fountains will be **shut down**
- All rugs will be removed from classrooms and other instructional area

## Preparing for When Someone Gets Sick

### Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#)
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

## Day time cleaning

The cleaning level and process Facilities Managers and Custodial staff will use during the day when staff and students are present.

\* Any employee who feels sick, feverish or generally unwell is encouraged to take a sick day and required to notify management in a timely manner prior to the start of their shift so alternate coverage can be arranged,

- Facilities Managers and or custodial staff will adhere to all existing cleaning practices and procedures currently in place
- Facilities Managers and or custodial staff will arrive on-site and adorn any required personal protective equipment (PPE), including but not limited to face masks and gloves.
- Facilities Managers and or custodial staff will undergo a temperature check, and complete a wellness survey.
- Facilities Managers and or custodial staff will prepare appropriate disinfecting equipment and ensure proper concentration and potency.
- Facilities Managers and or custodial staff will open offices taking particular care to observe for any indoor air quality concerns and ensuring proper functionality of ventilation systems as applicable.
- Facilities Managers and or custodial staff will open restrooms and lavatories taking particular care to observe for any indoor air quality concerns and ensuring proper functionality of ventilation systems as applicable. Also taking note to check any hand soap dispensers.
- Facilities Managers and or custodial staff will open and inspect all educational rooms, taking particular care to observe for any indoor air quality concerns and ensuring proper functionality of

ventilation systems. Also taking note to check any hand soap dispensers or sanitizing stations.

- Facilities Managers and or custodial staff will do a building-wide visual inspection to ensure all hand sanitizing stations and/or sink soap dispensers are adequately supplied.
- Facilities Managers and or custodial staff will take care to wipe down any hard surfaces they have come in contact with.
- Facilities Managers and or custodial staff will prepare a cleaning cart and be prepared to monitor and follow up with hard surface and touchpoint cleaning after administrative and office personnel arrive.
- Facilities Managers and or custodial staff will replenish supplies as needed and be prepared to monitor and and follow up with hard surface and touch point cleaning after students have arrived.*Staff will be required to maintain posted classroom log sheets and initial to confirm completion. (see log sheet Facilities Managers will collect and maintain log sheets.*
- Facilities Managers and or custodial staff will be aware of the inclement weather plans of each school, and be prepared with floor fans and mop buckets to assure clean dry surfaces to receive student overflow, and will monitor and respond according with hard surface and touch point cleaning.
- Once classes are in session Facilities Managers and or custodial staff will begin a rotation of 30 minute rounds inspecting and sanitizing bathrooms and common touch points including vestibules and reception areas. *Staff will be required to maintain posted bathroom log sheets and initial to confirm completion.*
- Facilities Managers and or custodial staff will be required to be accessible via school radios and or PA systems for urgent responses to spills, accidents, and nurses office. (The school's *administration will be aware that Facilities Managers and or custodial staff may not be available to deliver office supplies, paper and other non-critical materials.*)
- Facilities Managers and or custodial staff will prepare trash receptacles, Electro-static applicators, and pressurized

disinfectant mist dispensers for post cleanup of in-class lunches **(if lunch is served.)**

- Facilities Managers and or custodial staff will expeditiously reset classrooms for return from recess, they will sweep floors as necessary, spot mop as necessary, wipe down desktops as necessary, and then follow up with a vaporized droplet application of disinfectant which will remain on the surface to evaporate, ensuring sufficient dwell time.
- Facilities Managers and or custodial staff are contractually obligated to take a lunch break, if they choose to leave the building they must notify the main office, and will be required to undergo an additional temperature check and health screening upon return.
- Facilities Managers and or custodial staff will launder any microfiber cloths that were used ensuring sufficient detergent is added to clean and disinfect cloths.
- Facilities Managers and or custodial staff will continue rotations and monitoring of the building, until students dismiss, at which time they will complete an additional wipe down of exit door hard surfaces. *Staff will be required to maintain posted bathroom log sheets and initial to confirm completion.* Remaining office and educational staff will limit their bathroom usage to Staff only designated facilities, and those will continue to be sanitized on a 30 minute revolving schedule.

At this time Facilities Managers and or custodial staff will begin to shift to after hours cleaning protocols.

**ATTENTION- Any staff that feels unwell during their shift should immediately contact a supervisor.**

## After hours Cleaning

The cleaning level and process the Facilities Managers and or Custodial Staff that will be used after school hours and before we open the doors for the following day.

\* Any employee who feels sick, feverish or generally unwell is encouraged to take a sick day and required to notify management in a timely manner prior to the start of their shift so alternate coverage can be arranged,

- Facilities Managers and or custodial staff will adhere to all existing cleaning practices and procedures currently in place
- Custodial staff will arrive for night shift operations, they will be required to adorn all necessary PPE including, but not limited to face masks and gloves.
- Custodial staff will self check their temperature at the start of their shift and must complete (log sheet).
- Custodial staff will survey building and verify occupancy levels and areas affected.
- Custodial staff will continue 30 minut rotation of rest room sanitization for all affected areas. *Staff will be required to maintain posted bathroom log sheets and initial to confirm completion.*
- Custodial staff will prepare appropriate disinfecting and cleaning solutions in pressured spray applicators, and or Electro-Static applicators. They will procure appropriate microfiber cloths verifying that they have been laundered correctly. They will then proceed to their established building sections and begin Enhanced Cleaning. This includes the following
  1. Empty trash
  2. High dusting
  3. Dry Mop/Surface Dust/Spot Mop/Sweep/Vacuum
  4. Clean all surfaces

5. Disinfect all surfaces
  6. Wet mop
  7. Check area which includes securing windows, checking hand sanitizer stations/Soap dispensers, verifying functionality of HVAC/air exchange systems.
- This will be repeated, for all applicable areas in their care, allotting additional time given to bathrooms, nurses offices and PT rooms.
  - Custodial staff will take their contractually mandated lunch/dinner break, if they choose to leave the building upon return they must retake temperature and complete a wellness survey.
  - Once all student, educational and office staff have left the building, custodial workers will finalize sanitization of areas and complete a log shift reflecting what time areas were completed , and initial as confirmation.
  - Staff will replenish all soap and hand sanitizer stations previously notated.
  - Staff will wipe down offices' hard surfaces and equipment with appropriate disinfectant chemicals and microfiber cloths.
  - Staff will run floor machines in hallways as required.
  - Staff will clean and sanitize mops, buckets and other cleaning equipment
  - Staff will have one designated exit through the boiler room, all other areas will be secured and not reentered after cleaning to prevent contamination.
  - Staff will launder microfiber cloths with proper detergent for use in the morning shift
  - Staff will exit the building taking care to interact with as little as possible, leaving notes for the morning crew to address.

**ATTENTION- Any staff that feels unwell during their shift should immediately contact a supervisor.**

## Routine and Enhanced Cleaning Schedules

### Hallways/Main Entrances

*The following will take place in all hallways/main entrances*

*Facilities Managers and or custodial staff will adhere to all existing cleaning practices and procedures currently in place*

Enhanced cleaning- *Cleaning and disinfection of the following areas:*

- *Frequently touchable surfaces*
- *Door handles*
- *Push bars/push plates*
- *Water fountains- (Shut down)*
- *All other common frequent touchpoints surfaces*
- *Hand sanitizer station will be made available*

### Classrooms

*The following will take place in all classrooms*

*Facilities Managers and or custodial staff will adhere to all existing cleaning practices and procedures currently in place*

Enhanced procedures

- HVAC Systems filters will be maintained as per manufacturer specifications
- Use of outdoor air should be permitted in classrooms when possible. I.e opening of windows and doors (when there is no safety issue.)
- Limited sharing of objects. Disinfect of shared items between use
- Keep students' belongings separated from others
- There will be a 6 ft social distance when possible
- All desk will be faced in the same direction

Enhanced cleaning *Cleaning and disinfection of the following areas:*

- *Frequently touchable surfaces*
- *Door knobs/handles*
- *Desktops and chairs*
- *Table Tops*
- *Faucets*
- *Toilet flush handles*
- *Light switches*
- *Shared telephones*
- *Drinking fountains*
- *Hand sanitizer bottle with a pump sprayer will be made available*
- *The use of electrostatic battery-powered handheld sanitizer cleaning machine*

## **Restrooms**

*The following will take place in all restroom*

*Facilities Managers and or custodial staff will adhere to all existing cleaning practices and procedures currently in place*

### **Enhanced procedures**

- Limiting the number of students who can enter at a time.
- Designate staff members to enforce limited capacity and avoid overcrowding.
- Prop doors open to avoid touching handles.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

Enhanced cleaning *Cleaning and disinfection of the following areas:*

- *Frequently touchable surfaces*
- *Faucets*
- *Toilet flush handles*
- *Urinals flush handles*
- *Stall door, locking hardware and handles*

- *Paper dispensers*
- *The use of electrostatic battery-powered handheld sanitizer cleaning machine*

## **All-Purpose Rooms / Gymnasiums**

*The following will take place in all areas*

*Facilities Managers and or custodial staff will adhere to all existing cleaning practices and procedures currently in place*

### Enhanced cleaning

- *Frequently touchable surfaces*
- *Door knobs/handles*
- *Water fountains- (Shut down)*
- *Lockers*
- *Shared telephones*
- *Frequently touchable surfaces*
- *The use of electrostatic battery-powered handheld sanitizer cleaning machine*

## **Nurse Offices**

*The following will take place in all nurses rooms*

*Facilities Managers and or custodial staff will adhere to all existing cleaning practices and procedures currently in place*

### Enhanced cleaning

- *Frequently touchable surfaces*
- *Faucets*
- *Toilet flush handles*
- *Urinals flush handles*
- *Stall door, locking hardware and handles*
- *Paper dispensers*
- *Wall-mounted hand sanitizer dispensers will be made available*

- *The use of electrostatic battery-powered handheld sanitizer cleaning machine*

## **Cafeteria/Lunchrooms**

***The following will take place in all cafeterias and lunch room***

*Facilities Managers and or custodial staff will adhere to all existing cleaning practices and procedures currently in place*

- *Frequently touchable surfaces*
- *Tables*
- *Chairs*
- *Handrails*
- *Countertops*
- *Touchscreens*
- *Napkin dispensers*
- *Vending machine buttons*
- *Microwave handles and buttons*
- *Refrigerator and freezer door handles*
- *Waste and recycling bins*

## **Outdoor areas**

*Facilities Managers and or custodial staff/grounds will adhere to all existing cleaning practices and procedures currently in place*

***The following will take place in on all outdoor areas, playgrounds***

*Anticipated Minimum Standards/Enhanced Cleaning*

- Stagger recess. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them
- Use cones, flags, tape, or other signs to create boundaries between groups.
- Always wash hands immediately after outdoor playtime.
- Stagger the use of playground equipment and establish frequent disinfecting protocols.
- Consider closing locker rooms to mitigate risk and prohibit students and staff from confined spaces with limited ventilation and/or areas with large amounts of high contact surfaces.
- If equipment must be shared, clean and disinfect between each use.
- Designate specific areas for each class during recess to avoid cohort mixing.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Sidewalks and roads should not be disinfected. Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

## **HVAC equipment**

*Facilities Managers and or custodial staff will adhere to all existing cleaning practices and procedures currently in place*

***The following will take place in on all unit-ventilators, window air condition units***

Maintenance and Indoor air quality preventive steps to ensure health and wellness.

*The following steps are to be used to ensure all requirements are met or that provisions are made to provide fresh air and CO2 levels which are below*

*allowable high limits and to ensure the best environmental conditions for health and safety by utilizing the following steps.*

- Maintenance staff will check filters on RTU and air handler filters on a routine basis, inspecting for contaminants ensuring CFM performance requirements are met.
- Maintenance will treat drip and condensate pans in RTU and air handlers with biodegradable disinfectant treatment, to ensure proper water flow and prevent algae build up.
- Maintenance will ensure clean and disinfected RTU and air handler heating/AC coils, by way of aerosol foaming agent or LP spray application of self rinsing aluminum safe biodegradable coil disinfectant to be applied only when the system is shut down and building is unoccupied.
- Maintenance staff will inspect and ensure functionality of fresh air makeup systems, exhaust fans and intake fans.
- Maintenance staff will inspect and ensure functionality of fresh air dampers in RTU and air handlers.
- Maintenance will repair/restore functionality of fresh air dampers in classroom unit ventilators which are reported inoperative by B.A.S system or by daily custodial inspections and reported via work order system.
- Maintenance will repair/restore functionality of windows reported by way of daily custodial inspections and reported via work order system.
- Maintenance will provide routine maintenance on all HVAC related equipment to prevent premature failures and to schedule service related tasks to correct foreseeable breakdowns.
- Maintenance will maintain service logs and repair tracking by way of the School Dude work order system.

*Rooms should first and foremost seek to open windows and doors to allow for the unhindered exchange of air through the room.*

*Educational/instructional/therapy rooms without windows or which require operation of a fresh air exchange system will have their air dampeners set accordingly. Educational/instructional/therapy rooms which do not have a provision for fresh air exchange or prohibit use of one by design will be provided with an air scrubber or standalone UV air exchange sanitizer.*

# Cleaning Checklist

(Checklist is to be filled out by custodial staff and checked by Facilities Managers)

<b>Custodian Disinfecting Checklist</b>		
Name:		Date:
School:		Time:
Area of Building and task to be completed	Mark when completed	
	Day Shift	Night Shift
<b><u>Cafeteria</u></b>		
Water Fountains (Shut down)		
Door Handles and All Touch Points		
Paper Towel Dispensers		
Vending Machines in café and hallways		
Hand Sanitizer Dispenser		
Refrigerators/Handles/ All Touch Areas		
Counter Area		
Floor Care		
Frequently touchable surfaces		
<b><u>Hallways</u></b>		
Water Fountains (Shut down)		
Stairwell Doors in and out /Handles All Touch Areas		
All Entryway Doors and Exit That Are Used Regularly		
Floor Care		
Frequently touchable surfaces		

<b><u>Main Entrance/Security Desk</u></b>		
Front Door/Lobby Handles/All Contact Areas		
Security Workstations Desks and Chairs		
Waiting area Table and Chairs		
Plexiglass Partition		
Phone, PC, Etc		
Clip Boards/Pens		
Elevator Buttons		
Staircase railings		
Floor Care		
Frequently touchable surfaces		
<b><u>Bathrooms</u></b>		
Toilet Sensor/Button/Manual Flushometers		
Toilet Stall Divider Wall/Doors/Handles Latches		
Urinal Sensor/Button/ Manual Flushometer Handles		
Urinal Dividers Wall		
Paper Towel Dispensers		
Soap Dispenser		
Faucets And Sinks		
Trash Cans		
Entry Door Handles		
All Common Touched Areas		
Floor Care		
Frequently touchable surfaces		

<b><u>All Offices</u></b>		
Door handles All Touch Areas		
Plexiglass Partitions		
Clip Boards/Pens		
Frequently touchable surfaces		
<b><u>Misc</u></b>		

# Edison Restroom Clean log



Date: \_\_\_\_\_

*Please check off each area listed after inspection- Restroom must be checked every 30 minutes starting at the beginning of each shift. please document time area was checked*

**Area      1st**

<b>Floor</b>																	
<b>Sinks</b>																	
<b>Mirror</b>																	
<b>Toilet Paper</b>																	
<b>Toilets</b>																	
<b>Urinals</b>																	
<b>Dryers</b>																	
<b>Towels</b>																	
<b>Trash</b>																	
<b>Other</b>																	



# Edison Custodial Self Temperature log Sheet



Date: \_\_\_\_\_

*All Staff will be required to self check and report their temperature at the start of each shift.*

<u>Employee</u>	<u>Temperature</u>

- *Facilities Managers must keep a copy of the log*

# Social distancings classroom sizes

*Click link to see*

[Social Distancing Spreadsheet](#)

# **Appendix-Additional Resources**

## **Facilities Cleaning Practices**

- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- [https://www.epa.gov/sites/production/files/2020-04/documents/316485-c\\_reopeningamerica\\_guidance\\_4.19\\_6pm.pdf](https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf)

## **General Health and Safety Guidelines**

- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>
- [https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html)

## **Spruce Training Material**

- [https://drive.google.com/file/d/1ZmRFR7jbX1ftug4oNAeCsnb7FHI9aJ\\_T/view?usp=sharing](https://drive.google.com/file/d/1ZmRFR7jbX1ftug4oNAeCsnb7FHI9aJ_T/view?usp=sharing)