

New Hanover County Schools

Facility Maintenance and Custodial Operations Under Plan C & B

October 8, 2020

Buildings will be thoroughly cleaned and disinfected throughout the day and every evening. Multiple times a day, custodians will perform the following duties, among others:

- Sweeping, dust mopping, and spot mopping hallways, steps, and stair landings, as well as the cafeteria;
- Cleaning and disinfecting water fountains;
- Cleaning and disinfecting bathroom floors, sinks, toilets, urinals, and stall handles;
- monitoring hand sanitizer, soap, and paper products;
- Wiping and disinfecting high-traffic areas and touch points in halls, common areas, and classrooms, if accessible.
- In classrooms, horizontal surfaces, high-touch areas, and shared equipment will be wiped down between classes.

Teachers will disinfect desks and other high touch items in their classroom between classes or whenever students leave the room.

All procedures are consistent with the CDC guidelines and disinfectants used are EPA-approved for SARS-Cov-19. Current cleaning and disinfecting protocols will continue to be reviewed and enhanced in terms of frequency and intensity.

Students will be prohibited from drinking directly from water fountains. All students are encouraged to bring their own bottled water or reusable water bottles. All water bottles should be clearly labeled with the user's name. It is the students' responsibility to keep track of their water bottles and take them home for regular cleaning. If students need water and do not have a water bottle, they may ask an employee for a disposable cup to get water from the water fountain.

The following additional documents are attached as reference:

NHCS Maintenance Operations Dept – School Reopening Responsibilities, Exhibit D

NHCS Maintenance Operations Dept – Daily COVID-19 Custodial Procedures, Exhibit E

NHCS Maintenance Operations Dept – Daily COVID-19 Teacher Procedures, Exhibit F

NHCS Maintenance Operations Dept – Daily COVID-19 Daily Cleaning & Disinfecting Log, Exhibit G

Exhibit D

CUSTODIAL – CLEANING/SANITIZING

A. MAINTENANCE OPERATIONS DEPARTMENT’S RESPONSIBILITIES

1. PROCEDURES & PROTOCOLS
 - a. Approved Daily COVID-19 Custodial Protocols and Procedures have been provided to Principals, Assistant Principals and Building Managers (Exhibit E).
 - b. Approved Daily COVID-19 Teacher Protocols and Procedures (Exhibit F).
 - c. Provides cleaning/disinfecting procedures, which includes areas of responsibilities of teachers, to Principals, Assistant Principals and Building Managers.
2. TRAINING. Provides training to all custodial staff, including any and all Covid-19 related procedures (i.e. how to operate E-Misters, cleaning specialty surfaces, etc.)
3. PRODUCTS
 - a. HAND SANITIZER
 - i. DISPENSERS – FLOOR STANDS. Floor stand mounted automatic dispensers will be delivered to each school/site. (Date TBD).
 - ii. REFILLS – FLOOR STANDS. Initial refill for the floor stands will be distributed with the floor stand dispensers.

B. SCHOOL RESPONSIBILITIES

1. PROCEDURES & PROTOCOLS. Follow all custodial protocols and procedures provided by Maintenance Operations Dept.
2. TRAINING/OVERSIGHT. Principals, Assistant Principals and Building Managers will provide cleaning/disinfecting procedures to teachers (and other staff if necessary) regarding their areas of cleaning/disinfecting responsibilities (i.e. teachers required cleaning between each class change).
3. PRODUCTS - PURCHASING
 - a. HAND SANITIZER
 - i. REFILLS – FLOOR STANDS. Refills for the floor stand mounted automatic dispensers must be ordered through the Purchasing Department.
 - ii. REFILLS - DESK TOP BOTTLES/PORTABLE. Desk Top bottles and refill bottles of hand sanitizer must be ordered through the Purchasing Department.

ALL COVID-19 RELATED CLEANING PRODUCTS must be ordered through the Purchasing Department.

PLAYGROUND EQUIPMENT

All playground structures remain closed under NHCS Plan B.

PLUMBING/ WATER SYSTEM

A. MAINTENANCE OPERATIONS DEPARTMENT RESPONSIBILITIES

1. WATER MANAGEMENT PROGRAM. Developed water management program for safety of water system after prolonged shutdown. Maintenance Operations Department requested that each school WEEKLY flush their water system beginning immediately (7/7/20 email sent by Mike Nowell).
2. WATER HEATER FLUSHING. Completed for the entire county.
3. WATER TEMPERATURE. Checking all mixing valves to insure correct water temperature in all areas.

B. SCHOOL RESPONSIBILITIES

1. WATER SYSTEM FLUSHING (until school is fully operational). *Flushing the system is essential in keeping the water system safe. Stagnant or standing water in a plumbing system can increase the risk of bacteria growth.*
 - a. Flush 10-20 seconds each week:
 1. Water coolers and bottle fill stations if applicable.
 2. Flush toilets.
 3. Operate faucets at hand sinks, hose bibs and mop sinks.
 4. Kitchen - operate faucets at all compartment sinks.
 5. Pour water in floor drains, in mechanical rooms, gang bathrooms and kitchens.
 6. Science rooms, operate faucets to add water to the p-trap.
2. WATER FOUNTAINS
 - a. Water fountains should not be used for direct consumption. Refillable water bottles or cups should be used.
 - b. Students responsible to bring their own bottle of water.
 - c. Schools should supply cups for those students that do not bring a bottle.

HVAC/ AIR QUALITY

A. MAINTENANCE OPERATIONS DEPARTMENT RESPONSIBILITIES

1. HVAC MANAGEMENT PROGRAM. Developed HVAC management program for maintaining air quality.
2. HUMIDITY CONTROL. Change humidity setting to 60% - 24/7 365, while in occupied or unoccupied mode. This will trigger air conditioning or dehumidification to come on in buildings. The previous unoccupied setting was 70% humidity in the unoccupied mode. Suggest we go to occupied mode 24/7/365. It will not matter if the building is occupied or not but will solely depend on the humidity in the building going to 60% setting. For buildings without controls and thermostats only set the thermostat to 72 degrees 24/7 as these areas do not have humidity sensors. This will increase the air changes per hour (ACH) in all of our buildings, which in effect will help in cleaning ("scrub the buildings). Our outside air will be set at 50%. Some CDC articles recommend 100% outside air, however we have extremely high humidity in Wilmington and our units are not designed for 100% outside air 24/7. Implementing the ACH increase and the outside air will increase air movement and filtration.
3. FILTERS. Replace filters in schools that have not been replaced in the last 30 days.

A. SCHOOL RESPONSIBILITIES

HUMIDITY CONTROL. KEEP DOORS CLOSED. *Opening doors and keeping them open for more than 10-15 minutes creates an excessive amount of humidity in the buildings. This will force the HVAC systems to run at increased capacity and the buildings will not dehumidify quickly (could take 4-5 hours) to reach the normal set point. Additionally, the open doors would bring hot air on cold HVAC piping causing condensation and wet ceiling tiles.*

LOCKS/ALARMS - BUILDING ACCESS/ENTRY.

If a school would like help with developing a central location of entry, they may request assistance from the Maintenance Operations Department. Select door(s) can be programmed to allow entry (fire code must be maintained).

It is the responsibility of the school to initiate the request (if this help is desired).

Exhibit E

New Hanover County Schools **Daily Covid-19 CUSTODIAL Protocols and Procedures**

In an effort to stay in compliance with CDC and DHHS guidelines, the following tasks are to be completed by every NHCS location so that there is consistency throughout the system. PPE is also to be worn at all times when completing the following tasks. Proper PPE consists of gloves and masks and the only authorized chemical used to disinfect is the Q.T. Plus 24.

A. The following tasks must be completed between class changes and/or during a period of time when students leave the room.

NOTE: Make sure you are not disinfecting and cleaning with the same rags.

- Continual disinfecting throughout the entire building to include door handles, light switches, railings of any type, desks/tables and counter tops.
- Student and Staff restrooms are to be cleaned and disinfected continuously throughout the day in their entirety no less than once an hour.
- Student desks are to be wiped down between each class change. **(This will be a required task for Teachers.)**
- Nurses office is to be disinfected between each student. **(This is to be done by Nurse or office personnel.)**

B. Common areas are to be disinfected every afternoon/evening using the mister issued unless otherwise specified. The only disinfectant that is to be used in the mister is the Q. T. Plus 24. When misting these areas, they must first be cleaned of all dirt and debris. Once you have finished cleaning these areas, you are to mist these areas allowing them to air dry with a 3 min dwell time before they can be occupied by students or staff. These areas are as follows:

- Gymnasiums
- Restrooms
- Locker Rooms
- Weight Rooms
- Cafeteria Table and Seats **(After breakfast and each afternoon/evening)**
- Multi-Purpose Rooms
- Media Center Tables and Chairs
- Auditoriums **(If used that day)**
- Outsides of lockers
- Classrooms are to be misted once a week **(Schools are required to establish a schedule to complete each classroom at least once a week.)** **NOTE:** This does not take the place of daily cleaning and disinfecting requirements.

C. Electrostatic Mister: Disinfecting with the electrostatic misters should be performed by custodial staff after all other staff leave the building to achieve the maximum benefit of the product, and should be performed on Tuesday and Friday to disinfect between student groups A & B. The electrostatic mister does not take the place of normal cleaning.

Exhibit F

New Hanover County Schools Daily Covid-19 TEACHER Protocols and Procedures

In an effort to stay in compliance with CDC and DHHS guidelines, the following tasks are to be completed in every NHCS School Building so that there is consistency throughout the system. PPE consisting of gloves, masks is not required, but is recommended and will be provided. Face shields will also be provided if there is a concern with the product splashing into one's eyes. There is no special ventilation requirement. It is recommended that you practice good personal hygiene and wash hands after using cleaning or disinfecting product.

The only authorized products used to disinfect are the Hillyard Q.T. Plus 24. (EPA 6836-77), Clorox Disinfecting Wipes (EPA 5813-76), Lysol Disinfecting Wipes (EPA 777-114), and Champion Disinfecting Wipes (EPA 34810-36). These products must be ordered from the NHCS warehouse and will be provided based on availability.

The following tasks are to be completed between class changes and/or when students leave the room for a period of time.

CLASSROOMS

Disinfection of the **classroom** to include desks, tables and counter tops where applicable. *See Writable Surface Cleaning & Disinfecting.

Beginning with the first desk, lightly spray or wipe each desktop in its entirety. After completing the last desk, return to the desk you began with and lightly wipe it allowing any excess moisture to air dry. Below are recommended times for consideration when feasible:

- **HOURLY**, if applicable
- **AFTER** meals
- **DURING** recess for Elementary Schools
- **EVERY** class change for Middle and High Schools.

STUDENT RESTROOMS LOCATED INSIDE CLASSROOMS

Disinfect high touch areas of student restrooms using Q.T. Plus 24 spray bottle periodically throughout the day. Restrooms will be thoroughly cleaned and disinfected each day by the custodial staff. Please coordinate with custodial staff if a restroom needs to be cleaned during the school day.

***WRITABLE SURFACE CLEANING & DISINFECTING**

- ❖ **CLEAN** - The **only cleaner** that is to be used on a dry erase surface is the **Expo**, or other manufacturer, dry erase marker board cleaner.
- ❖ **DISINFECT** - The **Q.T. Plus 24 disinfectant** is the **only disinfectant** that should be used on a dry erase surface. **Other disinfectant products must not be used** as they could damage a dry erase surface.

Important – After the Q.T. Plus 24 is applied to the dry erase surface (and allowed to dwell), use a warm **damp** cloth to wipe the surface. This will help keep the disinfectant product from building up on the dry erase surface, which over time, will degrade the surface and cause it to no longer function. **A dry erase surface should never be saturated with water.**

Exhibit G

**NHCS
COVID-19 Daily Cleaning and Disinfecting Log**

Location: _____

New Hanover County Schools requires regular cleaning and disinfecting of high touch surfaces, restrooms and common areas frequently throughout the day and in some cases hourly.

- * Examples of high touch surfaces and objects include but are not limited to: meeting tables, chair armrests, door knobs, cabinet pulls, refrigerator door handles, faucets, toilets and light switches.
- * Please review the Daily COVID-19 procedures attached for complete details.
- * Cleaning and disinfecting must be performed with the EPA approved Q.T. Plus 24 currently issued by NHCS.

The log below is to be completed as the School and Facility staff clean and disinfect throughout the day.

Date	Time	Regular daily cleaning	High touch surfaces & common areas	Staff Responsible for Cleaning	Staff Signature	Notes	Room Number