

## Sanitation planning and Protocols



### Sanitation Team – YOU play a key role

Maintaining a sanitary and COVID safe environment requires a continuous and diligent effort from EVERYONE. All FCUSD staff, students, parents and community members have roles to play. It can be as simple as personal use of a face covering, or as strenuous as cleaning/sanitizing an entire campus. No schools have enough custodial personnel to effectively keep a campus clean, sanitized and COVID safe. It takes a team effort!

Timing is key to interrupting surface transmission of the coronavirus. Studies indicate the virus has a limited lifespan on surfaces, so transmission is most likely in the hours immediately following contamination. This makes real-time sanitation during school hours crucial to preventing transmission of the coronavirus.

This requires a great team effort with all members wearing multiple hats.

Shared Roles include

- Educate yourself on sanitation protocols and model personal hygiene and distancing guidelines.
- Monitor and remind students about the importance of personal distancing, hand washing and wearing face masks in a positive and kind manner.
- Utilize sanitation resources to help maintain real-time sanitation of your specific work environment, be it a classroom, office or other.

Pitch in and help! Remain positive, proactive and alert to potential transmission risks. Avail yourself of sanitation resources and make use of them. If it's being touched, sanitize it!

### NEW - Neutral Electrolyzed Water

All sites will be supplied NEW (*Neutral Electrolyzed Water*) disinfectant and sanitizer solution. NEW is a highly effective and virtually non-toxic chlorine based disinfectant. NEW sanitizer is effective for sanitizing all surfaces and is safe to use as a hand sanitizer.

- NEW will be distributed in concentrated form through district mail in gallon jugs.
  - Place empty jugs in outgoing mail location to be replaced by full jugs.
  - Head Custodian can order additional jugs as needed.
- Custodial Staff will mix concentrated NEW solution into sanitizer and disinfectant solutions:
  - 1:3 NEW concentrate to water for NEW Disinfectant (~400ppm FAC)
  - 1:5 NEW concentrate to water for NEW sanitizer (~200ppm FAC)
  - 1:10 NEW concentrate to water for NEW for humidifier or hand sanitizer (~100ppm FAC)

**Disinfectant strength** solution is for use by custodians and for use in health offices, isolation areas and restrooms. A top priority for custodial staff will be to disinfect potential contaminated areas on demand as needed.

**Sanitizer strength** solution will be used for routine sanitation of classrooms and common areas

## Instructions for Sanitizing Surfaces using NEW (hypochlorous acid) Sanitizer

1. **Apply NEW Sanitizer Solution to Surface:** Using spray bottle filled with NEW sanitizer solution, spray in a sweeping pattern to deposit a fine mist evenly across the entire surface.
2. **Allow One Minute of Dwell Time:** Let surface remain wet for at least 1 minute. If any part of the surface dries out before 1 minute, respray and wait another minute.
3. **Wipe Surface (optional - time permitting you can let surface air dry):** Use a clean cloth or paper towel to wipe excess NEW sanitizer from the surface and let the remaining dampness air dry. If you need the surface to be completely dry immediately, continue wiping until surface is dry. If using a cloth or microfiber towel, you may air dry the towel and reuse several times up to one week. After one week, or at first sign of visible soiling, towels should be laundered.

## Sanitation Supply Stations

- Custodial staff to maintain **Sanitation Supply Stations** in strategic locations around campus where **teachers and staff** can find essential sanitation supplies:
  - NEW sanitizer solution
    - Used to re-fill dedicated classroom spray bottles
  - Loaner spray bottles of NEW sanitizer (For use and return)
  - microfiber towels and used towel laundry basket
  - Request sheet for PPE and other safety/sanitation related items.

## Color Coded Sanitation Indicators

Sanitation indicators allows tracking of sanitation status of shared spaces and items.

**RED – Indicates area or items/spaces that require sanitation**

**GREEN - Indicates area or items/spaces that have been sanitized and are safe to use.**

Use color codes on boxes, baskets or tables containing shared items. Color codes can be used for spaces like offices or classrooms to indicate sanitation status by using door hangers, placards, etc.

## Priority Sanitation Areas

Sites should identify areas that are a high priority for frequent sanitation. They may include:

- Classrooms with younger students (pre-K through 2<sup>nd</sup> grade).
- SPED classrooms.
- Student Care
- Common areas shared by multiple groups/cohorts.
- Areas used by medically fragile population.
- Touch points like hand rails, door handles, etc...

Create and maintain a site list and map of high priority sanitation areas and incorporate sanitation procedures for these in daily schedules.

## Site Sanitation Planning Checklist

Prior to school start date

- Classroom Walk:
  - Desk/Table layout supports distancing. Place tape on floor to mark desk layout.
  - Question clutter. Is it essential? Does it hinder cleaning & sanitation procedures?
  - Is there shared equipment that requires sanitation precautions? (ex. saran wrap on keyboards)
  - Is there a color coded sanitation table or container for un-sanitized and sanitized objects?
  - Is the classroom priority (High/Med/Low) defined and documented?
  - Is there signage required to aid in distancing (seating locations), personal hygiene, traffic patterns...
- Site Walk
  - Define traffic patterns, gathering locations (rain and shine)
  - Signage, markers, barriers to support distancing
  - Identify Sanitation Station locations
    - Sanitation Supply Stations for NEW sanitizer jugs, spray bottles, microfiber towels and laundry container for used towels, hand sanitizer
    - Hand washing stations
    - Hand sanitizer locations
  - Identify priority spaces and touchpoints for sanitation.

## Cleaning & Sanitation Schedule Guidelines

There is not a one size fits all schedule for cleaning and sanitation across our schools. Staff and student populations, site programs and priorities will affect schedule details. We have listed some district level goals for cleaning and sanitation frequency to be taken into consideration for creating site schedules. The COVID pandemic has shifted priorities toward more frequent sanitization at the expense of cleaning frequency. Staff teamwork and participation in sanitation activities may free up more time for cleaning.

- **Sanitation Goals:**
  - All in-use classroom surfaces daily between cohorts (am/pm)
  - All common area surfaces and touchpoints twice daily minimum. More if feasible.
  - Restrooms 3 times daily (one of these a full cleaning)
  - Shared touch items/equipment daily or between classes/cohorts (PE Equipment)
  - Sanitation Caveats:
    - Goals are minimums. More frequent sanitation of common areas/touch points is desirable and dependent on non-custodial staff pitching in.
    - Minimum goals are likely not achievable with custodial staffing alone. Especially during peak absences.
- **Cleaning Goals:**
  - Daily
    - All trash removed
    - All restrooms cleaned
    - High priority classrooms cleaned
    - Kitchen floor cleaned
    - Student Care & ASES rooms cleaned
    - Office counters and Plexiglas guards wiped down
    - Nurses office and waiting areas
  - Every Other Day
    - Medium priority classrooms cleaned
    - Low priority classrooms cleaned when possible
    - Admin offices and used common spaces cleaned
  - Every Third Day
    - Low priority classrooms that were skipped two days
  - Weekly
    - Unused classrooms or common areas
  - Cleaning Caveats:
    - Cleaning frequency of medium/low priority classrooms/areas are lower priority than sanitizing frequency.