

1 Great Falls School District

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8303

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5 Facility Cleaning and Maintenance

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7 District personnel shall routinely both clean by removing germs, dirt and impurities and, when  
8 necessary, disinfect by using chemicals to kill germs on all surfaces and objects in any school  
9 building and on school property that are frequently touched. This process shall include cleaning  
10 objects/surfaces not ordinarily cleaned daily.

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12 Personnel shall clean with the cleaners typically used and will use all cleaning products  
13 according to the directions on the label. When necessary, personnel shall disinfect with common  
14 EPA-registered household disinfectants. Personnel shall follow the manufacturer's instructions  
15 for all cleaning and disinfection products.

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17 The District may provide EPA-registered wipes to teachers, staff, and secondary students so that  
18 commonly used surfaces (e.g., keyboards, desks, and remote controls) can be wiped down before  
19 use. The Superintendent or designee are required to ensure adequate supplies to support cleaning  
20 and disinfection practices. Specifically, the District shall comply with the following cleaning and  
21 maintenance requirements:

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- 23 a) Daily cleaning and maintenance services will be provided whenever the school is in use.
  - 24 b) Each janitor room will be kept clean, ventilated, lockable, and free from odors.
  - 25 c) Soiled mop heads will be changed frequently.
  - 26 d) Toilets, lavatories, and showers will not be used for the washing and rinsing of mops,  
27 brooms, brushes, or any other cleaning device.
  - 28 e) Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and floors  
29 will contain fungicides or germicides.
  - 30 f) Deodorizers and odor-masking agents will not be used.
  - 31 g) Toilet bowl brushes, mops and sponges will be used only for cleaning toilet bowls and  
32 urinals and will be stored separately from other cleaning devices. Cleaning devices used  
33 for lavatories and showers may not be used for any other purposes.
  - 34 h) Dry dust mops and dry dust cloths for cleaning purposes are prohibited, except for use on  
35 gymnasium floors. Only treated mops, wet mops, treated cloths, moist cloths or other  
36 means approved by the DPHHS or local health authority which will not spread soil from  
37 one place or another may be used for dusting and cleaning, with the exception of  
38 gymnasium floors.
  - 39 i) All furnishings, fixtures, floors, walls, and ceilings will be clean and in good repair as  
40 outlined in this Policy.
  - 41 j) Cleaning compounds and pesticides will be stored, used, and disposed of in accordance  
42 with the manufacturer's instructions.
  - 43 k) Safety data sheets will be kept with all cleaning supplies in the area where the cleaning  
44 supplies are located.
  - 45 l) As current non-green cleaning supplies are depleted it is recommended that they are  
46 replaced with cleaning products that are "Green Products."

- 1 m) All cleaning supplies need to have an EPA registration number, a “use by” reading letter,  
2 be stored with approved ventilation, and stored out of the reach of students.
- 3 n) All vomit, blood, and fecal matter including diarrhea will be cleaned using appropriate  
4 personal protective equipment. Cleaning supplies and personal protective equipment used  
5 for vomit, blood, and fecal matter clean-up will be disposed in accordance with disposal  
6 of medical equipment in Policy 3416, if applicable. All affected areas will be disinfected  
7 in accordance with this Policy
- 8 o) All therapeutic whirlpools will be constructed and maintained for easy cleaning.  
9 Whirlpools will be drained and sanitized daily. Individuals with open sores or infections  
10 are prohibited from using therapeutic whirlpools.

### 11 Assigned Cleaning and Disinfecting

12 Personnel shall evaluate and identify surfaces and objects to be cleaned and disinfected in  
13 accordance with their knowledge, experience, and applicable guidance from federal, state, tribal,  
14 and local health officials. Personnel shall have access to or the opportunity to access the latest  
15 available guidance upon request to their supervisor.

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19 Personal shall coordinate with colleagues and supervisors to develop a plan, schedule, and  
20 routine to regularly clean identified surfaces and objects. Personnel shall honor this plan,  
21 schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to  
22 change in school schedule, absence of colleagues, availability of equipment and supplies, and  
23 federal, state, tribal or local health directives and guidance. If adjustment is necessary, personnel  
24 shall again coordinate with colleagues and supervisors to improve the plan, schedule, and  
25 routine. Personnel shall solicit and accept perspectives from colleagues and other school officials  
26 when considering improvements to the plan.

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28 Personnel shall prioritize cleaning frequently touched and indoor surfaces. Hard and non-porous  
29 surfaces and objects that are touched daily shall be the top priority for cleaning on a daily basis.  
30 Personnel shall always use chemical, products, and substances in a manner consistent with the  
31 applicable instructions.

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33 Personnel shall thoroughly clean or launder soft, porous, or fabric-based materials as permitted  
34 by location and substance. During evaluation and identification of surfaces, personnel shall  
35 consider removing soft and porous materials in high traffic areas that may increase risk of  
36 exposure.

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38 Personnel shall establish and maintain safe work practices in accordance with these procedures  
39 and District policy in order to reduce the risk of exposure. If disinfection of any surface or item  
40 is necessary, disinfection shall occur in accordance with stated guidance and substance  
41 instruction.

### 42 Physical Barriers and Guides

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45 Personnel shall review buildings and identify areas where installation of physical barriers, such  
46 as sneeze guards and partitions, shall assist or protect students and staff. Personnel shall

1 coordinate with the Superintendent or designee to complete or install any identified physical  
2 barrier.

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4 Legal References:

5 10.55.701(s), ARM Board of Trustees

6 37.111.841, ARM Cleaning and Maintenance

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8 Policy History:

9 Adopted on: August 23, 2021

10 Revised on: