

WESTPORT PUBLIC SCHOOLS
Standard Cleaning Procedures
Updated November 1, 2023

GREEN CLEANING PROGRAM

The district is committed to identifying and employing the best available green products and process for cleaning in order to enhance indoor air quality and help protect the environment. Staff and parents will be notified of the program and District procedures on an annual basis.

Connecticut Public Act 09-81 requires that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district. While Westport Public School have already implemented a green cleaning program, certain procedures are now a matter of law. It is the responsibility of every staff member to comply with the law and the following procedures:

Cleaning Procedures for Teachers and Other Non-Facilities Staff and Cleaning Procedures for Facilities Staff.

As stated in Public Act 09-81, no parent, guardian, teacher or staff member may bring into a school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect. This prohibition is now a matter of law. A copy of Public Act 09-81 is available on the district website at: <http://www.westportps.org> – scroll down and click on “Tools for Schools.”

CLEANING PROCEDURES FOR TEACHERS AND OTHER NON-FACILITIES STAFF

Only cleaning products supplied by the WPS Facilities Department will be used for cleaning by staff and they will be used uniformly across the district. The products used in WPS are chosen based on the current information that establishes them to be safe and to the extent possible, Green. Currently, the staff may use disinfectant wipes provided by our Facilities Department to clean surfaces in the classroom, cafeteria, offices and common areas. Peroxy #15 cleaner and disposable towels will be used by custodial staff for general cleaning, for example, desk-tops and counter top in the evenings and during summer cleaning. These “Green” products are effective; they are also as odorless and colorless as possible for indoor air quality (IAQ) reasons.

In certain locations and situations requiring a higher concentration of disinfectant, such as bathrooms, health offices, locker rooms and certain biology labs, the neutral disinfectant X-Effect will be used by the custodial staff in the evenings and when deemed necessary during the school day. The Peroxy #15 product will no longer be distributed to classrooms but will be

replaced by either Purell Surface Sanitizer/Disinfectant wipes or spray. Once the wipes or spray bottle is empty, the educational staff member should let the custodial staff know so that the wipes can be replaced or the bottle can be refilled.

These products are to be used to sanitize/disinfect high touch points in their classrooms such as doorknobs, faucets, etc. The hydrogen peroxide based spray and/or wipe is considered to be a safer sanitizing/disinfecting product. Also, if the student sneezes or coughs on a surface, the staff member will have the option to use either of these products on the surface. These products can be used for regular, general cleaning of surfaces (desks, counter tops, book shelves, etc.)

Microfiber cloth (rags) will no longer be used. Teachers and staff members will be able to use the Purell wipes for cleaning purposes. These disposable wipes can also be used to clean the white boards. The green cloths will still be given to teachers.

Cleaning of the computer keyboard, smart board or mouse is the responsibility of each staff member. Staff can submit a tech request to pick up and borrow (if not available in your building – some schools have their own) a special static free vacuum in order to clean the exterior of the computer. The district provided Purell Surface Sanitizer/Disinfectant Wipes can be utilized for the cleaning of the keyboard and mouse. The wipes should not be used on monitors or touchscreens.

Disposable Purell Surface Sanitizer/Disinfectant cleaning wipes will be provided by the Facilities Department to each classroom instead of the small spray bottles of peroxide based cleaner for cleaning classrooms. Clorox Hydrogen Peroxide disinfectant wipes provided by the Facilities Department and approved by the Supervisor of Building Operations and Health Services Supervisor may be used in limited areas for disinfecting high risk equipment or equipment in health offices and OT and PT rooms. All approved wipes shall be bleach free and as odorless as possible. (modified)

No cleaning products may be brought into school from home by staff, students or parents. This prohibition includes any consumer products which is intended to clean, deodorize, sanitize or disinfect, such as: Clorox Wipes, 409, Fantastic, Windex, Lysol spray, scented air fresheners in aerosol cans. Air freshener plug-ins, Oust, any cleaners with bleach, Tide with bleach, hand soaps, etc. These items bring chemicals into the environment that can negatively affect IAQ and the health of sensitive individuals. Furthermore, if a student should ingest or otherwise come into contact with a chemical in one of these products, there would be no Material Safety Data Sheet (MSDS) information to share with the poison control.

CLEANING PROCEDURES FOR FACILITIES STAFF

Green Cleaning Solutions/Materials:

All of the chemicals used are dispensed with the Spartan Product Central and Command Centers. They are as follows:

PC 101 Replacement - #17 Multi-Purpose Tribase Cleaner (multipurpose for light duty spray and wipe, floors and glass)

PC 103 Replacement – X Effect – Neutral Disinfectant

PC 108 Replacement - #18 Glass Cleaner-Biorenewables

PC 120 Replacement - #15 Peroxy All Purpose

PC 121 Replacement - #11 NCL Dual Blend Sha-Zyme

Disinfectant wipes Cleaner (Supplied to classrooms to wipe off surfaces) will be Purell Surface Sanitizer/Disinfectant

Microfiber cloths (rags) are no longer being used. Disposable towels will be used for daily cleaning.

Restrooms: all bathrooms are cleaned and disinfected with three (3) Spartan Chemical products from the command center and Product Central Dispensers. These products are: #15 which is a peroxide based multi-surface cleaner, X-Effect is a disinfectant and #11 which is an enzyme odor eliminator. All sinks, toilets, urinals and partition walls are wiped down daily. Floors are cleaned daily. One (1) time per month or as needed, all non-porous surfaces in the bathrooms are cleaned with the Kaivac Machine, which is a hands-off pressure washing system using Kaiblooeey Restroom Cleaner. Then all surfaces are wiped down. All trash is emptied daily.

Hallways: All hallways are swept and mopped/auto scrubbed daily. In larger areas, an automatic scrubber is used with #17 Multi-Purpose Tribase cleaner to scrub and clean floors. This is done on a daily basis. During school breaks, areas are scrubbed and recoated with wax which is Green Seal Certified.

Classrooms/Office areas:

Classrooms with tile floors are dust-mopped on a daily basis and wet-mopped once a week or more as needed.

Carpet and area rugs provided by the district are vacuumed daily.

Spot cleaning of carpets is an ongoing process. It is accomplished at night when no students or staff members are in the buildings, except when there is an urgent need for cleaning. For example, when a student vomits on the rug.

Trash and recyclable items are removed on a daily basis.

All hard surfaces, i.e. desks, counter tops, sinks, etc., are wiped down two (2) times per week and dusting is an ongoing process. This can be done only if the areas are free of clutter. The

custodial staff will not move any items to dust.

Door glass is cleaned daily.

Windows and glass throughout the school are cleaned on an ongoing basis.

Carpets are vacuum and shampooed/extracted during the summer break.

See also Green Cleaning solutions/materials, #1 above.

Health Office

On a daily basis, the counter tops, sinks, faucets, all doorknobs, cots, any hard surfaces, such as cabinet handles, window ledges, push/grab panic bars, etc. will be cleaned with X-Effect, disinfectant cleaner.

On a daily basis, floors will be cleaned with #15, the peroxide based multi-surface cleaner.

The trash will be emptied daily.

The Health Office will be supplied with Clorox Hydrogen Peroxide wipes for high contact points and high risk areas

High contact points, such as door knobs and stairway railings, are cleaned daily with #15, the peroxide based multi-surface cleaner.

High risk areas such as surfaces in health office, locker rooms and certain science labs are cleaned and disinfected daily with X-Effect, #15 and Sha-Zyme.

Curtain cleaning is done on a request basis through the work order system.

Exhaust grills and supply grills are inspected and cleaned on a monthly basis or more as needed.

Summer break and summer shut down cleaning:

During the summer break and shutdown times, classrooms and office areas are thoroughly cleaned, including light fixtures, walls, floors, cabinets, windows, ledges, desks, chairs, restrooms, counter tops and kick plates.

Hallway and area floors are stripped of all old wax and re-coated with Spartan stripper and wax. The carpets are shampooed using carpet cleaner). Window sills and shelving units are cleaned with #15, the peroxide based multi-surface cleaner and disposable towels when items are removed from the classroom and leaving clear surfaces.

Material Safety Data Sheets (MSDS):

All cleaners used in the school district will have an MSDS Sheet on file in the health office and maintenance office of each school.