MERCHANTVILLE BOARD OF EDUCATION
130 South Centre Street
Merchantville, New Jersey 08109

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Operation and Maintenance of Plant

The board of education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The chief school administrator shall ensure the development and enforcement of detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and provided to all staff annually at the beginning of each school year and when revisions are formulated. The chief school administrator and board secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

The district shall ensure barrier free access for all students, staff and visitors to school facilities.

Ventilation Systems

Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.

Facilities Cleaning Procedures to Reduce the Spread of Contagion

The building principal in consultation with the maintenance supervisor shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

A. Routinely cleaning and disinfecting 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). Examples of frequently touched areas in schools:

    1. Classroom desks and chairs;
    2. Lunchroom tables and chairs;
    3. Door handles and push plates;
    4. Handrails;
    5. Kitchens and bathrooms;
    6. Light switches;
    7. Handles on equipment (e.g. athletic equipment);
    8. Buttons on vending machines and elevators;
    9. Shared telephones;
    10. Shared desktops;
    11. Shared computer keyboards and mice;
    12. Drinking fountains;
    13. School bus seats and windows; and
    14. Playground equipment.

B. Using all cleaning products in accordance with directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are EPA-approved for use against the virus that causes COVID-19 (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) shall be used.

C. Sanitizing bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA). Additional considerations regarding bathrooms include:

1. Limiting the number of students who can enter at one in order to avoid crowds;
2. Designating staff members to enforce limited capacity and avoid overcrowding;
3. Installing no-touch foot pedal trash cans, if possible;
4. Propping doors open to avoid touching handles; and
5. Including appropriate signage about the benefits of handwashing.

D. Cleaning and sanitizing drinking fountains and encouraging staff and students to bring their own water to minimize the use and touching of water fountains;

E. Making hand sanitizer available at the school bus entrance for each student to use when boarding. Similarly, students must be required to wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained;

F. Maintaining hand-sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

1. In each classroom (for staff and older children who can safely use hand sanitizer);
2. At entrances and exits of buildings;
3. Near lunchrooms and toilets.

G. Supervising children ages 5 and younger when using hand sanitizer;

H. For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol);

I. Reminding bus drivers to take certain personal hygiene actions (e.g., frequent hand washing) and affording them the opportunity to do so (such as having sufficient time between routes);

J. Cleaning and sanitizing district vehicles including seats, rails and any highly touched surfaces before each run.

K. Requiring contracted transportation providers to clean and sanitize seats, rails and highly touched surfaces touched before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed; a checklist may be developed to ensure compliance. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:

1. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:

   a. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
   b. Provide a certification that, before the route commenced, the required was process completed as required.

2. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have shown to be effective against COVID-19.
3. These procedures will likely include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.

L. Routinely cleaning and disinfecting furniture, recognizing the varying materials used in furniture in each school building;

M. Providing EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use;

N. On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.

O. Ensuring that cleaning and disinfection supplies are used and stored correctly and safely. This includes storing products securely away from children, while ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.

P. Placing physical barriers, such as plastic flexible screens, in classrooms, school buses, restrooms and other areas where social distancing cannot be maintained.

Q. Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:

The district may need to implement short-term closure procedures in a school regardless of community spread if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:

1. Close off areas used by a sick person and do not use before cleaning and disinfection;
2. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible;
3. Open outside doors and windows to increase air circulation in the area; and
4. Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Additional training shall be provided to the personnel responsible for cleaning and sanitizing school buses and facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g., ensuring adequate ventilation while cleaning and sanitizing).

Safe Drinking Water

The board of education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq., N.J.A.C. 6A:26-6, and N.J.A.C. 7:10 et seq.). In accordance with law and board policy 3516 Safety, the board shall test all drinking water outlets, make the results publically available and notify parents/guardians and the New Jersey Department of Education

The board of education directs the chief school administrator to ensure the development of lead sampling plan with sample collection is consistent with the district's Quality Assurance Project Plan (QAPP) and to ensure that QAPP is signed by the laboratory certified to sample the district's water, the individual responsible for conducting the sampling and is presented to the board for signature.

Within 24-hours after the board has reviewed and verified the final laboratory results of the sampling, the board shall ensure that test results are publicly available at the school facility and on the board's website. If any laboratory results exceed the permissible lead action level, the board shall provide written notification to the parents/guardians of all students attending that facility as well as to the Department of Education. The notice must include measures taken to curtail immediately the use of any drinking water outlet where lead levels exceed the permissible action level, measures taken to ensure that alternate drinking water is available to all students and staff, and information regarding the health effects of lead.

Within six years of the adoption of this policy, and within each six-year period thereafter, the board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

Annually, the board must submit to the Department of Education, a statement of assurance that lead testing was completed in accordance with existing Department of Education regulations and that where required, alternate drinking water is available to students and staff.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, each local school board of a school district, the Chief Administrator of a public school, each board of trustees of a charter school, and each Principal or Chief Administrator of a non-public school as appropriate, shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Merchantville school shall develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how the school will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For public schools, the Chief School Administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school. For charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Chief School Administrator.

IPM Coordinator

The Chief School Administrator shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Chief School Administrator of Merchantville School District is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Chief School Administrator will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Chief School Administrator(s) or Principal(s) shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board directs the Chief School Administrator to develop regulations/procedures for the implementation of this policy.

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

Legal References:

N.J.S.A. 10:5-1 et seq.	Law Against Discrimination
N.J.S.A. 13:1F-19 through -33	School Integrated Pest Management Act
N.J.S.A. 18A:17-49 through -52	Buildings and grounds supervisors to be certified
N.J.S.A. 18A:18A-1 et seq.	Public schools contracts law
N.J.S.A. 18A:18A-37	Award of purchases, contracts, agreements
N.J.S.A. 18A:22-8	Contents of budget; format
N.J.S.A. 34:5A-1 et seq.	Worker and Community Right to Know Act
N.J.S.A. 34:6A-25 et seq.	New Jersey Public Employees Occupational Safety and Health Act
N.J.S.A. 34:11-56a et seq.	New Jersey Wage and Hour Law
N.J.S.A. 58:12A-1 et seq.	Safe Drinking Water Act
N.J.A.C. 5:23-1 et seq.	The uniform construction code
N.J.A.C. 6A:23A-1 et seq. See Particularly:	Fiscal accountability, efficiency and budgeting procedures
N.J.A.C. 6A:23A-6.9	Facilities maintenance and repair schedule and accounting
N.J.A.C. 6A:26-12.1 et seq. See particularly: N.J.A.C. 6A:26-12.2(a)1, 2	Operation and Maintenance of Facilities
N.J.A.C. 6A:26-12.4	Safe drinking water
N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 7:10-1 et seq.	Safe Drinking Water Act
N.J.A.C. 7:30-13.1 et seq.	Integrated Pest Management
20 U.S.C.A. 4071 et. seq.	Equal Access Act
29 U.S.C.A. 201 et seq.	Fair Labor Standards Act
42 U.S.C.A. 12101 et seq.	Americans with Disabilities Act (ADA)

International Building Code 2015, New Jersey Edition; First Printing: September 2015;

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The NJDOE Guidance: *The Road Back: Restart and Recovery* at: *https://www.nj.gov/education/reopening/*

CDC Guidance: *CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again* (May 2020) at: *https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf*

CDC Guidance: *Coronavirus Disease 2019 (COVID-19) Considerations for Schools* at: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

CDC Guidance: *What Bus Transit Operators Need to Know about COVID-19* at: *https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html*

CDC Guidance: *Schools During the COVID-19 Pandemic* at *https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf*

Possible Cross References:

*1410	Local units
*2240	Research, evaluation and planning
*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
*3516	Safety
*5141	Health
6161	Equipment, books and materials
*7110	Long-Range facilities planning
*9130	Committees

*Indicates policy is included in the Critical Policy Reference Manu