

School Daily Cleaning and Disinfection Procedure



“Maintaining clean learning environments requires a team effort.”

Although it is not the main way the virus spreads, it may be possible for an individual to get COVID-19 by touching an object that is contaminated and then touching their own mouth, nose or possibly eyes.¹

- ❖ Cleaning
 - Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.²
- ❖ Disinfection
 - Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19.³

¹ <http://www.doe.mass.edu/covid19/on-desktop/2020-0722facilities-operations-guide.docx>

² https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

³ https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

Elementary (Grades PK-5)

Learning Spaces

Students

Students shall clean their learning station before and after eating with District supplied cleaning wipes. Cleaning of desks can be done by students.⁴ Cleaning wipes shall be placed in a conspicuous location. Products shall be deemed safe for use by children. Students shall dispose of cleaning wipe in the provided receptacle.

Students shall clean their learning station at the conclusion of each school day with District supplied cleaning wipes. Cleaning wipes shall be placed in a conspicuous location. Products shall be deemed safe for use by children. Students shall dispose of cleaning wipe in the provided receptacle.

Instructional Staff

Instructional Staff shall clean their teaching stations with the District supplied cleaning supplies.

A spray bottle and adequate supply of paper towels shall be provided to each classroom.

Custodial Staff

Custodial Staff shall disinfect all teaching stations, learning stations, sinks, and other frequently touched surfaces such as light switches, telephones, and door hardware. Classroom materials that need to be disinfected shall be left spread out in a conspicuous area and marked appropriately. Disinfection shall be conducted by using a backpack or handheld electrostatic applicator. Portable electrostatic sprayers (foggers) can safely, effectively, and quickly apply EPA-approved disinfectants to surfaces of all types in large and small areas including those in hard-to-reach places⁵. The product to be used in these applicators shall be Bioesque. Product shall be left to air dry, therefore fulfilling recommended dwell times.

The custodial staff shall complete the checklist⁶ posted outside each space.

Common Areas

Custodial Staff

⁴<http://www.doe.mass.edu/covid19/on-desktop/2020-0722facilities-operations-guide.docx>

⁵ <https://www.ncolcoe.army.mil/Portals/71/coronavirus/ref/Electrostatic-Sprayers.pdf>

⁶ <https://drive.google.com/drive/folders/18uRh3OBJ7GIHMtwkP0qZcgQbj04dXie?usp=sharing>

Custodial Staff shall perform three tours throughout the school day. A tour schedule should be established between the Building Principal and Custodial Staff to accommodate school programming.

During each tour, the Custodial Staff shall disinfect common touch points throughout the building. Areas include, but are not limited to restroom fixtures in group restrooms, door hardware, drinking water stations, handrails, and other frequently touched surfaces. Disinfection shall be conducted by using a handheld electrostatic applicator or spray bottle. A sign indicating cleaning in progress shall be clearly displayed. The product to be used in these applicators shall be Bioesque, an EPA List N Approved Product..⁷

During each tour, Custodial Staff shall ensure that all dispensers have adequate supply.

The custodial staff shall complete the checklist⁸ posted outside each restroom, and the checklist posted outside of the main office in each building for common areas.

Post-Lunch Trash Removal

Instructional Staff shall ensure the receptacle is placed outside of the classroom door after lunch time has concluded. The Custodial Staff shall replace the trash liner in each receptacle following lunch completion.

Playgrounds

Custodial staff shall disinfect frequently touched surfaces on playgrounds before school begins. Disinfection shall be conducted by using a handheld electrostatic applicator.

Office Spaces

Custodial Staff

On a daily basis, full disinfection shall be conducted by using a backpack or handheld electrostatic applicator. The product to be used in these applicators shall be Bioesque, an EPA List N Approved Product..⁹ Product shall be left to air dry, therefore fulfilling recommended dwell times.

⁷ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

⁸ <https://drive.google.com/drive/folders/18uRh3OBJ7GIHMtwkP0qZcqQbqj04dXie?usp=sharing>

⁹ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

High traffic office areas may require periodic disinfection during the three disinfection tours.

Health & Nursing Spaces

Custodial Staff

On a daily basis, full disinfection shall be conducted by Custodial Staff using a backpack or handheld electrostatic applicator. The product to be used in these applicators shall be Bioesque, an EPA List N Approved Product..¹⁰ Product shall be left to air dry, therefore fulfilling recommended dwell times.

The Custodial Staff shall be responsible for on-call disinfection per the direction of the School Nurse.

Secondary (Grades 6-12)

Learning Spaces

Students

Students shall clean their learning station at the conclusion of each class with District supplied cleaning wipes. Cleaning wipes shall be placed in a conspicuous location. Products shall be deemed safe for use by children. Students shall dispose of cleaning wipe in the provided receptacle.

Instructional Staff

Instructional Staff shall clean their teaching stations with the District supplied cleaning supplies.

A spray bottle of Bioesque Disinfectant Cleaner and adequate supply of paper towels shall be provided to each classroom.

Custodial Staff

Custodial Staff shall disinfect all teaching stations, learning stations, sinks, and other frequently touched surfaces such as light switches, telephones, and door hardware. Classroom materials that need to be disinfected shall be left spread out in a conspicuous area and marked appropriately. Disinfection shall be conducted by using a backpack or handheld electrostatic

¹⁰ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

applicator. Portable electrostatic sprayers (foggers) can safely, effectively, and quickly apply EPA-approved disinfectants to surfaces of all types in large and small areas including those in hard-to-reach places¹¹. The product to be used in these applicators shall be Bioesque, an EPA List N Approved Product..¹² Product shall be left to air dry, therefore fulfilling recommended dwell times.

The custodial staff shall complete the checklist posted outside each space.

Common Areas

Custodial Staff

Custodial Staff shall perform three tours throughout the school day. A tour schedule should be established between the Building Principal and Custodial Staff to accommodate school programming.

During each tour, the Custodial Staff shall disinfect common touch points throughout the building. Areas include, but are not limited to restroom fixtures in group restrooms, door hardware, drinking water stations, hand sanitizer stations, handrails, and other frequently touched surfaces. Disinfection shall be conducted by using a handheld electrostatic applicator if used at low volume in targeted areas or via spray bottle. A sign indicating cleaning in progress shall be clearly displayed. The product to be used in these applicators shall be Bioesque, an EPA List N Approved Product..¹³

During each tour, Custodial Staff shall ensure that all dispensers have adequate supply.

The custodial staff shall complete the checklist¹⁴ posted outside each restroom, and the checklist posted outside of the main office in each building for common areas.

Office Spaces

Custodial Staff

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¹³ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

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High traffic areas may require periodic disinfection during the three disinfection tours.

Health & Nursing Spaces

Custodial Staff

On a daily basis, full disinfection shall be conducted by Custodial Staff using a backpack or handheld electrostatic applicator. The product to be used in these applicators shall be Bioesque, an EPA List N Approved Product..¹⁶ Product shall be left to air dry, therefore fulfilling recommended dwell times.

The Custodial Staff shall be responsible for on-call disinfection per the direction of the School Nurse.

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Appendix

[Classroom Standard Supply List \(Fluid Document\)](#)

[Custodial Services Checklist Folder](#)

[Safety Data Sheets](#)