



COVID-19 Custodian Cleaning & Sanitizing Procedure Manual

General Information

All classrooms, and other areas occupied by students or staff, shall be cleaned according to the most recent CDC guidelines prior to any new individuals entering that space, whenever possible. All cleanings shall be performed by properly trained custodial/maintenance staff, and documentation of the cleanings performed shall be maintained by the district and made readily available for review by the staff, the local education association, and parents should they inquire. This procedure manual was developed and includes custodial cleaning and sanitizing daily schedule as well as schedules for increased cleaning and disinfection along with targeted areas to be cleaned. The district has purchased disinfectant wipes, spray pumps containing cleaning materials, electrostatic sprayers in both hand held and backpack form, disinfectant wipes, stand alone hand sanitizer equipment, wall mounted hand sanitizer for classrooms and common areas as well as Purell hand sanitizer foam. Water fountains will be closed off for use.

Air Exchange - HVAC

The district has contracts with two companies that oversee the proper controls of the air environment. One focuses on the HVAC system and the other monitors temperature controls. Both companies annually inspect all systems and then are available on an as needed basis. Depending on the specific equipment, air filters with a Merv Rating between 11-13 for all G section.ventilation equipment will be checked and replaced, as required, monthly, or more frequently, as necessary based on regular inspections. The higher rating relates to efficiency of collecting particles of various sizes. It will be ascertained regularly that classroom univents are fully operational and surfaces are clear. Grounds crew and custodians will also examine the exterior of buildings to ascertain all intake vents are clear of obstructions.

Cleaning/Disinfecting Procedures

Frequently touched areas such as doorknobs, lockers, water fountains, sinks, light switches, railings, elevators, lab equipment, etc. shall be cleaned multiple times per day. Training for all custodial staff has been provided with an emphasis on high touch surface cleaning (hot spots). Formerly this process was conducted in a systematic, but less frequent manner. Going forward, staff will be designated and assigned to focus on this cleaning while students and staff are

present. This will occur on a rotating basis, multiple times per day, using appropriate cleaning products.

Scheduled Cleaning

When staff and/or students are in attendance, the following high touch areas will be cleaned and disinfected during the daytime and second shifts:

For the Daytime Custodial Shift*:	
Elementary Schools including Early Childhood Development Center	<ul style="list-style-type: none"> ● All interior/exterior door handles will be cleaned starting at the main entrance and working to all active entryways ● Light switches ● Stair rails ● Doorknobs ● Computer Monitors and keyboards and mice ● Whiteboards and related screen equipment ● Refillable Water Stations ● Bathrooms will be periodically closed and sinks, faucets, dispensers, related surfaces and all bathroom commodes will be sanitized. ● If classrooms are empty during the instructional day, custodians will enter and wipe down surfaces/desks with disposable towels. All student and staff desks/tables will be sprayed with disinfectant at once, then wiped down with disposable paper towels, and then disposed of. ● When meals are consumed in the classrooms, large capacity garbage cans will be placed throughout hallways to assist with spillover trash and promptly emptied. ● Pre-K classes will be cleaned between AM and PM sessions. ● After the building is completed, the cycle will be repeated on an ongoing basis.
Middle & High School	<p>Two daytime persons will be dedicated during the day to sanitize and wipe:</p> <ul style="list-style-type: none"> ● All interior/exterior door handles will be cleaned starting at the main entrance and working to all active entryways ● Light switches ● Stair rails ● Doorknobs ● Computer Monitors and keyboards and mice

	<ul style="list-style-type: none"> ● Whiteboards and related screen equipment ● Lockers ● Refillable Water Stations ● If classrooms are empty during the instructional day, custodians will enter and wipe down surfaces/desks with disposable towels. All student and staff desks/tables will be sprayed with disinfectant at once, then wiped down with disposable paper towels, and then disposed of. ● As meals will be consumed in the classrooms, large capacity garbage cans will be placed throughout hallways to assist with spillover trash and promptly emptied. ● Bathrooms will be periodically closed and sinks, faucets, dispensers, related surfaces, paper towel/tissue dispensers and all bathroom commodes will be sanitized. ● After the building is completed, the cycle will be repeated on an ongoing basis.
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Second Shift All Schools

<ul style="list-style-type: none"> ● Sweep floors and assigned classrooms and hallways ● Empty trans cans and replace liners ● Vacuum all rugs ● Dust air vents, window ledges and high areas ● Clean door areas and windows in and around doors ● Wipe and sanitize cabinets, drawer handles ● Clean and disinfect toilets, urinals, sinks, faucets, flushometers, and surrounding areas with neutral disinfectant ● Wet mop floors with neutral floor cleaners ● Clean mirrors ● Refill paper and soap dispensers ● Clean water fountains. ● Clean tops of desks ● Clean toilet partitions ● Office surfaces, including desks, telephone, electronic equipment
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*This protocol will be evaluated and adjusted as needed.

If the school receives notification of a confirmed COVID-19 case the procedures recommended by the New Jersey Department of Health will be followed. Those procedures are as follows:

Notification of a confirmed case of COVID-19:

As long as routine cleaning and disinfecting have been done regularly (at least daily), additional cleaning measures are not necessary unless the COVID-19 positive person is in school on the day school officials are notified of the positive test. Depending on when the person with COVID-19 was last on site, it may be difficult to know what areas they were in and what objects or surfaces he/she may have touched after he/she became sick.

If routine cleaning and disinfection have not been performed at least daily, or if the COVID-19 positive person is in school the day school officials are notified, close off areas used by the person who tested positive for COVID-19 (e.g. offices, bathrooms, classrooms, and common areas), open outside doors and windows to increase air circulation in the area and wait 24 hours after the COVID-19 positive person was last in school before cleaning and disinfection. If it has been more than 7 days since the person who tested positive for COVID-19 was at school, additional cleaning and disinfection is not necessary. Custodial staff should clean and disinfect all areas used by the ill person such as offices, classrooms, bathrooms, common areas, and shared electronic equipment (like tablets, touch screens, keyboards, remote controls), focusing especially on frequently touched surfaces. Once an area has been appropriately disinfected, it can be opened for use.

If an individual becomes ill with COVID symptoms and meets COVID-19 exclusion criteria while in school (refer to COVID-19 Regional Risk Matrix):

Immediately close off areas used by the person who is sick with COVID-19 symptoms (e.g. offices, bathrooms, classrooms, and common areas), open outside doors and windows to increase air circulation in the area and wait 24 hours before cleaning and disinfection. Cleaning staff should clean and disinfect all areas used by the ill person such as offices, classrooms, bathrooms, common areas, and shared electronic equipment (like tablets, touch screens, keyboards, remote controls), focusing especially on frequently touched surfaces. Once an area has been appropriately disinfected, it can be opened for use.