

COVID-19 Custodian
Cleaning & Sanitizing
Procedure Manual
2020-2021

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

	<ul style="list-style-type: none"> ● 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 ● 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.

	<ul style="list-style-type: none"> ● 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.
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 	

*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.



COVID19 CLEANING SCHEDULE STAFFING & SHIFTS



INSTRUCTIONS

1. Fill out the School & Staff Schedule first. Then go through each tab and fill in the time and use the drop menu for each task.
2. The file is organized by area with a tab for each one. (Auditorium, Classrooms, Entrances/Ways, Food Service Areas, Hallways, Library, Offices/Conf. Rm./Copy Rm., Restrooms/Shower/Locker Rms., Stairwells & Miscellaneous/Other & Playgrounds
3. The columns are organized by **Pre-Activity Task** (prior to usage or event), **During Activity** (during school) and **Post-Activity Task** (after usage of area)
4. Schedule Time of Task: enter time based on how often cleaning/disinfecting will occur (how many times per day)
5. Areas to Clean/Disinfect: select from the drop down window for scheduled time the type of task: Clean, Clean/Disinfect, Disinfect (Wipe) or Disinfect (Spray)
6. After filling out the above then input the current and proposed staffing/shifts in the Custodial Shifts and Staffing tab.
7. List a products and equipment you will be utilizing in Covid cleaning/disinfecting below.

List of All Products and Equipment

1. List all products to be used here:
2. List all equipment to be used here:

Instructions: Input the name of each school this will also populate the names in the Custodial Shifts & Staffing Tab. Then Input the times for Columns B, C & D. Use this to determine your custodial shifts.

School and District Staff Schedule That Covid Staffing Is Based Upon

School	Academic Day/Time (Students)	District School Based Staff Arrival Time	District School Based Staff Arrival Time
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Elementary	0:00am - 0:00 pm	0:00am	0:00pm
Middle School	0:00am - 0:00 pm	0:00am	0:00pm
Middle School	0:00am - 0:00 pm	0:00am	0:00pm
Middle School	0:00am - 0:00 pm	0:00am	0:00pm
High School	0:00am - 0:00 pm	0:00am	0:00pm
High School	0:00am - 0:00 pm	0:00am	0:00pm
Administration	0:00am - 0:00 pm	0:00am	0:00pm
Note:			



FOOD SERVICE AREA VALIDATION CHECKLIST



All high touch objects and surfaces are disinfected with Oxivir Tb Wipes, Virex II 256, or Virex Plus

High Touch Objects Disinfected



Doorknobs / Handles



Light Switches / Room Controls



Armrests and Back of Chairs



Salt and Pepper Shakers



Sinks / Hardware



Table Counter Tops / Surfaces



Utensil Dispensers



Cabinet / Drawer Handles



Paper Towel / Napkin Dispensers



Dispensers

Surfaces Disinfected



Walls



Floors



Vents

Other:



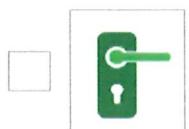
Glass /



OFFICES & CONFERENCE ROOMS VALIDATION CHECKLIST

All high touch objects and surfaces are disinfected with Oxivir Tb Wipes Virex II 256, or Virex Plus

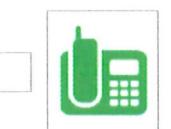
High Touch Objects Disinfected



Doorknobs / Handles



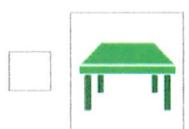
Light Switches / Room Controls



Electronics

Other High Touch Objects:

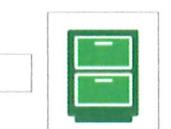
- _____



Desk & Table Tops / Surfaces



Armrests and Back of Chairs



Cabinet / Drawer Handles

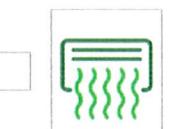
Surfaces Disinfected



Walls



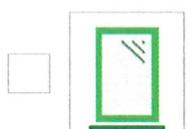
Floors



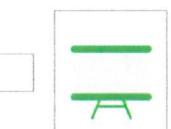
Vents

Other Surfaces:

- _____



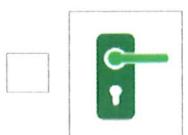
Glass / Windows



White Boards

 All high touch objects and surfaces are disinfected with Oxivir Tb Wipes, Virex II 256, or Virex Plus

High Touch Objects Disinfected



Doorknobs / Handles



Light Switches / Room Controls



Electronics



Student Desks



Sinks / Hardware



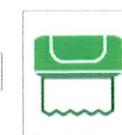
Desk & Table Tops / Surfaces



Armrests and Back of Chairs



Cabinet / Drawer Handles



Paper Towel / Tissue Dispensers



Soap Dispensers

Surfaces Disinfected



Walls

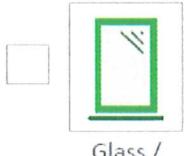


Floors



Vents

Other:



Glass / Windows



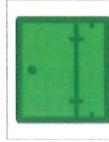
White / Chalk / Smart Boards



RESTROOMS / SHOWERS / LOCKER ROOMS VALIDATION CHECKLIST

! All high touch objects and surfaces are disinfected with Oxivir Tb Wipes, Virex II 256, or Virex Plus

High Touch Objects Disinfected

<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
Doorknobs / Handles	Light Switches / Room Controls	Bathroom Stalls	Handrails / Hooks	Sinks / Hardware
<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
Counter Tops / Shelf Edges / Cabinets	Diaper Changing Station / Pads	Electric Hand Dryers	Paper Towel / Tissue Dispensers	Lockers / Handles
<input type="checkbox"/> 	<input type="checkbox"/> 	Other:		
Soap Dispensers	Toilet Flush Levers. Seats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Surfaces Disinfected

<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
Walls	Floors	Vents	Glass / Windows / Mirrors

All high touch objects and surfaces are disinfected with Oxivir Tb Wipes, Virex II 256, or Virex Plus

High Touch Objects Disinfected



Doorknobs / Handles



Light Switches / Room Controls



Lockers / Handles



Handrails



Water Fountain

Other:

<input type="checkbox"/>	_____

Surfaces Disinfected



Walls



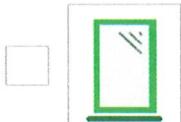
Floors



Vents

Other:

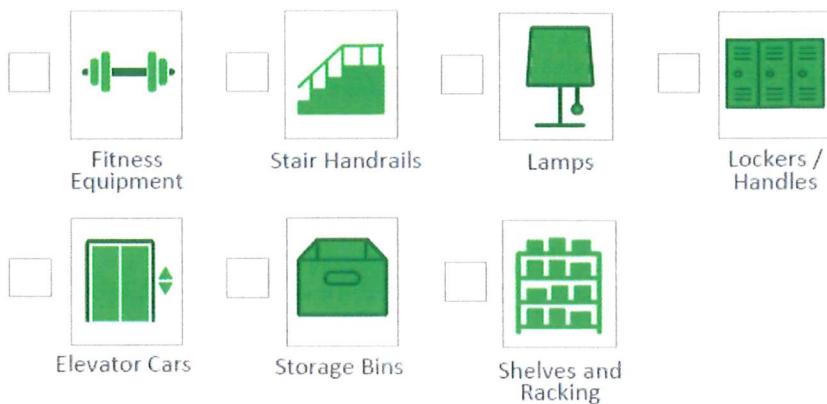
<input type="checkbox"/>	_____



Glass / Windows

All high touch objects and surfaces are disinfected with Oxivir Tb Wipes, Virex II 256, or Virex Plus

High Touch Objects Disinfected



Surfaces Disinfected



Other:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Auditoriums High Touch Objects Disinfected					
	Pre-Activity (Prior to Usage/Event)	During Activity	During Activity	During Activity	During Activity	Post Activity (After Usage)
Arrests & Back of Chairs						
Doorknobs / Handles/Keypads						
Light Switches/Room Controls						
Surfaces Disinfected						
Floors						
Glass/Windows						
Walls						
Vents						

DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Classrooms High Touch Objects Disinfected						Post Activity (After Usage)
	Pre-Activity (Prior to Usage/Event)	During Activity					
Armrests & Back of Chairs							
Cabinets/Drawer Handles							
Desk & Table Tops/Surfaces							
Doorknobs/Handles/Keypads							
Electronics							
Light Switches/Room Controls							
Paper Towel/Tissue Dispensers							
Sinks/Hardware							
Soap Dispensers							
Student Desks							
Surfaces Disinfected							
Floors							
Glass/Windows							
Walls							
Vents							
White/Chalk/Smart Boards							
Walls							

DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Surfaces Disinfected					
	Pre-Activity (Prior to Usage/Event)	During Activity	During Activity	During Activity	During Activity	Post Activity (After Usage)
Armrests & Back of Chairs						
Doorknobs/Handles/Keypads						
Light Switches/Room Controls						
Floors						
Glass/Windows						
Walls						
Vents						

DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Cafeterias High Touch Objects Disinfected					
	Pre-Activity (Prior to Usage/Event)	During Activity	During Activity	During Activity	During Activity	Post Activity (After Usage)
Arrests & Back of Chairs						
Cabinet/Drawer Handles						
Dispensers (Hand Sanitizer/Soup)						
Doorknobs/Handles/Keypads						
Light Switches/Room Controls						
Paper Towl/Napkin Dispensers						
Serving Lines						
Sinks/Hardware						
Table Countertops & Surfaces						
Utensil Dispensers						
Cafeterias Surfaces Disinfected						
Glass/Windows						
Floors						
Vents						
Walls						

DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Hallways High Touch Objects Disinfected						Post Activity (After Usage)
	Pre-Activity (Prior to Activity)	During Activity					
Doorknobs/Handles/Keypads							
Handrails							
Light Switches/Room Controls							
Lockers/Handles							
Water Fountain							
Hallways Surfaces Disinfected							
Floors							
Glass/Windows							
Vents							
Walls							

Library High Touch Objects Disinfected						
DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Pre-Activity (Prior to Usage/Event)	During Activity	During Activity	During Activity	During Activity	Post Activity (After Usage)
Armrests & Back of Chairs						
Cabinets/Drawer Handles						
Desk & Table Tops/Surfaces						
Doorknobs/Handles/Keypads						
Electronics						
Light Switches/Room Controls						
Paper Towel/Tissue Dispensers						
Sinks/Hardware						
Soap Dispensers						
Surfaces Disinfected						
Floors						
Glass/Windows						
Vents						
Walls						
White/Chalk/Smart Boards						

		Offices & Conference Rooms					High Touch Objects Disinfected		
DESCRIPTION OF AREAS TO CLEAN/DISINFECT		Pre-Activity (Prior to Usage/Event)	During Activity	During Activity	Post Activity (After Usage)				
Armrest & Back of Chairs	Cabinets/Drawer Handles								
Desk & Table Tops/Surfaces	Doorknobs/ Handles/Keypads								
Electronics	Light Switches/Room Controls								
Office Equipment/Copiers	Offices & Conference Rooms Surfaces Disinfected								
Glass/Windows	Floors								
	Vents								
	Walls								
	White Boards								

DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Restrooms/Shower/Lockers Rooms					High Touch Objects Disinfected			
	Pre-Activity (Prior to Usage/Event)	During Activity	During Activity	During Activity	Post Activity (After Usage)				
Doorknobs/Handles/Keypads									
Light Switches/Room Controls									
Bathrooms Stalls									
Handrails/Hooks									
Sinks/Hardware									
Counter Tops/Shelf Edges/Cabinets									
Diaper Changing Station/Pads									
Electric Hand Dryers									
Paper Towel/Tissue Dispensers									
Lockers/Handles									
Soap Dispensers									
Toilet Flush Levers/Seats									
Restrooms/Shower/Lockers Rooms Surfaces Disinfected									
Floors									
Glass/Windows/Mirrors									
Vents									
Walls									

Stairwells High Touch Objects Disinfected						
DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Pre-Activity (Prior to Usage/Event)	During Activity	During Activity	During Activity	During Activity	Post Activity (After Usage)
Doorknobs/Handles/Keypads						
Handrails						
Light Switches/Room Controls						
Hallways Surfaces Disinfected						
Floors						
Glass/Windows						
Vents						
Walls						

DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Miscellaneous/Other High Touch Objects Disinfected					Post Activity (After Usage)
	Pre-Activity (Prior to Usage/Event)	During Activity	During Activity	During Activity	During Activity	
Fitness Equipment						
Stair Handrails						
Lamps						
Lockers/Handles						
Elevators						
Storage Bins						
Shelves & Racking						
Surfaces Disinfected						
Floors						
Glass/Windows						
Walls						
Vents						

Playgrounds						
DESCRIPTION OF AREAS TO CLEAN/DISINFECT	Pre-Activity (Prior to Usage/Event)	During Activity	During Activity	During Activity	During Activity	Post Activity (After Usage)
All Playground Apparatus						

Instructions for this Tab: Input your current staffing in Columns C to N, then based upon the School & Staff Schedule and time and frequencies detailed in the file alter your staffing and shifts to meet those needs in Column's N to T.
 Building Name (Column A) will populate from School & Staff Schedule Tab, input data for Column B (Square Footage), change/update the shift times in Row 4, Columns C to I and N to T as needed and input the staffing (1=2080 hours=FTE) in Columns C to I & N to T.

Current Staffing and Shifts											Covid Cleaning Staffing and Shifts										
Building Name / Position	Square Footage	Day			Evening			Weekend			Building Name / Position	Day			Evening			Weekend			Change +/- of Staffing
		6:00am to 2:30pm	7:30am to 4:00pm	8:00am to 4:30pm	10:00am to 6:30pm	1:00pm to 9:30pm	2:30pm to 10:30pm	5:00pm to 9:30pm	11:00pm (Wed-Sun)	Totals		6:00am to 2:30pm	7:30am to 4:00pm	8:00am to 4:30pm	1:00pm to 6:30pm	2:30pm to 9:30pm	5:00pm to 11:00pm (Wed-Sun)	1:30am to 11:00pm (Wed-Sun)	Totals		
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Elementary	-	-	-	-	-	-	-	-	-	0.00	Elementary	-	-	-	-	-	-	-	-	0.00	
Middle School	-	-	-	-	-	-	-	-	-	0.00	Middle School	-	-	-	-	-	-	-	-	0.00	
Middle School	-	-	-	-	-	-	-	-	-	0.00	Middle School	-	-	-	-	-	-	-	-	0.00	
Middle School	-	-	-	-	-	-	-	-	-	0.00	Middle School	-	-	-	-	-	-	-	-	0.00	
High School	-	-	-	-	-	-	-	-	-	0.00	High School	-	-	-	-	-	-	-	-	0.00	
High School	-	-	-	-	-	-	-	-	-	0.00	High School	-	-	-	-	-	-	-	-	0.00	
Administration	-	-	-	-	-	-	-	-	-	0.00	Administration	-	-	-	-	-	-	-	-	0.00	
Floater	-	-	-	-	-	-	-	-	-	0.00	Floater	-	-	-	-	-	-	-	-	0.00	
Sub-Total Custodial	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Sub-Total Custodial	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Management and Clerical Staffing											Management and Clerical Staffing										
General Manager	-	-	-	-	-	-	-	-	-	0.00	General Manager	-	-	-	-	-	-	-	-	0.00	
Custodial Supervisor(s)	-	-	-	-	-	-	-	-	-	0.00	Custodial Supervisor(s)	-	-	-	-	-	-	-	-	0.00	
Administrative Assistant	-	-	-	-	-	-	-	-	-	0.00	Administrative Assistant	-	-	-	-	-	-	-	-	0.00	
Sub-Total Mgt. & Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Sub-Total Mgt. & Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

1. All staffing is represented as FTEs; one FTE equals 2080 hours per year.