



# CLEANING PRACTICES

## FROM THE OFFICE OF EDDIE BIBB

Cleaning and disinfecting are key to limiting exposure to germs and maintaining a safe environment during the COVID-19 pandemic. Reduce the spread of germs by keeping surfaces clean and reminding students of the importance of hand hygiene.

Frequently touched surfaces should be cleaned and disinfected at least once a day (i.e., before or after school day), and more frequently when possible. Railings, desks and tables, door and window handles, sanitation (restroom/toilet/latrine) surfaces, toys, teaching/learning aids, and materials used/shared by students (e.g., pens, pencils, art supplies, books, electronics) are examples of frequently touched surfaces.

**As we reopen schools our goal is to Intensify cleaning and disinfection by cleaning staff.**

**Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their number and the risk of spreading infection. Removing dirt and impurities also helps disinfectant be more effective.

**Disinfecting** refers to using chemicals, for example, diluted sodium hypochlorite (bleach), to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

### The Difference between Cleaning and Disinfecting

- ☒ Cleaning reduces germs, dirt, and impurities from surfaces or objects and works by using soap (or detergent) and water to physically remove germs from surfaces.
  - Cleaning of surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses.
- ☒ Disinfecting kills (or inactivates) germs on surfaces or objects. Disinfecting works best by using chemicals, as directed, on surfaces after they've been properly cleaned.

### Cleaning and disinfection procedures to be followed by individuals performing the task:

- 1) Mask
- 2) Put on personal protective equipment (rubber gloves, thick aprons, and closed shoes).
- 3) No outside chemicals
- 4) Clean with detergent or soap and water to remove organic matter.
- 5) Apply the 0.1% solution to the surface with a cloth and allow for a contact time (the amount of time that the disinfectant should remain wet and undisturbed on the surface) of at least 1 minute. Additional disinfectant may need to be applied to ensure it remains wet for 1 minute. After 1 minute has passed, rinse residue with clean water (this will also protect the surface or item from damage).
- 6) After cleaning and disinfection, carefully remove personal protective equipment (PPE) and wash hands immediately. Reusable PPE (e.g., aprons) should be laundered immediately.
- 7) Needs schedule to determine (with kids)

**Cleaning and disinfecting should not take place near children or people with asthma.**

Procedures for cleaning and disinfecting various surfaces (hard surfaces, soft surfaces, electronics, and laundry) can be found in the attached CDC Cleaning and Disinfecting Your Facility guidelines.

### Administrative and engineering controls: Possibilities for schools

- ☒ Cleaning staff should clean and disinfect frequently touched surfaces at least once a day, or more frequently if possible. If once daily, cleaning and disinfecting can take place either before the school opens or after it closes.
- ☒ Each building is different. School administrators, cleaning staff, and select students (if available) should walk through the school together and decide which surfaces are touched frequently by students and staff and therefore should be the target of cleaning and disinfection efforts.
- ☒ Increase ventilation and air flow. Ensure ventilation systems (when present) are working properly. Increase circulation of outdoor air within buildings by opening windows and doors if it is safe to do so.



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- ☒ Cleaning staff will be provided with cleaning supplies (soap/detergent, bleach, buckets) and PPE specific for the disinfectant to wear when mixing, cleaning, and disinfecting (for example, rubber gloves, thick aprons, and closed shoes). PPE should be used for COVID-19-related disinfection only (cleaning staff should not bring home PPE – it should be stored at the school in a secure, designated area).
- ☒ Cleaning staff will be provided with information (e.g., written or pictorial instructions) about when and how to clean and disinfect and how to safely prepare disinfectant solution.
- ☒ If someone becomes sick at school, close off spaces used by the sick person until after they can be cleaned and disinfected. Cleaning staff should wait 24 hours before cleaning and disinfecting, or if 24 hours is not feasible, wait as long as possible.

## Materials, activities, and personnel needed for implementation Checklist (Basic)

- Stocks of soap, bleach, buckets, and other cleaning supplies (e.g., mops, cloths).
- Designated cleaning staff.
- PPE for designated cleaning staff (rubber gloves, thick aprons, and closed shoes).
- Sufficient access to non-turbid water to meet all cleaning and disinfection needs.
- Instructional materials describing the cleaning and disinfection process, including proper mixing of solutions, for use by designated cleaning staff.
- Written schedule for increased routine cleaning and disinfection.

## Written Cleaning Schedule

This should be developed by the Head custodian and Principal of each building and provided to my office no later than Friday January 15, 2021 by 12:00 p.m.

## Where Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces and objects within the classroom. Check compatibility for products for use on electronic devices.

Consider cleaning surfaces and objects including but not limited to:

- ☒ Door handles and knobs
- ☒ Desks and chairs
- ☒ Cabinets, lockers, and bookshelves
- ☒ Shared computer keyboards and mice
- ☒ Light switches
- ☒ Pencil sharpener handles
- ☒ Sinks and surrounding areas
- ☒ Countertops
- ☒ Shared electronics such as printers
- ☒ Other shared learning materials

## When Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces at least daily or between use by different students.

Limit the use of shared objects when possible, or clean and disinfect between use.

Options for cleaning and disinfection include:

- ☒ In the morning before students arrive
- ☒ Between classes (if students change rooms and while students are not present)
- ☒ Between use of shared surfaces or objects
- ☒ Before and after food service
- ☒ Before students return from recess or breaks
- ☒ After students leave for the day

Store cleaning and disinfection products out of the reach of students. Cleaning and disinfection products should not be used by or near students, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.