

OUR PLAN FOR CLEANING AND PROCEDURES ARE AS FOLLOWS:



How to clean and disinfect

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
 - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces. This will take place throughout the day in all buildings and additional “green cleaning certified” spray bottles and wipes will be made available in all classrooms for staff to utilize as needed.
 - More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in common areas such as equipment, devices or learning materials (TLM) and point of sale keypads should be cleaned and disinfected before each use when practical. In the event that it is not practical – encourage student/staff washing of hands.
- High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Recommend use of District approved cleaning disinfectant - Bioseque Solutions (Botanical Disinfectant Solution) – Product description and information is on our website <https://www.summit.k12.nj.us/district/business-office/facilities>.
- Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Always read and follow the directions on the label to ensure safe and effective use.
- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation

- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of students in approved storage areas that are locked when not in use



Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Classroom carpets or reading area mats are being removed and stored until such time as it is considered safe to gather
- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with district approved disinfectant (see above) These approved products meet EPA's criteria for use against COVID-19.
- Vacuum as usual.



Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics if available.
- Check with Technology Department personnel and follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.



Cleaning and disinfecting your building or facility if someone is sick

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and other devices as applicable.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for closed off rooms.
- Wear disposable gloves to clean and disinfect.
 - For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with cleaners appropriate for use on these surfaces, according to the textile's label.

- After cleaning, disinfect with an appropriate district approved green cleaning disinfectant on List N: Disinfectants for use against SARS-CoV-2 external icon. See below: District Disinfectant **ES64H Neutral Disinfectant Microbial**
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that schools and communities normally use to maintain a healthy environment.
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about reducing asthma triggers.
- Follow manufacturer’s instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser.

Virucidal Activity (10 minute contact time)	
Avian Influenza A Virus	HIV-2
Bovine Rhinotracheitis	Human Coronavirus
Bovine Viral Diarrhea Virus (BVDV)	Influenza A ₂ /Hong Kong
Canine Distemper Virus	Pandemic 2009 H1N1 Influenza A Virus
Feline Leukemia	Paramyxovirus
Feline Picornavirus	Porcine Respiratory & Reproductive Syndrome Virus (PRRSV)
Hepatitis B virus (HBV)	Pseudorabies
Hepatitis C virus (HCV)	Rabies Virus
Herpes Simplex Type 1	Rotavirus
Herpes Simplex Type 2	SARS associated Coronavirus
HIV-1	Vaccinia

- Leave solution on the surface for at least 1 minute.



Cleaning and disinfecting outdoor areas

Outdoor areas, like playgrounds in schools and parks generally require *normal routine cleaning*, **but do not require disinfection.**

- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.

Spread of COVID-19 from these surfaces is very low and disinfection is not effective.



Fact about our cleaning staff

- Custodial staff can clean and disinfect community spaces.
- They are trained on appropriate use of cleaning and disinfection chemicals and receive refresher training throughout the year on an ongoing basis.
- They are outfitted with disposable gloves and appropriate uniforms/safety equipment for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) will be required based on the cleaning/disinfectant products being used during the pandemic as well as guarding against risk of splash when handling, filling or mixing cleaning products.
- Gloves and gowns (if applicable) are removed carefully to avoid contamination of the wearer and the surrounding area.
- They are expected to wash their hands often with soap and water for 20 seconds and follow the same guidelines for personal hygiene to keep them as safe as possible.
- They are required to wash their hands and any other contact skin after removing gloves and after contact with a person who is sick.

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- They receive training on all products including review of MSDS (Material Safety Data Sheets) and follow the directions on the labels to ensure safe and effective use.
- Training includes when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- They are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard.
- The appropriate district personnel are compliant with OSHA's standards on Bloodborne Pathogens, including proper disposal of regulated waste, and PPE.



General Safe Practices for Staff & Students

- Keep hand sanitizers away from fire or flame
- **For children under six years of age, hand sanitizer should be used with adult supervision**
- Always store hand sanitizer out of reach of children
- See FDA's Tips for Safe Sanitizer and CDC's Hand Sanitizer Use Considerations

Additional key times to wash hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).