



OSCEOLA SCHOOL DISTRICT

# CLEANING AND SANITIZING

*for healthy  
Osceola schools!*



READY. SET. **START SMART!**

OSCEOLA SCHOOL DISTRICT'S ROADMAP FOR REOPENING  
SDOC Custodial Services Department 2020

# Cleaning and Sanitizing for a Healthier Osceola Schools

The mission of the Custodial Services Department is to ensure that all district schools and sites are safe, clean and well maintained to provide a positive environment to work and learn for all students, staff and visitors.

## Three Stages of Infection Control:

- 1. Personal Hygiene:** Hand and respirator hygiene, to include cough and sneezing etiquette are key in the personal hygiene stage. Personal hygiene helps reduce the spread of various types of infectious diseases. This infection control method involves facilitating an education program on hand hygiene that teaches and requires frequent hand washing and proper cough and sneezing procedures.
- 2. Cleaning for Microbe Control:** Comprehensive cleaning programs that use district approved cleaning solutions, products, updated tools and technologies used to help control the spread of infectious disease. This method involves frequent cleaning of high touch areas with the district approved detergent and microfiber cloth. This method will assist in removing the majority of the microbes and conditions needed to survive on most surfaces to an acceptable level.
- 3. Disinfecting and Sanitizing for Microbe Control:** This method of infectious control involves a directed disinfection and sanitizing program, designed to address the high-risk areas and hazards. This method will include a deep cleaning followed by the use of electrostatic sprayer disinfection.

## Common “high-touch” surface in schools

High-touch surfaces are those that are frequently touched by a variety of different person’s hands. A surface that is touched daily by only one person is not to be considered a high-touch surface. Examples of high-touch surfaces include:

- Shared computer keyboards and mouse
- Shared music instruments and keyboards
- Doorknobs, push bars, handrails, light switches and elevator buttons
- Faucet handles, toilet handles, towel dispensers and hand dryers
- School bus rails, doors and seatbelts
- Handles on coffee pots, microwave doors, refrigerator doors
- Vending machines

## Common “high-risk” areas in schools

Some areas of the school building are of greater concern for possible transmission of disease because there is an increased likelihood of skin-to-skin or object-to-mouth contact. These areas include but are not only limited to:

- Athletic departments such as gym mats, exercise equipment, shower and locker rooms
- Kitchen, break rooms and cafeterias
- Clinics
- Childcare rooms and centers
- Restrooms

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## How to break the chain of infection?

1. **Frequent handwashing** will reduce the opportunity for microbes to enter the body and reduce the spread to others, through surfaces and objects.
2. **Respiratory hygiene** (cough and sneeze etiquette) is recommended to control infection. The CDC recommends the covering of nose and mouth with a tissue when coughing or sneezing. If a tissue is not available, coughing into the elbow is an alternative measure. The use of a tissue or other item for coughing and sneezing is meant to capture the droplets and be able to dispose of them.
3. **Frequent and proper cleaning** of high-risk, high-touch surfaces with the proper disinfectants and equipment removes microbes on surfaces and eliminates the conditions that some microbes need to survive.
4. **Sanitizing** processes are used to reduce but not necessarily eliminate microorganisms from surfaces to levels considered safe as determined by public health codes or regulations. It can reduce the transmission of some diseases on nonporous surfaces under the right conditions. **Sanitizing is required by regulation in food service areas and in childcare centers.**
5. **Disinfection** process is used to kill or irreversibly inactivates microbes present on a nonporous surface. Disinfectants are registered by the EPA as pesticides and are used to destroy or suppress the growth of harmful microorganisms on surfaces. Disinfectants accomplish this by breaking down the microbes' cell walls or by otherwise deactivating them.

When there is an outbreak of an infectious disease and the surface is touched by a variety of hands, the frequency of cleaning will need to be increased.

## Staff and Frequency of Cleaning

### Throughout the Day

Typically, the following staff members perform sanitization/disinfection task that are required by law.

- Nurses- disinfect after the use of equipment and in between patient visits.
- Food service- sanitize as part of the food preparation and clean-up routine.
- Preschool/ESE teachers and staff- use antimicrobials after diapering and for mouthed toys.
- Athletic departments- use antimicrobials on mats and other contact equipment.
- Custodial staff- sanitize/disinfect door handles, hand railings, light switches, water fountains, elevator buttons and restroom areas.

### Special Events

Staff members perform sanitization/disinfection task that are required

- Nurses- blood spill, vomit
- Food service- blood spill
- Preschool/classroom teachers and staff- blood spill, toileting accidents and vomit
- Custodial staff- blood spill, toileting accidents and vomit
- Bus drivers- blood spill, toileting accidents and vomit
- Athletics- blood spill, toileting accidents and vomit

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## Safe Use Practices: Using EPA Approved Disinfectant

### Work-Practice Recommendations:

- **Protect workers:** Spray, wipe or squirt the products on cloths and mops whenever possible instead of spraying them into the air directly. When the disinfectant is sprayed onto a hard surface, the mist can bounce back directly into the face. Always use disinfectants with the recommended PPE and adequate ventilation. Make sure the facility's heating, ventilating and air conditioning systems are operating when the disinfecting tasks are performed.
- **Protect building occupants:** Minimize exposure (of product vapors or residue) to building occupants when selecting the application process and performing the disinfecting. Although some activities need to be conducted while school is in session, tasks that only need to be done once a day should be scheduled after students, teachers and other personnel leave.
- **Reduce quantity:** When applying the disinfectant, use the smallest amount possible of disinfectant as recommended by the manufacturer to obtain the desired level of microbe control. More is not necessarily better; it may be more hazardous and creates waste.
- **Allow 10 minutes dwell time for disinfectant to react with the microbes to kill them:** Follow label directions to determine the time required for the disinfectant to be wet on the surface and in contact with microbes. **Rinse all high-touch area if the product label requires this step.**

## Step-by-Step Cleaning Procedures

### Restroom Procedure

- Use the appropriate PPE. Gloves and mask should be worn while working.
- Set up wet floor signs.
- Go through the restroom and gather any large debris from the floor and check the toilets for any leaks while flushing everything. While checking for debris, look for any signs of vandalism (graffiti) or suspicious activity. Report any threats or suspicious items to the proper administrator.
- Empty trash cans or remove the liners if they are soiled. Never reach in the can, always dump out. Wipe the outside of the can and replace the liners as needed.
- Clean out all the sanitary napkin receptacles from the girl's restroom.
- Using the Kaivac machine on the low-pressure setting and the chemical switch set to the appropriate position. Begin spraying from the top of the partitions down, starting at the far end of the restroom and working back towards the machine.
- Everything should be covered include door latches and soap dispensers.
- Be careful when there are hand dryers in the restroom as they have electrical connections.
- While this is the dwelling time (10 minutes) restock toilet paper and paper toilets. Reline the sanitary napkin receptacles, remove all graffiti, restock the soap and check ceiling for anything that should not be there.
- After the dwell time has expired use the Kaivac machine on high-pressure to wash everything to the floor. Spray from the top down and move away from the wall to avoid slashing the baseboard with dirty water.
- When everything is rinsed, use the Keivac to vacuum up the water.
- Clean the mirrors with glass cleaner and turn off the lights. Wiping the switch with pretreated microfiber towel.

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- Empty the dirty water in the Keivac and rinse the recovery tank before storing it for the night.

### Classroom Procedure

- Use the appropriate PPE. Gloves and mask should be worn while working.
- Enter the classroom, walking around gathering the large debris from the floor while noting if there are any maintenance related items or suspicious items that should be documented. (i.e. lights that are out, wet ceiling tiles, paint or flooring issues and etc.)
- Sanitize/disinfect tables, desk and all high-touch surfaces to include chairs and counters. A pretreated microfiber towel will be used and allow to dwell.
- Move to sanitizing/disinfecting other high-touch surfaces, to include but not limited to phones, doors, door handles and jams.
- Empty trash cans or remove the liners if they are soiled. Never reach in the can, always dump out. Wipe the outside of the can and replace the liners as needed.
- Dust mop or vacuum floor, wet mop and sanitize as needed.
- As you leave the classroom disinfect the light switches and door handle before locking the door and moving to the next room.

### Locker rooms Procedure

- Use the appropriate PPE. Gloves and mask should be worn while working.
- As you enter the locker room, clear the floor of large debris and put any loose articles of clothing in a single location near the coach's office. While checking for debris, look for any signs of vandalism (graffiti) or suspicious activity. Report any threats or suspicious items to the proper administrator.
- Empty trash cans or remove the liners if they are soiled. Never reach in the can, always dump out. Wipe the outside of the can and replace the liners as needed.
- Clean out all the sanitary napkin receptacles from the girl's locker rooms.
- Using the Kaivac machine on the low-pressure setting and the chemical switch set to the appropriate position. Begin spraying from the top of the partitions down, starting at the far end of the locker room and working back towards the machine.
- Everything should be covered include door latches and soap dispensers.
- Be careful when there are hand dryers in the locker room as they have electrical connections.
- While this is the dwelling time (10 minutes) restock toilet paper and paper toilets. Reline the sanitary napkin receptacles, remove all graffiti, restock the soap and check ceiling for anything that should not be there.
- After the dwell time has expired use the Kaivac machine on high-pressure to wash everything to the floor. Spray from the top down and move away from the wall to avoid slashing the baseboard with dirty water.
- When everything is rinsed, use the Keivac to vacuum up the water.
- Clean the mirrors with glass cleaner and turn off the lights. Wiping the switch with pretreated microfiber towel.
- Empty the dirty water in the Keivac and rinse the recovery tank before storing it for the night.
- Maintenance task should be noted as well since these areas are typically locations of high abuse.

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## Clinics Procedures

- Use the appropriate PPE. Gloves and mask should be worn while working.
- Since this is an area that has the high likelihood of BBP (Blood Borne Pathogens) it is important to use the proper PPE while cleaning the clinic (*See previous bullet point*)
- Enter the clinic walking through and gather any large debris from the floor and check the toilets for any leaks while flushing everything. While checking for debris, look for any signs of vandalism (graffiti) or suspicious activity. Report any threats or suspicious items to the proper administrator.
- Clean out all the sanitary napkin receptacles from the girl's restroom.
- Using the Kaivac machine on the low-pressure setting and the chemical switch set to the appropriate position. Begin spraying from the top of the partitions down, starting at the far end of the restroom and working back towards the machine.
- Everything should be covered include door latches and soap dispensers.
- Be careful when there are hand dryers in the restroom as they have electrical connections.
- While this is the dwelling time (10 minutes) restock toilet paper and paper toilets. Reline the sanitary napkin receptacles, remove all graffiti, restock the soap and check ceiling for anything that should not be there.
- After the dwell time has expired use the Kaivac machine on high-pressure to wash everything to the floor. Spray from the top down and move away from the wall to avoid slashing the baseboard with dirty water.
- When everything is rinsed, use the Keivac to vacuum up the water.
- Clean the mirrors with glass cleaner and turn off the lights. Wiping the switch with pretreated microfiber towel.
- The cots and high-touch surfaces should all be disinfected as well as the walls near the cots.
- Mop the floor daily.
- Disinfect all high-touch surfaces, to include but not limited to phones, doors, glass windows, door handles and jams.
- Empty trash cans or remove the liners if they are soiled. Never reach in the can, always dump out. Wipe the outside of the can and replace the liners as needed.

## Sanitizing and Disinfecting in Response to Covid-19 Procedures

### Covid-19 Response Deep-Cleaning before Occupancy

- Use the appropriate PPE. Gloves and mask should be worn while working.
- Sanitize all doors, door handles and jams. Disinfect with SDOC approved disinfectants ZD-3 and ZD-5, allowing the dwell time to expire.
- Sanitize all walls, light switches and fixtures of high-touch areas. Disinfect with SDOC approved disinfectants ZD-3 and ZD-5, allowing the dwell time to expire.
- Disinfect all computer keyboards, mouse, screens and other electronic devices use for instruction by using SDOC approved disinfectants ZD-3 and ZD-5 treated microfiber towel, allowing the dwell time to expire.
- Disinfect all restrooms and locker rooms with the Kaivac machine while using SDOC approved disinfectants ZD-3 and ZD-5, allowing the dwell time to expire. Following all restroom and locker room cleaning procedures.

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- Disinfect all phones, keypads and other electronic devices use by using SDOC approved disinfectants ZD-3 and ZD-5 treated microfiber towel, allowing the dwell time to expire.
- Disinfect stairwells with the Keivac machine while using SDOC approved disinfectants ZD-3 and ZD-5, allowing the dwell time to expire.
- Disinfect all gym bleachers, equipment and padding (floor and wall) by using SDOC approved disinfectants ZD-3 and ZD-5, allowing dwell time to expire.
- Disinfect all elevator buttons and walls, while using SDOC approved disinfectants ZD\_3 and ZD-5, allowing dwell time to expire.
- Disinfect the water fountains buttons and splash guards by using SDOC approved disinfectants ZD\_3 and ZD-5, allowing dwell time to expire. Rinse with water after wiped down.
- Use Electrostatic Sprayers with SDOC approved disinfectant after the deep cleaning has occurred.

### Daily Cleaning Measures with Covid-19 Guidelines

- Staff is to sanitize progressively during the schools operation hours in high-touch areas and surfaces, including but not limited to door handles, phones, panic bars, railings and light switches. Check hand soap, paper towel and sanitizer dispensers.
- Disinfect all door handles, panic bars, railings and light switches, by using SDOC approved disinfectants ZD-3 and ZD-5 treated microfiber towel, allowing the dwell time to expire.
- Auto scrub or mop hard surface floors with all-purpose clearers.
- Disinfect all clinics, bathrooms, classrooms, childcare and athletic areas by SDOC custodial standards. Disinfectant will use of SDOC approved disinfectants ZD-3 and ZD-5, allowing the dwell time to expire.
- Disinfect the water fountains buttons and splash guards by using SDOC approved disinfectants ZD\_3 and ZD-5, allowing dwell time to expire. Rinse with water after wiped down.
- Disinfect all hard surfaces furniture. Disinfect with SDOC approved disinfectants ZD-3 and ZD-5, allowing the dwell time to expire.
- Wipe all shared computer keyboards, mice and other electronic devices (printers/copiers) by using SDOC approved disinfectants ZD-3 and ZD-5 treated microfiber towel.
- Disinfect all shared phones, keypads and handsets use by using SDOC approved disinfectants ZD-3 and ZD-5 treated microfiber towel.
- Disinfect all gym equipment and padding (floor and wall) by using SDOC approved disinfectants ZD-3 and ZD-5.

### Sanitizing and Disinfecting per CDC Guideline when Positive Case Occurs

- Close areas used by the person who is sick, immediately. Place signs restricting access.
- Contact District Safety, Security and Emergency Management for further direction.
- Open outside doors and windows, using ventilating fans to increase air circulation in the area.
- Clean and disinfect all areas used by the person, following procedures **Covid-19 Response Deep-Cleaning before Occupancy.**
- Once the area has been appropriately disinfected, the area can be reopened for use.
- Students/staff without close contact with the person who is sick can return to school/work immediately after disinfection.

## **Cleaning and Sanitizing for a Healthier Osceola Schools**

- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue daily sanitation and disinfecting. This includes everyday practices that schools normally use to maintain a healthy environment.

### **Additional Responses to Covid-19**

- Training will be provided to all custodial staff.
- All custodial staff shall utilize SDOC provided PPE while working.
- Alcohol-based hand sanitizer dispensers have been installed in select locations on all campuses.
- Area emergency response team (Strike team) will be assembled when there is a known outbreak or infection.

## Cleaning and Sanitizing for a Healthier Osceola Schools

<b>NIGHTLY CLEANING CHECKLIST</b>	
<b>CLASSROOM/OFFICES</b>	
	Sanitize/disinfect desktops as well as high-touch surfaces
	Wipe down all stainless-steel/chrome fixtures
	Vacuum carpets/mop floors
	Clean whiteboards
	Empty pencil sharpener
	Remove all trash/recycling cans from rooms, sanitize/disinfect
	Sanitize/disinfect all doors and frames
	Sanitize/disinfect light switch and door handle
<b>RESTROOMS</b>	
	Clean HVAC vents
	Clean light fixtures
	Clean ceiling
	Clean/disinfect all wall tiles
	Clean all mirrors
	Sanitize all hand dryers
	De-scale and disinfect all toilet and sink fixtures
	Sanitize all toilet paper dispensers
	Sanitize paper towel dispensers
	Stainless steel polish all fixtures
	Empty and sanitize trash cans and sanitary containers

## Cleaning and Sanitizing for a Healthier Osceola Schools

SUMMER CLEANING CHECKLIST	
BLDG / RM #	
INITIAL/DATE	CLASSROOMS, OFFICES, HALLWAYS, MEDIA, ETC.
	Clean HVAC vents and intakes
	Clean light lenses and fixtures
	Sanitize all walls
	Clean all windows and blinds
	Sanitize/disinfect all doors and frames
	Clean baseboards
	Remove hard water stains, disinfect and stainless-steel polish all water fountains
	Sanitize/disinfect all desks and furniture
	Check/clean all closet areas that are accessible
	Remove all trash /recycling cans from rooms, sanitize/disinfect
	Vacuum and clean carpets
INITIAL/DATE	RESTROOMS
	Clean HVAC vents
	Clean light fixtures
	Clean ceiling
	Clean/disinfect all tile walls
	Clean all mirrors
	Sanitize all hand dryers
	De-scale and disinfect all toilet and sink fixtures
	Sanitize all toilet paper dispensers
	Sanitize paper towel dispensers
	Stainless steel polish all fixtures
INITIAL/DATE	FLOOR TILE
	Top scrub floors that don't need to be stripped. Mop and wax
	Strip and re-wax all other floors
INITIAL/DATE	MAINTENANCE ITEMS
	Replace light bulbs as needed
	Replace ceiling tiles as needed
	Touch up painting
	Replace HVAC filters as needed
	Submit work orders as needed