



CUSTODIAL OPERATIONS - ENHANCED CLEANING PROTOCOLS

ENHANCED CUSTODIAL CLEANING PROTOCOLS DUE TO DECLARED STATE OF EMERGENCY - COVID-19 PANDEMIC

The additional cleaning protocols listed below are designed to help mitigate the risks associated with COVID-19 contagion and are reasonable steps to keep the school campus safe. In addition, each site-based custodial team will work closely with their supervising administrator to address site specific custodial concerns. This document is based from the District’s Custodial Standards Manual ([BPS Custodial Standards](#)) and Board Policy 7420 - Sanitation & Housekeeping ([BPS Policy 7420](#)).

High Frequency Touch Surfaces

Custodial staff will increase the amount of cleaning and disinfecting school/ancillary buildings, **focusing on high frequency touch surfaces**. Each site-based administrator will direct their custodial team to identify and clean/disinfect all high frequency touch surfaces as often as possible (expected minimum twice daily) in all areas. Increased frequency of cleaning and disinfecting will help remove **germ load** (i.e. bacteria and viruses; including the *Novel Coronavirus*) and help prevent the spread of contagion. Below are some examples of high touch surfaces:

Doorknobs/handles/push bars	Faucets/sinks
Stair rails	Lockers
Desks/chairs	Computer keyboard/mouse (shared)
Light switches	Phones (shared)
Counter tops	Water fountains
Cafeteria tables/chairs	Elevator buttons
Toilets	Dispensers-soap, sanitizer, paper towel, etc.

Non-essential custodial operations (i.e. pressure washing, landscaping, touch-up painting, etc.) should be deferred to times of school intercession (i.e. winter break, spring break, & summer break). Administrative request for *porter services* (i.e. escorting site-visitors, receiving/assembling new furniture, etc.) should only be performed if/when core custodial objectives are stable. The Office of Central Custodial Services should be included if/when this becomes an issue.

Restrooms/ Clinics

Custodial staff will clean/disinfect all restrooms multiple times throughout the day (expected - twice daily, focusing on high frequency touch surfaces). Clinics will be cleaned/disinfected more often depending upon occupancy levels. Communication between clinic personnel, custodial staff, and administration is essential. Custodial staff will monitor restrooms regularly (expectation is every 2 hours while buildings are occupied) for cleanliness and ensure all paper and soap dispensers are adequately stocked throughout the day. Restrooms may be closed for short durations to accommodate this additional cleaning and disinfecting. The site-based administrator (with the guidance from the Florida Department of Health) may designate alternate areas (i.e. breezeway) to accommodate multiple student’s medial needs. Custodial staff shall closely

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coordinate with the school administration to ensure alternate areas are frequently cleaned in addition to standard bathroom and clinic locations.

Cafeteria

Custodial staff will clean/disinfect tables and chairs at the conclusion of each breakfast and lunch being served. Staff shall stand ready to spot-clean any areas during each lunch period (i.e. clean-up spilled food and drink). In addition, tables and chairs will be cleaned/disinfected after any additional use of the space such as meetings or special events. Solid waste (bagged in garbage cans) shall be transported away from the dining area as it is accumulated. It shall be placed into the school's enclosed dumpster prior to the conclusion of the school day.

Front Office/ Lobby

Custodial staff will clean/disinfect these areas focusing on high touch surfaces (counters, chairs, door handles/push bars) as often as possible throughout the day (expected minimum - twice daily).

Instructional (Classroom) Spaces

Custodial staff will clean/disinfect these areas daily with an added focus on high touch surfaces including desks, chairs, and doorknobs/handles. Site-based administration MAY approve additional cleaning/disinfecting by other employees (i.e. instructional staff, technology specialist, etc.) assigned to these spaces. Custodial staff will provide resources and training when/where requested.

Extracurricular Program Support (i.e. Clubs & Athletics)

As a practical means to allow select campus/building occupants to participate in the objective of building/campus sanitation (& germ spread prevention), the site-based administrator may instruct custodial staff to provide limited amounts of cleaning and disinfectant resources and specialized training to select groups of campus/building occupants.

Quality Control & Assurance

Each site-based administrator will work closely with their head custodian and assigned certified custodial trainer (from: Central Custodial Services Office) to communicate expectations and address site-specific concerns including appropriate scheduling of custodial staffs and tasks.

Master Certified Head Custodian (Site)

- * Create appropriate custodial schedule to ensure all tasks are completed
- * Conduct regular facility inspections
- * Provide training to custodial team
- * Ensure site is properly stocked with proper Personal Protection Equipment (PPE), paper products, and custodial chemicals

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Certified Custodial Trainer (Central Office)

- * Use prior Facility Custodial Assessment data to identify sites that might need additional training/assistance
- * Conduct site visits to review custodial effectiveness – provide feedback to site-based administrators (and if necessary, to district support offices)
- * Provide training/assistance to site-based custodial team
- * Conduct random testing (measures organic load/cleanliness of surfaces) with the use of a *CleanTrace Monitor*TM (*Adenosine Tri-Phosphate* assay: measuring relative light units)
- * Monthly monitor custodial staffing levels at each assigned school/site. And, request Central Custodial Services Office to coordinate additional cleaning support (i.e. *Custodial Strike Team*, or contracted services) for any/all sites experiencing a lag in performance related to significant gaps (i.e. illnesses, excessive absenteeism, position vacancies, etc.) in on-site cleaning staff.

Safe & Effective Disinfectant Use/ Process

When cleaning and disinfecting, BPS custodial staffs will use an [EPA List N](#) recognized emerging pathogen disinfectant approved for use during COVID-19. At least one of the following EPA approved disinfectants is available (via multi-year commodity term-contracting agreements) at each BPS facility for use by custodial staffs:

[Terminator \(Lonza Formulation S-21\)](#)

EPA#6836-75-559

[Quat \(HWS-64\)](#)

EPA#47371-131-559

EPA approved disinfectants, when applied according to the manufacturer's label, are effective for use against COVID-19. Alternative products should not be used unless approved by EH&S. Follow the instructions on the label for all cleaning and disinfecting products for concentration, dilution, application method, contact time, proper PPE as well as any other special considerations when applied.

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Safe Cleaning Buildings/Rooms Impacted by COVID-19 Presumptive & Confirmed-Case Occupant(s) [THIS SECTION SUBJECT TO CHANGE – BASED ON EVOLVING CDC GUIDELINES]

The following is based on contemporary *Centers for Disease Control guidelines*:

Site-based Administrators and Custodial Teams

- * Post temporary signage on the exterior of all doors leading into the impacted area(s) of the campus and circulate communications to all building occupants informing them of the temporary site condition as a means to prevent unauthorized access. Infection-impacted area(s) is/are defined by information provided by the District's Response Team (facilitated by the Office of Student Services).
- * Contact the Maintenance Department and schedule continuous air conditioning until the area has been cleared for re-occupancy.
- * Determine the date/time the area(s) were occupied by a person(s) with COVID-19 test results/illness. Plan to access and deep clean the spaces sometime after 24-hours have passed. Waiting at least 24-hours minimizes the cleaning crew's potential exposure to respiratory droplets and associated germs.
- * With the use of basic Personal Protection Equipment (PPE) for the cleaning products being used, access the impacted space(s) and clean any/all dirty surfaces using conventional custodial products (microfiber, soap & water). If/after clean, apply one of the District standardized liquid disinfectant products to all high frequency touch surfaces. Expedient best practice is to use a pressurized spraying appliance (i.e. handheld pump sprayer, powered misting machine, etc.). Allow adequate disinfectant contact dwell time (i.e. minimum 10-minutes). With the use of a multi-fold microfiber cloth, wipe all smooth high frequency contact surfaces. Contact the District's EH&S Department if the school-administration believes that additional custodial labor support is needed to deep clean impacted areas. This additional support will be provided when/where available and based on unique site conditions (i.e. shortage of site-based custodial staff, extensive impacted area, unique need for expedient turn-around time, etc.).

EH&S Department

- * Act as liaison between the District's Response Team (facilitated by the Office of Student Services) when presumptive or confirmed cases are reported.
- * Meet with site-based administration and custodial team and through a basic information intake, validate; secured/restricted access area(s), maximum ventilation of building(s), and adequate cleaning products and methods are/were used to disinfect the infection-impacted area(s). Otherwise, observe and assist with the cleaning and disinfection process.
- * Randomly select at least three (3) recently cleaned high frequency touch surfaces, and with the use of a *CleanTrace Monitor™*, collect/record organic load measurements. If any single sample collected is higher than *80 Relative Light Units (RLUs)*, than re-clean the entire affected area(s). Continue cleaning and testing until all samples are below 80 RLUs.
- * Notify the District's Response Team and the site-based administrator once area(s) is/are cleared and ready for re-occupancy (use).

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