

COVID-19 CLEANING PROTOCOLS

2020-21



Twinsburg City School District

...where the schools and the communities are one.

TWINSBURG, OHIO



Follow us @TwinsburgSupt

www.twinsburg.k12.oh.us

Our Mission

“Partnering with the community...
Providing excellent educational programs...
Preparing future-ready students.”



CUSTODIANS/ JANITORS



Classrooms

Make sure teachers are provided with all supplies needed daily. This includes:

- Hand sanitizer in every classroom and main area
- Bottle of quat-based disinfectant that is clearly labeled
- Microfiber towels that are replaced each week (only replenish if returned)
- Additional disinfectant, such as food safe disinfectant, can be made available upon request

Disinfect classrooms between class changes and after school based upon schedule approved by school administration.

Restrooms

Sanitize restrooms every two (2) hours or more during the school day based on the schedule approved by school administration. All high-touch areas should be sanitized which includes but is not limited to door handles, toilets, stalls and sinks.

Fully sanitize and clean restrooms after school. The specialized bathroom cleaning machine should be used for the after school cleaning.

In Hallways, Lockers and Common Areas

Disinfect common areas based on a schedule approved by school administration. All high-touch areas should be disinfected, which includes but is not limited to door handles, desks, chairs, and handrails. The mass mister should be used for the after school cleaning of these areas.

Dropoff, Pick-Up

Ensure designated doors are propped open at arrival and dismissal

Disinfect all high touch areas based on a schedule approved by school administration. This includes but is not limited to door handles and handrails.

All external doors shall be locked at all times.

Meetings and Conferences

Disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place

Disinfect and clean conference rooms each night

Health Services

Disinfect clinic based on schedule approved by school administration. All high-touch areas including but not limited to door handles, countertops, seating areas, rest areas and restrooms must be disinfected

Clean and disinfect the clinics completely after each day

Clean and disinfect the isolation area after students with potential COVID-19 conditions who utilize the area have left the building. An N-95 mask should be used for this procedure. Health Services personnel will alert Head Custodians when this is necessary.

Food Services

Provide lunch aides with a custodial cleaning cart. The cart should be equipped with:

- Food safe disinfectant bottles clearly labeled
- Microfiber towels
- Quat-based disinfectant bottles clearly labeled for spot cleaning
- Gloves upon request
- Trash and recycle bins

Remove trash daily from breakfast and lunch in the classroom.

Offices

Disinfect office based on schedule approved by school administration. All high-touch areas should be disinfected, which includes but is not limited to door handles, countertops, seating areas, desks and restrooms.

Each office staff member should receive:

- A quat-based disinfectant bottle that is clearly labeled
- Microfiber towels that should be replenished weekly if returned

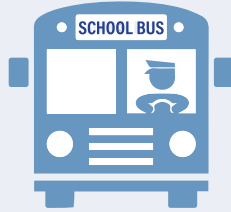
BUS DRIVERS, LUNCH AIDES & NIGHTLY CLEANING EXPECTATIONS



Bus Drivers and Aides

Disinfect each bus after each run using a quat-based disinfectant. All high touch points must be disinfected, which include but is not limited to bus seats, windows and handrails. It is the joint responsibility of the bus driver and bus aide to complete this task. The bus must be disinfected from the back of the bus to the front of the bus with the windows open.

Clean the bus using a schedule approved by the Transportation Supervisor.



Lunch Aides

- Clean the desktops utilizing the food safe disinfectant bottles and microfiber towels
- Spot clean the floors
- Notify custodian/janitor for clean-up of major spills
- Collect garbage pursuant to plan developed by the school administration



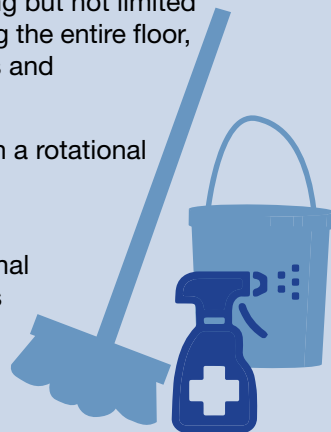
Nightly Disinfecting and Cleaning Expectations

At a minimum, after school, all areas shall:

- Have garbage emptied daily
- Have all high-touch areas disinfected, including but not limited to door handles, desks, chairs, countertops, seating areas, etc. At a minimum, the disinfectant sprayer should be used for the disinfection process.
- Have the floor at the very least spot mopped or spot vacuumed

Based on staffing available for the particular night, the following additional items should be completed in all areas:

- Cleaning services, including but not limited to mopping and vacuuming the entire floor, and cleaning desks, chairs and countertops
- A deep cleaning service on a rotational basis approved by school administration
 - This includes a rotational plan for cleaning vents



Teachers, Office Staff and other related staff members are kindly asked to assist in our daily cleaning process by:

- Stacking student chairs in the middle of the room on a daily basis. These chairs will be disinfected properly by the custodial/janitorial staff but will assist them in mopping/vacuuming the floor and ensuring that all desk surfaces are disinfected/cleaned properly, as well.
- Bringing garbage cans close to the door for easier emptying of the garbage.
- Picking up all large items off the floor that are not garbage. This immensely helps the custodial/janitorial staff in cleaning the floors quicker.
- Please keep all countertops and desktops clear of papers and other items. This helps our staff clean the countertops/desktops more thoroughly. Any papers/items left on the desk/countertops may be sprayed with disinfectant if not removed.
- Please make sure that all vents, such as unit vents are clear of any items. No items are allowed to be stored on top of the unit vents.

Did you know that for every two minutes saved in a classroom, the janitorial staff at Twinsburg High School is provided four hours of additional cleaning/disinfecting time? Thanks for doing your part in ensuring a clean and safe work environment for one another.

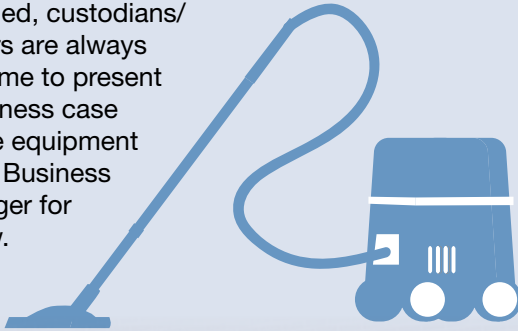
HVAC, CLEANING EQUIPMENT, & VOMIT PROTOCOL



Expectations for Cleaning Equipment

Custodians/Janitors will be provided access to:

- A disinfectant sprayer for use in classrooms and smaller common areas
- A mass mister for use in common areas and hallways/stairwells
- A restroom cleaning machine for daily deep cleaning of restrooms
- A vacuum for cleaning carpets
- Cleaning supplies, including but not limited to, mops, microfiber towels, disinfectant, etc.
- Other cleaning equipment is also available for specialized applications throughout the buildings. If a specific piece of equipment is needed and has not been provided, custodians/ janitors are always welcome to present a business case for the equipment to the Business Manager for review.



HVAC Expectations

Custodians will ensure that all filters are replaced as recommended, pursuant to a schedule approved by the District administration.



If a student vomits in the classroom or other space, the following protocols must be followed:

1. The students and teacher must be relocated to another location for 24 hours. These locations should be predetermined by the school administration in collaboration with the custodial staff of each building.
2. The custodial/janitorial staff shall place a sign on the door stating that the room is closed and that entrance is prohibited for 24 hours.
3. The custodial/janitorial staff shall deep clean and disinfect the room.
4. The custodial/janitorial staff shall wear N-95 masks while cleaning and disinfecting the room.
5. The 24 hours for the vacancy of the room starts after the room is fully disinfected and cleaned.





Board of Education

Mark Curtis, *President*

Tina Davis, *Vice President*

Angela DeFabio, *Member*

Rob Felber, *Member*

Adrienne Gordon, *Member*

Kathryn Powers, *Superintendent*

Martin Aho, *Treasurer/CFO*



Twinsburg City School District

...where the schools and the communities are one.

www.twinsburg.k12.oh.us

 Follow us @TwinsburgSupt