



Daily Cleaning Expectations – Hybrid Instruction (October 2020)

The daily guidelines outlined in this document shall replace our standard daily protocols during the current pandemic. Our weekly and monthly cleaning protocols shall remain the same.

Most importantly, all high touch surfaces must be cleaned (wiped) / disinfected at least once daily – These surfaces include: door knobs, handles and panic bars, stair railings, desks and chairs, cafeteria tables and chairs (by SNS), countertops, handrails, light switches, push-buttons on vending machines and elevators.

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, tops of filing cabinets, window sills, etc.).

Disinfectants

The NPSD currently uses two disinfectants, 3M HB 25 and Vital Oxide. Both of these disinfectants are classified as Non-Hazardous according to OSHA and meet the criteria as defined by the US EPA for effectiveness against COVID-19.

Our primary daily use disinfectant cleaner is 3M HB 25. This is to be used in spray bottles, buckets or in the refillable Everwipe Chem-Ready Wipe system. For disinfection, the surfaces should remain wet for 10 minutes. Ideally 3M HB 25 should be wiped off after application as the residue may be sticky.

Handheld electrostatic sprayers with Vital Oxide may also be used during the day on high touch surfaces and in bathrooms in addition to the daily disinfecting noted. The dwell time for vital oxide is also 10 minutes. This chemical does not need to be wiped off after application, but should have adequate time to dry prior to surfaces being touched.

Classrooms

1. Trash emptied / liners replaced.
2. Student desk tops & chairs cleaned / disinfected.
3. Sinks / fountains cleaned & disinfected.
4. Clean & disinfect high touch surfaces.
5. Dust room, including corners.
6. Floors – vacuum if carpets are present, dry mop hard floors and spot mop as needed. **If lunch is served in the classroom the floors must be wet mopped daily.**
Use carpet extractor if necessary after spills occur.
7. Window glass (interior door glass & sidelights) cleaned with 1L.
8. Window sills dusted.
9. Re-stock paper towels.
10. Re-stock hand soap if dispenser is present.
11. Re-stock hand sanitizer dispensers filled (if present).
12. Recycle paper bins emptied as needed.
13. Bathrooms cleaned & disinfected (if present).
 - Includes sinks and toilets. Floors wet mopped with disinfectant.
 - Use liquid enzymes in drains, if present.
 - Walls cleaned & disinfected.
 - Paper towel holders & soap dispensers cleaned & disinfected.
 - Door handles cleaned & disinfected.
 - Mirrors cleaned using 1L.
 - Re-stock toilet paper

Special Ed. / Sensory Classrooms

1. Trash emptied / liners replaced.
2. Tables cleaned & disinfected.
3. Sinks cleaned & disinfected, if present.
4. Clean & disinfect high touch surfaces.
5. Clean & disinfect equipment, mats, etc.
6. Dust room, including corners.
7. Floors – vacuum if carpets are present, dry mop hard floors and wet mop.
8. Window glass (interior door glass & sidelights) cleaned with 1L.
9. Window sills dusted.
10. Re-stock paper towels.
11. Re-stock hand soap if dispenser is present.
12. Re-stock hand sanitizer dispensers filled (if present).

Cafeteria / Gymnasium (used for lunches)

1. Trash emptied / liners replaced during and after lunch service.
2. Cafeteria to be tables cleaned & disinfected by School Nutrition Services staff.
3. Sinks / water fountains cleaned & disinfected.
4. Clean & disinfect high touch surfaces.
5. Floors – pick up large debris, dry mop and wet mop daily or run autoscrubber.
6. Window glass (interior door glass & sidelights) cleaned with 1L.
7. Window sills dusted.
8. Re-stock hand sanitizer dispensers filled (if present).

Kitchens

1. Trash emptied / liners replaced.
2. Sweep and wet mop floors.
3. Clean & disinfect high touch surfaces.
4. Window glass (interior door glass & sidelights) cleaned with 1L.
5. Bathroom surfaces cleaned & disinfected.
6. Re-stock paper towels and toilet paper @ bathroom.

Note: SNS to clean & disinfect kitchen equipment.

Special Area Rooms

Clean & disinfect high touch surfaces in all areas.

1. **Nurse's Suite & Isolation Rooms** – clean & disinfect tables, chairs, counters, cabinets, sinks and clean window glass. Dry mop and wet mop floors with disinfectant.
2. **Faculty Rooms / Lounges** – clean & disinfect tables, chairs, counters, front of fridge, vending machines. Dry mop & wet mop floors.
3. **Main Office** – vacuum, dust window sills, clean & disinfect desks, tables, cabinets and clean glass (interior door glass & sidelights).
4. **Front Lobby** – vacuum or dry mop floors, clean inside and outside of glass (not glass that is needed to be reached by a ladder).

Gang Bathrooms / Staff Bathrooms / Locker Rooms (if used)

1. Trash and sanitary bins emptied daily and liners replaced. Empty periodically if necessary.
2. All toilet room fixtures cleaned and disinfected. This includes sinks, toilets and urinals. Clean behind and on the bottom of the toilets, also get floor behind toilets.
3. Floors wet mopped with disinfectant.
4. Use liquid enzymes in drains.
5. Walls and stalls cleaned & disinfected.
6. Benches cleaned & disinfected in locker rooms.
7. Paper towel holders & soap dispensers cleaned & disinfected.
8. Door handles cleaned & disinfected.
9. Mirrors cleaned using 1L.
10. Re-stock paper towels and toilet paper.
11. Re-stock hand soap if dispenser is present.

Note: Gang bathrooms shall be periodically inspected during the day. Accidents shall be cleaned up as normally would occur.

Corridors, Lobbies, Stairwells

1. Ensure nothing is blocking the path of the halls, exit areas and stairwells (tripping hazards, fire code issues). Ensure areas coming in to the main lobby (outside) are neat and free of debris.
2. Floors - dry mopped, including any entrance rugs in lobbies and vestibules. Spot mopped daily. Tiled halls buffed monthly or as needed.
3. Clean & disinfect high touch surfaces (door handles, push plates, hand rails, etc.).
4. Window sills dusted. There should be no cobwebs.
5. Window glass cleaned – including Lobby and exit doors inside and out.
6. Furniture in main lobby (if any) kept clean / dusted and arranged neatly.
7. Dust fire alarm bells and fire extinguishers.
8. Clean & disinfect Water Fountains.