

Facility Cleaning Methods and Considerations

Cleaning Considerations

Richfield Public Schools has prepared in-depth cleaning practices to prevent the exposure of COVID-19. Key elements include:

- Teachers and students will utilize a mild soap and water mixture to assist with cleaning student desks and countertops.
- Custodial employees will utilize Bioesque Botanical Disinfectant Solution, which is an approved disinfectant on EPA List N.
- Product dwell times can be up to 10 minutes.
- The Safety Data Sheet (SDS) states that required Personal Protective Equipment (PPE) includes chemical resistant gloves, safety goggles, and where engineering controls do not maintain airborne concentrations below recommended exposure limits, respiratory protection.
- The SDS is available to staff on the Facilities and Safety webpage on the Richfield Public Schools website
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know. Records are in the district office.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment.

Door hangers will be present on each door to note whether rooms were used/dirty or not used/clean. Custodial staff will change the door hangers to “clean” once the room has been cleaned for the day.

Routine Cleaning

The Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC) recommend routine cleaning and disinfection occur to assist in prevention of the virus spread. The District accomplishes this through routine cleaning of high touch points as listed below, per CDC guidelines.

Internal custodial staff who complete routine cleaning follow these recommendations:

1. Wear chemical-resistant gloves.
2. If the surface is visibly dirty, clean using soap & water.
3. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
4. Use a garbage bag for your waste. When full, place garbage in the dumpster.
5. Remove gloves, then wash hands thoroughly with warm water and soap for at least 20 seconds.

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
COMMON AREAS			
Main Entrance/Vestibule Door Handles & Electronic Door Assist Buttons	2+ Times/Daily	Throughout the day, after Lunch, after student dismissal	Clerical, Teaching and Custodial Staff
Main Office Door Handles			
Bottle Fillers			
Check-in Counters/Front Office Counters			
Handrails			
Buttons: Elevator, Vending Machines, cash input/output surfaces, etc.			
Tables/Chairs in Commons Areas			

MAIN OFFICES, DISTRICT OFFICES & TEACHERS LOUNGES			
Door Handles - Indoors and Outdoors	Once Daily	After Student Dismissal	Clerical and Custodial Staff
Conference Room Tables			
Desks			
Chairs (Armrests, Backs, etc.)			
Phones and Computers			
Break Room Tables, Chairs, Appliances, Appliance handles, Doors, Cabinet Pulls, etc.			

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
GENERAL CLASSROOMS			
Door Handles and all touch points	1+ Daily	Throughout the day, before student dismissal and end of day	Teachers, Students and Custodial Staff
Door Frames			
Light Switches			
Tabletops			
Desks			
Chairs (Armrests, Backs, etc.)			
Cabinet Handles/Knobs			
Sinks and surrounding			

BATHROOMS			
All Faucets and Knobs on Sinks	2+ Times Daily	Throughout the day, after lunch and after student dismissal	Custodial Staff
Sink and surrounding high touch areas			
Toilet Flusher			

Toilet/Bowl			
Toilet Tissue Holder			
Stall Doors high touch areas			
Mirrors			
Soap Dispensers			
Handles on Main Door Inside/Outside			
All Accessible Grab Bars			
Hand Dryers/Paper Towel Dispensers			
SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
GYMNASIUM			
Entrance Door Handle	Once Daily	After Student Dismissal	Custodial Staff
Shared Equipment/Used Equipment Bin			

Lunch Clean Up

Students will be eating lunch in the classroom.

1. Students will empty their food waste in the large barrels located in the hallway, outside of the classroom.
2. Teachers will assist by spraying the desks and counters with the provided mild soap and water solution.
3. Students will assist by wiping their desk, table or counter by using a provided paper towel.

Cleaning with Suspected or Confirmed Case of COVID-19

MDH and CDC recommend additional cleaning measures take place should there be a known or suspected COVID-19 case within the building. Cleaning occurs in all locations where that person was

present. The CDC recommends proceeding with regular cleaning if you receive this information seven days or more since the person has been in the building.

Custodial staff complete the cleaning sequence below if there is a suspected or confirmed case:

1. Vacate the area. Leave windows open for circulation, if feasible.
2. Allow the space to ventilate for at least 24 hours or more, if feasible, before cleaning.
3. Wear chemical-resistant gloves, eye protection and clothing coverings
4. If the surface is visibly dirty, clean using soap & water.
5. Disinfect surfaces using disinfectant provided and paper towels and/or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
6. Use a garbage bag for your waste. When full, place garbage in the dumpster.
7. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds. Clothing coverings should be removed immediately after cleaning/disinfecting and placed in an airtight plastic bag; these items can be laundered later.

Special Cleaning Considerations:

Toys

During this time, toys in classrooms that cannot be cleaned and sanitized will not be used. After toys are used, they are placed in a separate bin and cleaned by classroom staff. Toys will be disinfected in the following ways:

Clean with water and detergent, rinse, sanitize with an Environmental Protection Agency (EPA)-registered disinfectant, rinse again, and air-dry.

Clean in the dishwasher, sanitize with an -registered disinfectant, rinse again, and air dry.

Clean in the dishwasher using an EPA-registered disinfectant in the dishwasher.

Porous Surfaces

During this time, unnecessary rugs and other porous objects should be removed from classrooms. Other porous surfaces may include chairs, furniture, rugs, linens, clothing, etc. If porous surfaces do need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves
- Transport laundry in disposable garbage bags when possible OR clean and disinfect the method of transportation
- Do not shake laundry out
- Wash on hottest water setting with regular detergent
- Dry thoroughly

Heating Ventilation and Air Conditioning (HVAC)

- All classrooms have fresh air exchange ventilation systems
- Fresh air exchange rate
- Air filters will be changed every 3-6 months

Transportation

Vehicles and buses used to transport staff and students need to be cleaned after every trip. The district's cleaning method will be used. Bus drivers will receive training on proper cleaning practices and will be provided with cleaning supplies and PPE.