

Appendix G

Appendix G

Critical Area of Operation #7 - Facilities Cleaning Practices


Appendix G includes the locally developed protocols addressing or exceeding the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.g.

Working together with the local health department, the CDC, NJDOH, and the NJDOE, schools have an important role in maintaining a healthy and safe learning environment for all students and staff. By nature, schools are social communities. Therefore, it is imperative to the mitigation of the virus that Washington Township Schools develop coordinated strategies for sanitizing their facilities when students and staff are present, and when they are not.

During the Normal Operating Hours of the School Day:

Common Areas/Classrooms

- ✓ The custodial staff will utilize an approved EPA disinfectant, with minimal dwelling time (time to eliminate germs and evaporate), to sanitize high touch zones such as, but not limited to: handrails, doorknobs, light switches, copy machine touch pads, counter tops, phones, keyboards in communal locations, walls, and lockers.
- ✓ Student Bathrooms: The custodial staff will utilize an approved EPA disinfectant with minimal dwelling time to sanitize the student bathrooms while school is in session (toilet handles, faucets, doorknobs, stall locks, etc.)
 - Documentation will be maintained to indicate date, time of cleaning/disinfection.
 - Elementary Level: Bathrooms in classrooms will be wiped at various times of the day. Bathrooms in hallways will be sanitized using the electrostatic sprayer.
 - Middle School Level: Bathrooms will be cleaned during alternating class period cleaning schedule (ex. Girls bathrooms, 1, 3, 5, 7 and Boys bathrooms, 2, 4, 6, 8) daily.
 - High School: Bathrooms to be cleaned throughout the day on a rotating basis.
- ✓ Faculty Bathrooms: The custodial staff will sanitize the faculty bathrooms (toilet handle, faucet, doorknobs, etc.) empty the trash cans two times per day, while teachers are in the building. The sanitation sign should be initialed so staff can see the time it was cleaned and by whom it was cleaned.


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- ✓ Trash cans in the student bathrooms should be emptied and cleaned using the same sanitizing schedule detailed above. Frequent emptying of trash receptacles will dispose of used sanitizing wipes, tissues, and any other material that may contain bodily fluid or respiratory droplets.
 - ✓ The daytime custodian should clean/disinfect the school health office and alternate sick bay area several times a day or upon request by the School Nurse. The custodial staff will use district provided PPE when cleaning health office/sick bay areas.
 - ✓ The custodian will circulate through the main office and common areas to sanitize high touch zones and empty the trash receptacles.
 - ✓ After students and staff have arrived to school, the custodian will sanitize high touch zones.
 - ✓ Office areas will be equipped with sanitizing wipes for surfaces and hand sanitizer.
 - ✓ At the secondary level, classrooms will be equipped with sanitizing wipes and hand sanitizer. At the conclusion of a class period, students will be asked to wipe their assigned area and sanitize hands prior to leaving the classroom. Students entering will have the option to use a sanitizing wipe to clean their designated work space and will be prompted to sanitize hands when finished.

Water Fountains/Fill Station

- ✓ Water Fountains will be turned off.
- ✓ Students may use filling stations where available.
- ✓ Students will be permitted to bring water bottles to school.

After School Hours:

- ✓ In addition to routine cleaning procedures, a high-powered electrostatic sprayer and approved product with a dwell time of 20-30 minutes will be used nightly for deep sanitization of classrooms.
- ✓ Custodians should focus on high touch areas in each of their individual zones including but not limited to bathrooms (toilets, toilet handles, faucets, soap dispenser, etc.), doorknobs, desks and tabletops, chairs, light switches, walls, and lockers.
- ✓ Vacuum all carpeted areas of the building.
- ✓ Health Office/Sick Bay (Isolation) Area: Sanitize all areas including but not limited to the curtain dividers, beds, doorknobs on the interior and exterior of the doors, the bathroom (toilet handle, faucet, soap dispenser, etc.) desks, chairs, exam tables, countertops, phones, receivers, and number pads.

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- ✓ Main Office: Sanitize phones (receivers, keypads, etc.), keyboards, counter tops, doorknobs, copy machine touch pad, refrigerator handle, Envoy checking-in iPad station.
 - ✓ The elevator should be sprayed every evening with sanitizer. (buttons, walls, and door -interior and exterior).
 - ✓ The doors that were designated as exit doors should be sprayed and sanitized nightly.
 - ✓ Teachers will be asked to leave the building no later than their normal sign out time to allow for proper disinfection of the buildings each evening.

Trash Cans: Trash cans should be emptied as often as possible to reduce a build-up of germs.

High Traffic areas such as the Nurse's office, main office, attendance office, and school counseling offices, should be sanitized to ensure there is no buildup of germs.

IV. Custodial Staff

- ✓ All custodial staff will be provided with appropriate PPE and training for proper use of PPE while cleaning.
- ✓ The custodial staff will store all cleaning supplies in a responsible and appropriate manner according the label.
- ✓ Custodial staff are required to wear gloves and a face covering when in district facilities.
- ✓ All custodial staff should practice social distancing while working, follow proper preventative hygiene and respiratory etiquette.
- ✓ Custodial staff will close off areas of the school and/or office spaces if a student, teacher, staff member, or administrator is presumed to have COVID-19. They will delay their cleaning and disinfection per the CDC/NJDOH guidelines to reduce exposure to respiratory droplets. They will open outside doors and windows to increase air circulation in the affected area.