

Cleaning Procedures for COVID-19

CLEANING (ALL SCHOOLS/BUILDINGS)	ROUTINE CLEANING	ENHANCED CLEANING
	Daily	Weekly or As Needed
Read and follow directions on the labels of disinfectants and cleaning products to ensure safe and effective use. Employees must use proper PPE when cleaning.	X	X
Only use J-fill dilution dispensing system for Virex II (disinfecting solution)	X	X
When cleaning any room ensure cleaning is done from top to bottom. Wipe/scrub down all surfaces/touchpoints, use disinfectant chemical Virex II: <ul style="list-style-type: none"> Counters - wipe entire top, sides and kickplate Doorknobs - wipe all cabinet door knobs, doors inside/outside Doorways - wipe/scrub entire door inside/outside top to bottom Door handles - wipe/scrub all door handles Light switches - wipe/scrub 3-foot area around switch and switch cover Railings - wipe/scrub railing all the way around, remove heavy build up Handrails - wipe/scrub railing all the way around, remove heavy build up Partitions - wipe/scrub entire partition – use restroom machine Walls/lockers - wipe/scrub all walls and lockers in high traffic areas Desks - wipe/scrub student desks inside and out including legs Tables - wipe/scrub student tables inside and out including legs Electronics - wipe all telephones, keyboards, keypads, printer buttons and copiers 	X	X
Sweep and wet-mop floors to be cleaned.	X	X
Sweep and wet-mop floors all floors with Virex II.		X
Sweep/vacuum all walk off mats, flip over and mop with Virex II, let air dry, flip over and put in correct position only when it is dry.		X
Vacuum carpeted areas. Clean with carpet cleaner supplied by Custodial Services.	X	X

CLEANING (ADDITIONAL FOR RESTROOMS)	ROUTINE CLEANING	ENHANCED CLEANING
	Daily	Weekly or As Needed
Wipe/scrub down all surfaces/touchpoints, use disinfectant chemical Virex II: <ul style="list-style-type: none"> • Wipe light switches - wipe/scrub 3-foot area around switch and switch cover • Wipe down doors - wipe/scrub entire door inside/outside top to bottom 	X	X
<ul style="list-style-type: none"> • Wipe doorknobs - wipe/scrub all door handles • Clean ceilings • Use restroom machine to spray down walls and floors • Wipe all walls • Clean all fixtures - urinals, toilets, faucets and faucet handles • Clean all toilet and urinal partitions - including doors, levers and slides • Wipe all dispensers and refill • Remove trash and replace can liner • Sweep floor • Scrub floor with scrub brush using Virex II • Mop floor back to front using Virex II 	X	X
<ul style="list-style-type: none"> • Wipe/spray all walls down using Virex II - use scrub brush, doodle bug, restroom machine • Clean all fixtures with Virex II - scrub with cream cleanser and green pad, rinse well with fresh water then wipe with towel when done • Clean partitions - top to bottom scrub with brush, doodle pad or restroom machine • Clean/wipe/scrub trash can inside and outside 		X