

FALL 2020

**Reconnect.**  
**Reopen.**  
**Stay Safe.**



## Cleaning Procedures For COVID-19

CLEANING (ALL AREAS)	ROUTINE CLEANING	ENHANCED CLEANING	DEEP CLEANING
	Daily	Between Cohorts (Wednesdays & Fridays)	Following a confirmed case of coronavirus at a school/site
Close off area to be cleaned.			X
Wait twenty-four (24) hours or as long as feasible before you clean or disinfect.			X
Read and follow directions on the labels of disinfectants and cleaning products to ensure safe and effective use. Employee must use proper PPE when cleaning.	X	X	X
Only use J-fill dilution dispensing system for Virex II 256 or Oxivir.	X	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 256 or Oxivir: <ul style="list-style-type: none"> <li>- Counters - wipe entire top, sides and kickplate</li> <li>- Doorknobs - wipe all cabinet door knobs, doors inside/outside</li> <li>- Doorways - wipe/scrub entire door inside/outside top to bottom</li> <li>- Door handles - wipe/scrub all door handles</li> <li>- Light switches - wipe/scrub 3-foot area around switch and switch cover</li> <li>- Railings - wipe/scrub railing all the way around, remove heavy build up</li> <li>- Handrails - wipe/scrub railing all the way around, remove heavy build up</li> <li>- Partitions - wipe/scrub entire partition – use restroom machine</li> <li>- Walls/lockers - wipe/scrub all walls and lockers in high traffic areas</li> <li>- Desks - wipe/scrub student desks inside and out including legs</li> <li>- Tables - wipe/scrub student tables inside and out including legs</li> <li>- Electronics - wipe all telephones, keyboards, keypads, printer buttons and copiers</li> </ul>	X	X	X

# Cleaning Procedures

For COVID-19

CLEANING (ALL AREAS CONTINUED)	ROUTINE CLEANING	ENHANCED CLEANING	DEEP CLEANING
	Daily	Between Cohorts (Wednesdays & Fridays)	Following a confirmed case of coronavirus at a school/site
Sweep and wet-mop floors to be cleaned.	X		
Sweep and wet-mop floors all floors with Virex II 256.		X	X
Sweep/vacuum all walk off mats, flip over and mop with Virex II 256, let air dry, flip over and put in correct position only when it is dry.		X	X
Vacuum carpeted areas. Clean with carpet cleaner supplied by Custodial Services.	X	X	X
Use electrostatic sprayer to spray/treat all surfaces and touchpoints. Place covers over HVAC return before spraying.			X
Ten (10) minutes after electrostatic spraying/treating, use fresh, clean water to wipe down all desks and table tops where students and teachers sit.			X
After deep cleaning procedures have been completed, area can be reopened.			X
Notify your Custodial Area Manager when deep cleaning has been completed.			X

## RESTROOMS

CLEANING (ADDITIONAL FOR RESTROOMS)	ROUTINE CLEANING	ENHANCED CLEANING	DEEP CLEANING
	Daily	Between Cohorts (Wednesdays & Fridays)	Following a confirmed case of coronavirus at a school/site
Wipe/scrub down all surfaces/touchpoints, use disinfectant chemical Virex II 256 or Oxivir: - 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	X

# Cleaning Procedures

For COVID-19

CLEANING (RESTROOMS CONTINUED)	ROUTINE CLEANING	ENHANCED CLEANING	DEEP CLEANING
	Daily	Between Cohorts (Wednesdays & Fridays)	Following a confirmed case of coronavirus at a school/site
<ul style="list-style-type: none"> <li>- Wipe doorknobs - wipe/scrub all door handles</li> <li>- Clean ceilings</li> <li>- Use restroom machine to spray down walls and floors</li> <li>- Wipe all walls</li> <li>- Clean all fixtures - urinals, toilets, faucets and faucet handles</li> <li>- Clean all toilet and urinal partitions - including doors, levers and slides</li> <li>- Wipe all dispensers and refill</li> <li>- Remove trash and replace can liner</li> <li>- Sweep floor</li> <li>- Scrub floor with scrub brush using Virex II 256</li> <li>- Mop floor back to front using Virex II 256</li> </ul>	X	X	X
<p>Wipe/spray all walls down using Virex II 256 - use scrub brush, doodle bug, restroom machine</p> <p>Clean all fixtures with Virex II 256 - scrub with kream cleanser and green pad, rinse well with fresh water then wipe with towel when done</p> <p>Clean partitions - top to bottom scrub with brush, doodle pad or restroom machine</p> <p>Clean/wipe/scrub trash can inside and outside</p>		X	X

## FITNESS AREAS/PLAYGROUND EQUIPMENT

CLEANING (ADDITIONAL FOR FITNESS/OUTDOOR)	ROUTINE CLEANING	ENHANCED CLEANING	DEEP CLEANING
	Daily	Between Cohorts (Wednesdays & Fridays)	Following a confirmed case of coronavirus at a school/site
Spray playground equipment down with Virex II 256 using sprayers provided by the district.	X	X	X