



We Are **NM**

NMRSD COVID-19 CUSTODIAL DEPARTMENT SCHOOL YEAR CLEANING/DISINFECTING ACTION PLAN

CORONAVIRUS (COVID-19)

COVID-19 is a respiratory illness that can spread from person to person. A novel coronavirus called SARS-CoV2 is the cause of COVID-19 and the outbreak was first recognized in China in December 2019. The clinical spectrum of COVID-19 ranges from mild disease with non-specific signs and symptoms of acute respiratory illness to severe pneumonia with respiratory failure. Frequent reported signs and symptoms include fever, cough, fatigue, and shortness of breath at illness onset (American College Health Association, 2020).

Many of the below-stated building cleaning measures are what is regularly performed on a daily basis throughout the year to combat the spread of colds and flu. However, in response to the pandemic, we are coordinating resources and supplies for additional preventive cleaning/disinfecting.

Disease Prevention Facilities Custodial Cleaning Plan

Purpose: To set forth the district plan for cleaning buildings to prevent the spread of disease.

Objective: Prevent the spread of disease to students, staff, volunteers, and community members through frequent, effective, and safe cleaning and disinfecting procedures in district buildings.

Scope: Applies to all buildings, offices, and programs

Routine cleaning will be performed on a daily basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all classrooms, desks and chairs, offices, restrooms, floors, emptying trash, and other building based tasks. Kitchen and cafeteria area cleaning and disinfecting will be performed by the Food Service Department staff.

A deep cleaning utilizing all available disinfecting tools (spray bottles of disinfectant, electrostatic micro-mist devices) will occur on the chosen off day during the week. Deep cleaning defined as all classrooms, cafeteria.

Routine high touch point cleaning:

High touch point surfaces will be disinfected a minimum of 2 times per day by day shift staff. Night shift custodial staff will perform more substantial disinfection of all surfaces using electrostatic sprayers, as stated above. High touch point surfaces include the following areas:

- Desks/Chairs
- Sink Faucets
- Phones
- Door Push Plates
- Water Fountains
- Locker Combos
- Refrigerator Door Handles
- Stair Railings
- Fitness Center Weights/Bars
- Vending Machines
- Dispensers
- Pushbuttons
- Shared remotes
- Outdoor high touch play areas (daily)
 - Staff and single-use restrooms will be cleaned once daily or as needed
 - Trash receptacles emptied once daily with a new liner inserted
 - Isolation room(s) serviced on an on-call basis
- Door Knobs and Handles (interior/exterior)
- Flush Handles
- Mask break areas
- Door Panic Bars
- Light Switches
- Gym Locker Combos
- Plexiglass dividers
- Fitness Center Machinery
- Copier/Printer and Fax Controls
- File Cabinet/Drawer Handles
- Shared items (toys, etc.)
- Countertops

Staff Requirements: Remove all non-essential items and non-school related items. Basic daily housekeeping (keeping tidy workspace) is essential to assist the cleaning and sanitizing process.

All custodial staff will follow proper PPE (masks, gloves) and chemical/cleaning protocol.

To ensure daily cleaning and disinfection standards are met and to ensure the safety of all students and staff members, we will be asking all staff to immediately report any area to be found unsatisfactory to the Facility Department at (978) 743-4986 or aroyer@nmrsd.org.

Chemicals: NMRSD utilizes the Diversey Green Cleaning Products dispensing system. Main cleaning and disinfecting chemicals are as follows:

Crew Bathroom Cleaner

Glance Glass Cleaner

Stride Neutral Cleaner

Alpha HP Multi-Surface Cleaner

Oxivir TB Disinfectant Spray

Virex Disinfectant Cleaner and Deodorant

All classrooms will have spray sanitizer and paper towels available.

HVAC: HVAC systems will be operated to CDC and DESE recommended percentage of fresh air make-up and set per those specifications. NMRSD has always maximized the use of fresh air changes in their schools dependent on ambient weather conditions. All air filters are changed on a regular basis and will be upgraded to MERV filters once delivered. We will be adding in extended run time to univents and air handlers before occupants arrive to flush all buildings.

Summary: The overriding purpose for these processes is to protect the health of students, staff, and the public. Implementation of the cleaning procedures must be done with safety and transparency in mind for all stakeholders.

Please keep in mind that the situation is rapidly evolving and the operational plans will continue to be modified as needed.

