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Proper Cleaning/Disinfecting Plan & Procedures

I. Day Shift Custodial

A. Routine Cleaning Responsibility

1. Day Shift Custodial Staff will be required to continue with routine sanitizing procedures, as a means to keep the buildings/facilities clean of unnecessary build up.
 - a. Day Shift Standard Cleaning efforts shall include but are not limited to the following tasks:
 - Dust mopping/sweeping Hallway floors
 - Wet mopping/spot mopping floors
 - High/low dusting of all ledge points outside of occupied classrooms
 - Misc. litter management inside/outside of buildings and immediate grounds
 - Trash/garbage bin management (to include bathrooms) inside/outside of buildings and immediate grounds
 - Cleaning of door/window glass (to include physical barriers related to COVID-19; polycarbonate)
 - Bathroom inspections and product inventory/replacements

- Water fountain sanitization/disinfection
- Stairwell hand rail sanitization/disinfection
- Panic bar/door hardware/handles/knob sanitization/disinfection

B. Disinfection

1. Day Shift Custodial Staff will be required to maximize disinfection efforts, within the building/s that they are stationed, via products/solutions approved by the Supervisor of Buildings & Grounds and/or the Business Administrator and provided by the Kenilworth Board of Education.
2. Specific “kill claim” guidelines and application instructions, per product/disinfectant, **MUST** be adhered to in order for the solution being used to be effective. Training of kill claims/dwell times will be provided to staff, as necessary. If a staff member is uncertain/unaware of said information, they are encouraged to contact their direct supervisor before utilizing.

a. *For example: (disinfectant product commonly used within the KBOE)*

Enviro Solutions 64H Neutral Disinfectant Cleaner

EPA REG. NO. 1839-169-68138

“...For heavily soiled areas, a pre-cleaning step is required. Apply solution with a cloth, mop, sponge, hand pump trigger sprayer or low pressure coarse sprayer so as to wet all surfaces thoroughly. Allow the surface to remain wet for 10 minutes, then remove excess liquid.” - Product label

3. Common (as well as uncommon) touch point surfaces are mandated to be disinfected on a regular basis throughout each shift.
 - a. Touch point surfaces that require disinfection attention, regularly, include but are not limited to the following:
 - Stairwell hand rails
 - Water fountains
 - Door/window glass
 - Window levers/knobs
 - Door handles/knobs (to include bathroom stalls)
 - Door panic bars
 - Bathroom fixtures; faucets, dispensers, flush valves, etc.
 - Countertops throughout
 - Tables/desktops
 - Misc. shelving/ledges throughout (to include window sills)
 - Lockers; doors and handles/latches
 - Chair arm rests/chair backs
 - Hand tools/custodial equipment
 - Electronic equipment (TBD with I.T. Dept.)
 - Phones

- Switches/buttons (to include light switches and key pad buttons)
 - Thermostats
 - Physical barriers
4. Each individual and/or gang style bathroom (within the building) should be checked for inventory (products/material) and fully disinfected at least once, during a shift (twice daily at a minimum; day shift/night shift). To accomplish this, the bathroom (being worked in) should be shut down/taken out of service to the public until safe dwell/dry times have been met.
 - a. A log book/sheet has been created for record keeping purposes. Daily disinfection efforts of these locations should be documented.
 5. Each individual and/or ADA compliant double water fountain (within the building) should be checked and fully disinfected at least once, during a shift. To accomplish this, the fountain (being worked on) should be shut down/taken out of service to the public until safe dwell/dry times have been met.
 - a. Alterations to fountain operations may be made (TBD), limiting units to provide water bottle filling capabilities only.
 6. Disinfectant wipes may be used (if/when available or supplied) as an acceptable product for disinfectant use.
 - a. Please keep in mind that surface wipes are not to be used as a hand sanitizer and should be used with appropriate PPE; i.e. hand gloves.
 7. Wearing disposable gloves to clean/disinfect is a strongly suggested practice.

C. Electrostatic Disinfection

1. The Custodial Staff will have a choice between multiple brands/styles of electrostatic disinfection equipment, which utilize specific disinfectant solution/s (listed below);
 - a. Protexus pistol and/or backpack type sprayer
 - i. Disinfectant utilized: Bioesque (most common/recommended) or BuTab 6S
 - b. Victory pistol and/or backpack type sprayer
 - i. Disinfectant utilized: Bioesque (most common/recommended) or BuTab 6S
2. A COVID-19 Case Log books will be utilized to record/document and track how often rooms/offices are being electrostatically disinfected.
3. It is strongly recommended that while using electrostatic equipment, the applicator also utilize the necessary Personal Protective Equipment (PPE); gloves, face mask, safety glasses/face shield, gown/Tyvek suit (if/when available), etc.

II. Night Shift Custodial

A. Routine Cleaning Responsibility

1. Night Shift Custodial Staff will be required to continue with routine cleaning procedures, as a means to keep the buildings/facilities sanitized and clean of unnecessary build up.
 - a. Night Shift Standard Cleaning efforts shall include but are not limited to the following tasks:
 - Dust mopping/sweeping Hallway floors
 - Wet mopping/spot mopping floors
 - High/low dusting of all ledge points outside of occupied classrooms
 - Misc. litter management inside/outside of buildings and immediate grounds
 - Trash/garbage bin management (to include bathrooms) inside/outside of buildings and immediate grounds
 - Cleaning of door/window glass (to include physical barriers related to COVID-19; polycarbonate)
 - Bathroom inspections and product inventory/replacements
 - Water fountain sanitization/disinfection
 - Stairwell hand rail sanitization/disinfection
 - Panic bar/door hardware/handles/knob sanitization/disinfection

B. Disinfection

1. Night Shift Custodial Staff will be required to maximize disinfection efforts, within the building/s that they are stationed in, via products/solutions approved by the Supervisor of Buildings & Grounds and/or the Business Administrator and provided by the Kenilworth Board of Education.
2. Specific “kill claim” guidelines and application instructions, per product/disinfectant, **MUST** be adhered to in order for the solution being used to be effective. Training of kill claims/dwell times will be provided to staff, as necessary. If a staff member is uncertain/unaware of said information, they are encouraged to contact their direct supervisor before utilizing.

- a. *For example: (disinfectant product commonly used within the KBOE)*

Total Solutions SPEC4 Disinfectant Wipe

EPA REG. NO. 6836-340-68562

“...To clean and disinfect/virucidal*/mold and mildew control

directions: Wipe hard, nonporous surface with wipe until surface is visibly wet. Allow surface to remain wet for 4 minutes. For **Candida Albicans**, treated surfaces must remain wet for 8 minutes. For **Norwalk Virus, Feline Calicivirus, Norovirus and Rotavirus**, treated surfaces must remain wet for 10 minutes. Let air dry. If surfaces are

extremely dirty, clean first with another wipe before disinfecting.
Discard used wipe in trash.” – Product label

3. All common (as well as uncommon) touch point surfaces are mandated to be disinfected on a nightly basis throughout each shift.
 - a. This may be accomplished using multiple different application methods/techniques.
 - i. Example: spray bottle/microfiber, electrostatic or wipes.
 - b. Touch point surfaces that require disinfection attention, nightly, include but are not limited to the following:
 - Stairwell hand rail sanitization/disinfection.
 - Water fountain
 - Door/window glass
 - Window levers/knobs
 - Door handles/knobs (to include bathroom stalls)
 - Door panic bars
 - Bathroom fixtures; faucets, dispensers, flush valves, etc.
 - Countertops throughout
 - Table/desktops
 - Misc. shelving/ledges throughout (to include window sills)
 - Lockers; doors and handles/latches
 - Chair arm rests/chair backs
 - Toys
 - Hand tools/custodial equipment
 - Electronic equipment (TBD with I.T. Dept.)
 - Phones
 - Switches/buttons (to include light switches and key pad buttons)
 - Thermostats
 - Physical barriers
4. Each individual and/or gang style bathroom (within the building) should be checked for inventory (products/material) and fully disinfected at least once, during a shift (twice daily at a minimum; day shift/night shift). To accomplish this, the bathroom (being worked in) should be shut down/taken out of service to the public until safe dwell/dry times have been met.
 - a. A log book/sheet has been created for record keeping purposes.
Daily disinfection efforts of these locations should be documented.
5. Each individual and/or ADA compliant double water fountain (within the building) should be checked and fully disinfected at least once, during a shift. To accomplish this, the fountain (being worked on) should be shut down/taken out of service to the public until safe dwell/dry times have been met.
 - a. Alterations to fountain operations may be made (TBD), limiting units to provide water bottle filling capabilities only.

6. Disinfectant wipes may be used (if/when available or supplied) as an acceptable product for disinfectant use.
 - a. Please keep in mind that surface wipes are not to be used as a hand sanitizer and should be used with appropriate PPE; i.e. hand gloves.
7. Wearing disposable gloves to clean/disinfect is a strongly suggested practice.

C. Electrostatic Disinfection

1. The Custodial Staff will have a choice between multiple brands/styles of electrostatic disinfection equipment, which utilize specific disinfectant solution/s (listed below);
 - a. Protexus pistol and/or backpack type sprayer
 - i. Disinfectant utilized: Bioesque (most common/recommended) or BuTab 6S
 - b. Victory pistol and/or backpack type sprayer
 - i. Disinfectant utilized: Bioesque (most common/recommended) or BuTab 6S
2. A COVID-19 Case Log books will be utilized to record/document and track how often rooms/offices are being electrostatically disinfected.
3. It is strongly recommended that while using electrostatic equipment, the applicator also utilize the necessary Personal Protective Equipment (PPE); gloves, face mask, safety glasses/face shield, gown/Tyvek suit (if/when available), etc.
4. Electrostatic disinfection methods are to be performed in unoccupied, well ventilated, buildings/spaces only.

D. Floor Care

1. All vinyl tile/terrazzo floors must be washed nightly, after being dust mopped/swept, utilizing the provided solutions adequate for the necessary application.
 - a) Wet mops and mop buckets are to be emptied, rinsed out, and thoroughly washed with disinfectant solution (64H) multiple times throughout the night shift; as needed basis.
 - b) Mops may be exchanged regularly; as needed basis
 - c) Walk behind type scrubbing machines may be used in place of the wet mop system.
 - i) Equipment must be emptied, rinsed out and cleaned post use.
2. All vinyl tile/terrazzo Hallway floors must be burnished a minimum of once per week, after being properly washed/sanitized.

III. Maintenance Dept. Personnel

A. Routine; Custodial Responsibility

1. All Maintenance Dept. Personnel will continue to work in a maintenance capacity; fulfilling Work Orders, Preventative Maintenance tasks and routine check-ups/repairs.

1. Maint. Dept. Personnel will continue to aid the Custodial Dept. in the policing of each building and the surrounding grounds (Board of Education owned property).
2. At any time, the Maint. Dept. Personnel may be assigned and utilized to carry out the same duties, listed above, as the Custodial Dept. Personnel, within the corresponding shift.

B. Routine; *Maintenance Responsibility*

1. All Maintenance Dept. Personnel **MUST** adhere to the following guidelines:
 - a. All Maint. Dept. Personnel must be cognizant of their surroundings/conditions.
 - b. Personal Protective Equipment (PPE) will be utilized per the Board of Education's guidelines/regulations.
 - c. Maint. Personnel must be aware of and comply with any/all COVID-19 occupancy limits of any space in question.
 - d. Work stations **MUST** be cleaned/disinfected directly after completion of repair/work performed, via proper disinfectant solutions/material provided.
 - e. Records of if/when Maint. Dept. Personnel entered any area/space/office/classroom, to perform necessary repairs needed, will be kept via SchoolDude.

IV. Vacuum Equipment

A. H.E.P.A.

1. The only vacuum equipment that is permitted for use within the KBOE facilities are that which operate/filtrate via high-efficiency particular air (HEPA) filters.
 - a. New Clarke, HEPA style, upright and backpack vacuums have been issued as of 7/10/20.
2. Vacuuming should be done in unoccupied rooms/areas (with the exception of the operator), that are well ventilated.
 - a. Personal Protective Equipment (PPE), such as a face mask, is strongly advised during operation.

V. Playground Disinfection

A. Daily/Nightly Routines

1. The playground area/s (specifically), along with the perimeter of the buildings and grounds (Board of Education owned property) must be policed daily by all Maintenance and Custodial Day Shift Staff personnel.
2. Upon reopening of the Kenilworth Board of Education playground (located at the Harding Elementary School), Night Shift Custodial Staff will be required to clean/disinfect the playground/equipment a minimum of once per shift.

- a. The task of cleaning/sanitizing/disinfecting should only be accomplished after students, staff and/or after care programs (who typically utilize the playground in question) have left/closed for the day and only when the area is vacant of any visitors.
- 3. Excessive soil levels (build up on equipment) must be cleaned/wiped down with a common soap/detergent or sanitizer and water **PRIOR** to applications of disinfectant or sanitizer solution/s.
- 4. Only proper sanitizer and/or disinfectant solutions, provided by the Board of Education and approved by the Supervisor of Buildings and Grounds and/or the Business Administrator, may be applicable.
 - a. Specifically, MAXXCLEAN Multi-Surface Cleaner and Sanitizer (Ultra Concentrated) should be utilized on exterior playground equipment.
 - b. Additional disinfectant solutions such as EnviroSolutions 64H Neutral Disinfectant Cleaner may also be used as a substitute.
- 5. As per the Centers for Disease Control and Prevention (CDC) guidelines for cleaning and disinfecting outdoor areas:
 - a. Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
 - i. Do not spray disinfectant on outdoor playgrounds - it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - ii. High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - iii. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
 - b. Sidewalks and roads should not be disinfected.
 - i. Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

VI. Contaminated Spaces

A. What to Do

- 1. As per the guidance recommended by the Center for Disease Control and Prevention, the following steps should be taken when cleaning and disinfecting the building or facility if someone is sick:
 - a. Close off areas used by the person who is sick.
 - i. Companies do not necessarily need to close operations, if they can close off affected areas.
 - b. Open outside doors and windows to increase air circulation in the area.
 - c. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- d. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- e. Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - i. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - ii. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- f. Once the area has been appropriately disinfected, it can be opened for use.
 - i. Workers without close contact with the person, who is sick, can return to work immediately after disinfection.
- g. If it's been more than 7 days since the person who is sick has visited or used the facility, additional cleaning and disinfection is not necessary.
 - i. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

VII. Laundered Materials

1. As per the Centers for Disease Control and Prevention (CDC) suggestions/guidelines for laundry of clothing, towels, linens and other items (including reusable/cloth grade gowns, dust mops, wet mops, etc.), the following steps should be followed:
 - a. Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
 - b. Wear disposable gloves when handling dirty laundry from a person who is sick.
 - c. Dirty laundry from a person who is sick can be washed with other people's items.
 - d. Do not shake dirty laundry.
 - e. Clean and disinfect clothes hampers according to guidance above for surfaces.
 - f. Remove gloves, and wash hands right away.
2. Multiple washers and dryers (laundry equipment) is on location at the David Brearley Middle/High School (Trainer's/Kitchen), should these efforts need to be taken.

VIII. Face Shield Disinfection

1. All District issued, transparent, face shield equipment should be disinfected on a multiple times per day basis via disinfectant surface wipes (also District provided), by the user.
2. Face shields should NOT be shared amongst students or staff.