

District Cleaning Plan- Updated as of 9/15/20

Staff Involved / Target Audience	Yellow & Green (Moderate & Low)	Materials, Resources, and/or Support Needed
n/a	<p><u>General Statement:</u></p> <ul style="list-style-type: none"> <li>▪ This is a supplemental document that is to be used in conjunction with, not in lieu of, the PASD’s Health and Safety Plan.</li> <li>▪ Questions regarding this document, PPE supplies/needs should be directed to Mr. Joseph Faenza, Director of Facilities: <a href="mailto:jfaenza@palmerton.org">jfaenza@palmerton.org</a> or ext. 2265</li> </ul>	n/a
Day Shift Custodian	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>▪ Clean and sanitize each classroom, restrooms, hallway, and touch points per <a href="#">CDC requirements</a> for COVID-19</li> </ul> <p><u>Clean excessively touched items throughout the day, which includes (but is not limited to) the following:</u></p> <ul style="list-style-type: none"> <li>▪ doorknobs</li> <li>▪ hand railings</li> <li>▪ light switches</li> <li>▪ printer/copiers</li> </ul> <p><u>Hallway restrooms will be cleaned midday (using the proper PPE):</u></p> <ul style="list-style-type: none"> <li>▪ wet mopping with disinfectant</li> <li>▪ disinfecting toilets, urinals, sinks, paper dispensers and partitions</li> </ul> <p><u>Restrooms:</u></p> <ul style="list-style-type: none"> <li>▪ Two restroom cleanings will be performed throughout the school day.</li> </ul> <p><u>Hallways:</u></p> <ul style="list-style-type: none"> <li>▪ Sanitizing doorknobs, handrails and high touch points in hallways will be performed throughout the school day.</li> </ul>	<p>Face coverings (safety glasses/goggles as needed)</p> <p>EPA approved Buckeye E-23 disinfectant/sanitizer</p> <p>Microfiber rags</p> <p>Spray bottles</p> <p>Disposable gloves</p>

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	<p><u>PPE:</u></p> <ul style="list-style-type: none"> <li>▪ Maintenance and custodial staff will be required to wear proper PPE for each daily task</li> </ul> <p><u>Nurse/Health Suite and Isolation/Quarantine Room:</u></p> <ul style="list-style-type: none"> <li>▪ These areas will be cleaned and sanitized as needed throughout the school day depending on student issues/illnesses that may arise.</li> </ul> <p><u>Friday Cleanings:</u></p> <ul style="list-style-type: none"> <li>▪ The day custodian will be completing his/her regular tasks as well as conducting deep cleans of high-traffic areas such as the office, bathrooms, copy room, etc.</li> <li>▪ This will also include complete cleanings of the hallway walls and floors.</li> <li>▪ Microfiber rags will be washed on Fridays, also.</li> </ul>	
<p>2<sup>nd</sup> Shift Custodian</p>	<p><u>Requirements:</u> Clean and sanitize each classroom, restrooms, hallway, and touch points per <a href="#">CDC requirements</a> for COVID-19</p> <ul style="list-style-type: none"> <li>▪ Cleaning restrooms using proper PPE</li> <li>▪ Vacuum</li> <li>▪ Dry mopping</li> <li>▪ wet mop with disinfectant</li> <li>▪ wipe down, clean and disinfect all high-touch areas listed below:             <ul style="list-style-type: none"> <li>○ Chairs</li> <li>○ Desks</li> <li>○ Tables</li> <li>○ Doors/door handles</li> <li>○ Light switches</li> <li>○ Computers</li> <li>○ Phones</li> <li>○ Counters</li> <li>○ Corridor walls</li> <li>○ Hand railings</li> </ul> </li> </ul>	<p>Face coverings (safety glasses/goggles as needed)</p> <p>EPA approved Buckeye E-23 disinfectant/sanitizer</p> <p>Microfiber rags</p> <p>Spray bottles</p> <p>Disposable gloves</p>

	<ul style="list-style-type: none"> <li>○ Locks on lockers</li> </ul> <p>Note: At the custodian’s discretion, sprayers may be used.</p> <p><u>Hand Sanitizer Dispensers:</u></p> <ul style="list-style-type: none"> <li>▪ Custodians will check the hand sanitizer dispensers each night and refill as needed.</li> </ul> <p><u>Classrooms:</u></p> <ul style="list-style-type: none"> <li>▪ Nightly cleaning including sanitizing of high touch areas will occur.</li> <li>▪ During Friday’s deep cleaning and sanitizing, custodians will be wiping all surfaces from 6’ high and down to the floor. Teachers should remove any items from this area that they do not want wiped.</li> <li>▪ If a teacher is staying after hours to work in his/her classroom, he/she is required to notify the 2<sup>nd</sup> shift custodian so that the cleaning schedule can be adjusted accordingly.</li> </ul> <p><u>Nurse/Health Suite and Isolation/Quarantine Room:</u></p> <ul style="list-style-type: none"> <li>▪ These areas will be cleaned and sanitized each night.</li> </ul> <p><u>PPE:</u></p> <ul style="list-style-type: none"> <li>▪ Maintenance and custodial staff will be required to wear proper PPE for each daily task</li> </ul> <p><u>Friday Cleanings:</u></p> <ul style="list-style-type: none"> <li>▪ The 2<sup>nd</sup> shift custodian will be completing his/her regular tasks as well as conducting deep cleans of high-traffic areas such as the office, bathrooms, copy room, etc. that may not have been completed by the daytime custodian.</li> <li>▪ This will also include complete cleanings of the hallway walls and floors that may not have been completed by the daytime custodian. Signage will be posted when floors are wet.</li> </ul>	
Teachers and	<u>Cleaning the Desks:</u>	EPA approved

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<p>Paraprofessionals</p>	<ul style="list-style-type: none"> <li>▪ Teaching and/or Paraprofessional staff will clean classroom desks between class changes at secondary levels and before and after meals at elementary levels. It should be noted that this is an extra layer of precaution, and it is not intended to be the sole cleaning method in schools nor is it a replacement for the thorough cleaning that custodians are expected to do on a daily basis.</li> </ul> <p>Option 1: Plastic buckets with lids, disinfecting/ sanitizing solution, microfiber rags, and disposable gloves will be placed in the classroom each morning. The dirty rags will be placed in a plastic bag, collected on Thursdays, and brought to the Junior High for laundering and future circulation.</p> <p>Option 2: Microfiber rags pre-soaked in disinfecting/sanitizing solution and disposable gloves will be placed in the classroom each morning. The dirty rags will be placed in a plastic bag, collected on Thursdays, and brought to the Junior High for laundering and future circulation.</p> <p>Option 3: Dry microfiber rags, a spray bottle of disinfecting/sanitizing solution, and disposable gloves will be placed in the classroom each morning. The dirty rags will be placed in a plastic bag, collected on Thursdays, and brought to the Junior High for laundering and future circulation.</p> <p>To clarify: If both a teacher and a paraprofessional are in the classroom, they are expected to work together to ensure that the cleaning gets completed.</p> <p><u>Face Coverings:</u></p> <ul style="list-style-type: none"> <li>▪ Face shields will be provided to all faculty/staff.</li> <li>▪ KN95 masks will be provided to all school nurses.</li> <li>▪ KN95 masks will be made available in the main office for all teachers who are assigned to cafeteria duty. Note: The use of this specific mask is optional. If used, KN95 masks must be worn and covered with another mask so that they can be reused.</li> </ul>	<p>Buckeye E-23 disinfectant/ sanitizer</p> <p>Microfiber rags</p> <p>Spray bottles</p> <p>Disposable gloves</p>
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<p>Mr. Faenza, Director of Facilities</p>	<p><u>Supplies:</u></p> <ul style="list-style-type: none"> <li>▪ Windows on doors were added to nurse/quarantine areas as needed</li> <li>▪ PPE that was requested by the nursing staff has been received and distributed.</li> <li>▪ Supply levels will be monitored, and additional items will be ordered in a timely manner.</li> </ul> <p><u>Custodial Meetings &amp; Supervision:</u></p> <ul style="list-style-type: none"> <li>▪ Regularly scheduled meetings with the lead custodial staff will be held. These meetings are usually scheduled for the 3<sup>rd</sup> Wednesday of each month. Additional meetings will be scheduled if/as needed.</li> <li>▪ Buildings/Schools will be visited regularly to ensure that proper cleaning is occurring. Issues will be addressed in a timely manner.</li> </ul> <p><u>Faculty/Staff Concerns:</u></p> <ul style="list-style-type: none"> <li>▪ Mr. Faenza will address faculty/staff concerns that are brought to his attention.</li> </ul>	
<p>General Information for All</p>	<p><u>Hand Sanitizer:</u></p> <ul style="list-style-type: none"> <li>▪ Touch-free hand sanitizer dispensers will be mounted on the walls in, near, or right outside of all classrooms.</li> <li>▪ Portable dispensers will be available to move around each school at the principal's discretion.</li> </ul> <p><u>Water Fountains:</u></p> <ul style="list-style-type: none"> <li>▪ Water fountains will be turned off in all schools.</li> </ul> <p><u>Ventilation:</u></p> <ul style="list-style-type: none"> <li>▪ There will be an increase of outside air introduced to the building through our HVAC systems. Air exchanges will be doubled until further notice.</li> <li>▪ If applicable, windows will be opened in areas where the HVAC system is not capable of outside air transfer.</li> <li>▪ Ventilation will be checked on a scheduled basis to ensure that proper airflow is occurring and that the system is working properly.</li> </ul>	<p>Hand sanitizer will be 60% alcohol based or greater.</p> <p>Water bottles (from home)</p> <p>NRG Building Automation Controls</p>

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	<ul style="list-style-type: none"><li>▪ Air filter changes will be checked on a regular schedule established by the facilities department.</li></ul>	
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