



2020

Cleaning for Healthier Pinellas County Schools



Area General Managers
Pinellas County Schools
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CLEANING FOR HEALTHIER PINELLAS COUNTY SCHOOLS

The mission of the Plant Operations Department is to ensure that all schools are safe, clean, and well maintained to provide a positive environment to work and learn for all students, staff, and visitors.

This Handbook is designed to be used as part of a Cleaning for Healthier Pinellas Schools that focuses on the thorough cleaning and sanitizing of surfaces, particularly high-touch areas, and on targeted use of disinfectants and sanitizers for an infection-control strategy:

Infection Control: A Three-Pronged Strategy

This strategy provides three methods for integration by the user, based on the most effective and least hazardous methods to use for each situation.

1. **Personal Hygiene Strategies for Microbe Control.** Hand and respiratory hygiene and cough and sneeze etiquette are key personal hygiene strategies that help reduce the spread of some types of infectious diseases. This infection-control method involves facilitating an education program on hand hygiene that teaches and requires frequent hand washing and proper cough and sneeze procedures.
2. **Cleaning for Microbe Control.** Comprehensive cleaning programs that use less-toxic products and updated tools and technology can help control the spread of infectious disease. This method involves removing the majority of the microbes and the conditions they need to survive. Frequent cleaning of high-touch areas with all-purpose detergent and a microfiber cloth will reduce the number of germs on most surfaces to an acceptable level.
3. **Disinfecting and sanitizing for microbe control.** This infection control strategy involves a targeted disinfection and sanitizing program that is designed to address high-risk areas and specific biological hazards. Only trained staff using approved products should perform designated disinfecting and sanitizing tasks.

Common "high-touch" surfaces in schools

High-touch surfaces are those that are frequently touched by a variety of hands. A surface that is touched daily by only one student is not considered a high-touch surface. Surfaces that might be touched frequently by many different hands are considered high-touch surfaces and include but are not limited to:

- A shared computer mouse and keyboard
- Shared musical keyboards and instruments
- Doorknobs, elevator buttons, light switches, door push bars, handrails
- Faucet handles, toilet handles, towel dispensers, hand dryers
- School bus doors and railings
- Handles on coffee pots, microwave doors, refrigerator doors
- Vending machines

Common "high-risk" areas in schools

Some areas of the school building are of greater concern for possible transmission of disease because there is an increased likelihood of skin-to-skin or object-to-mouth contact. These areas include but are not limited to:

- Athletic departments – gym mats, exercise equipment, shower and locker rooms
- Kitchens and lunch rooms
- Clinics

- Childcare centers
- Restrooms

How do we break the chain of infection?

1. Will hand washing reduce disease transmission?

Yes. Washing hands properly (with soap, water, and friction for 20 seconds) and frequently minimizes the opportunity for pathogenic microbes to enter our bodies and will reduce their spread to other people, objects, and surfaces.

2. Will respiratory hygiene and cough etiquette reduce disease transmission?

Yes. The Centers for Disease Control and Prevention recommends the following steps for infection control:

- Cover the nose/mouth with tissue when coughing or sneezing. Coughing into the elbow is an alternative when tissues are not available.
- Use tissues, when possible, to capture droplets and dispose of them in a waste receptacle after use.
- Encourage coughing or sneezing students/staff to leave a 6-foot buffer between themselves and others.

3. Will cleaning reduce disease transmission?

Yes. Frequent and proper cleaning of high-risk, high-touch surfaces with the proper equipment removes microbes on surfaces and eliminates the conditions that some microbes need to survive.

4. Will sanitizing reduce disease transmission?

Yes. Sanitizing is a process used to reduce but not necessarily eliminate microorganisms from surfaces to levels considered safe as determined by public health codes or regulations. Thus, it can reduce the transmission of some diseases on nonporous surfaces under the right conditions. Sanitizing is required by regulation in food service areas and in childcare centers.

5. Will disinfection reduce disease transmission?

Yes. Disinfecting is a process that kills or irreversibly inactivates microbes (bacteria, fungi, and viruses) present on a nonporous surface. Disinfectants are registered by the Environmental Protection Agency as pesticides and are used to destroy or suppress the growth of harmful microorganisms on surfaces. Disinfectants accomplish this by breaking down the microbes' cell walls or by otherwise deactivating them.

Nonporous surfaces do not need to be disinfected on a routine basis unless there is blood, body fluids, vomit, or feces on these surfaces, or if required by law. When there is an outbreak of an infectious disease, and the surface is touched by a variety of hands, the frequency of cleaning will need to be increased.

Staff and Frequency of Cleaning

THROUGHOUT THE DAY

Typically, the following staff members perform sanitization/disinfection tasks that are required.

- Nurses – disinfect after use of equipment and in between patient visits.
- Food service – sanitize as part of the food preparation and clean-up routine.
- Preschool teachers – use antimicrobials after diapering, for mouthed toys.
- Athletics department – use antimicrobials on wrestling mats.

- Plant Operations – sanitize/disinfect door handles, hand railings, light switches, elevator buttons, water fountain buttons, and multiuser telephones.

SPECIAL EVENTS

Staff members perform sanitization/disinfection tasks that are required

- Nurses – blood spill, vomit
- Food service – blood spill
- Preschool/classroom teachers – blood spill, toileting accidents, vomit
- Plant Operations – blood spill, toileting accidents, vomit
- Bus driver – blood spill, toileting accidents, vomit
- Athletics – blood spill, toileting accidents, vomit

Safe Use Practices; Using EPA Approved Disinfectant

This section provides guidelines on using disinfectants when developing a customized protocol. For specific information on how to perform the following work-practice recommendations, consult the label of each product being used. Educate school staff on the finalized disinfection protocols, and post these in accessible locations. Remember to change the protocols when products change.

Work-Practice Recommendations (See Page 7 for Cleaning Protocols)

- **Protect workers:** Spray, wipe or squirt the product on cloths and mops whenever possible versus spraying them into the air. When the disinfectant is sprayed onto a hard surface, the mist can bounce back directly into the face and be inhaled. Always use disinfectants with the recommended PPE and adequate ventilation. Make sure the facility’s heating, ventilating, and air conditioning system is operating when disinfecting tasks are performed.
- **Protect building occupants:** Minimize exposure (of product vapors or residue) to building occupants when selecting the application process and performing the disinfecting. Although some activities need to be conducted while school is in session, tasks that only need to be done once a day should be scheduled after the students, teachers, and other personnel leave.
- **Reduce quantity:** When applying the disinfectant, use the smallest possible amount of disinfectant as recommended by the manufacturer to obtain the desired level of microbe control. More is not necessarily better; it may be more hazardous, and it creates waste.
- **Allow 10-minute dwell time for disinfectants to react with the microbes to kill them:** Follow label directions to determine the time required for the disinfectant to be wet on the surface and in contact with microbes.
- **Rinse:** Rinse all high-touch areas if the product label requires this step.

Sanitizing and disinfecting before occupancy in response to Covid-19

Sanitize all hard surface furniture. Disinfect with Quat 256. Let dwell. (10 minutes)
Sanitize all door, door frames and door handles. Disinfect with Quat 256. Let dwell. (10 minutes)
Disinfect all computer keyboards, mice and screens.
Vacuum all carpets then wet clean using carpet extractors. Sanitize hard floors.
Sanitize all walls including light switches. Disinfect with Quat 256. Let dwell. (10 minutes)
Disinfect bathrooms with Kaivac machine using Quat 256. Let dwell. (10 minutes)
Disinfect all phones, keypads and handsets.
Disinfect stairwells with Kaivac machine using Quat 256. Let dwell. (10 minutes)
Disinfect locker rooms and showers with Kaivac machine using Quat 256. Let dwell. (10 minutes)
Disinfect gym bleachers and wall pads with Quat 256. Let dwell. (10 minutes)
Disinfect elevator walls and buttons.
Disinfect water fountain buttons and splash guards. Rinse with water after wiped down.

Sanitizing and disinfecting in addition to regular cleaning for Covid-19

Frequency	Tasks to be Completed	Rooms
Daily	Day staff is to sanitize high-touch surfaces, including but not limited to door handles, phones, panic bars, etc. Check hand soap, paper towels and sanitizer.	Campus wide
Daily/Nightly	Disinfect all door handles, panic bars, railings and light switches	Campus wide
Daily/Nightly	Auto scrub or mop hard surface floors with all-purpose cleaner as needed	Occupied spaces
Daily/Nightly	Disinfect all clinics, bathrooms, childcare and athletic areas	Clinics, bathrooms, childcare and athletic areas
Daily/Nightly	Disinfect all elevator buttons	Interior and exterior of elevator
Daily/Nightly	Disinfect water fountain buttons and splash guard. Rinse	Campus wide
Daily/Nightly	Disinfect all hard surface furniture	Occupied spaces
Daily/Nightly	Wipe all shared computer keyboards, mice and copiers	Classrooms, computer labs, media centers, workrooms
Daily/Nightly	Disinfect all doors and door frames	Occupied spaces to include all storefronts
Daily/Nightly	Disinfect all shared telephones, keypads and handsets	Campus wide
Daily/Nightly	Disinfect wall pads	Gymnasiums, secure seclusion rooms, wrestling rooms

Sanitizing and disinfecting per CDC guidelines when a positive case is reported

Close areas used by the person who is sick. Place signs restricting access.
Schools do not necessarily need to close operations, if they can close off affected areas.
Open outside doors and windows and use ventilating fans to increase air circulation in the area.
Clean and disinfect all areas used by the person who is sick, follow protocol listed in Sanitizing and disinfecting before occupancy in response to Covid-19 .
Once area has been appropriately disinfected, it can be opened for use.
Student/staff without close contact with the person who is sick can return to work immediately after disinfection.
If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
Continue routine sanitizing and disinfecting. This includes everyday practices that schools normally use to maintain a healthy environment.

Additional responses to COVID-19:

- Training will be provided to all plant operations staff
 - Utilizing the trainer (General Managers to train Head Plant Operators)
 - Online videos
 - Modeling of sanitizing/disinfecting methods
 - Quality control sheets
- All plant operations staff shall utilize district-provided PPE while working
 - Gloves
 - Masks
 - Goggles, glasses, or shield eye protection
- Installation of alcohol-based hand sanitizer dispensers in select locations on all campuses
- Plant Operations will focus on more sanitizing and less on the other duties assigned
- Area emergency response teams (Strike Team) consisting of day plant operations members will be used when there is a known outbreak or infection

SCHOOL CLEANING PROCEDURES

RESTROOMS

Step-by-step procedure

- Use the appropriate PPE. Gloves and a mask and safety glasses should be worn while working.
- Set up wet floor signs.
- Go through the restroom and gather any large debris from the floor and check the toilets for leaks while flushing everything.
- Gather all the sanitary napkin floor cans from the girl's restrooms and set them outside of the restroom.
- Using the Kaivac machine on the low pressure setting and the chemical switch set to the appropriate position, begin spraying from the top of the partitions down, starting at the far end of the restroom and working back towards the machine.
- Everything should be covered including door latches and soap dispensers.
- Be careful when there are hand dryers in the restrooms as they have electrical connections.
- While this is dwelling (10 minutes) restock toilet paper and paper towels, reline the sanitary napkin receptacles, check for graffiti and remove it, restock soap, check ceiling for anything that shouldn't be there.
- After the ten-minute dwell time use the Kaivac machine on high pressure to wash everything to the floor. It is wise to spray from the top down and move the water away from the wall to avoid splashing the baseboards with dirty water.
- When everything is rinsed, use the Kaivac to vacuum up the water.
- Clean the mirrors with glass cleaner and turn the lights off. Wipe switch with pretreated microfiber towel.
- Empty the dirty water in the Kaivac and rinse the recovery tank before storing it for the night.

CLASSROOMS

Step-by-step procedure

- (Classrooms w/restroom – the restroom should be completed first)
- Use the appropriate PPE. Gloves and a mask and safety glasses should be worn while working.
- Enter the classroom, walk around and gather the large debris from the floor while noting if there are any maintenance-related items that should be documented in the room. This would be items like a broken pencil sharpener, lights that are out, wet ceiling tiles, paint, outlets that aren't working, etc.
- Sanitize/disinfect table and desktops as well as high-touch surfaces on chairs with pretreated microfiber towels and allow to dwell.
- Move to sanitizing/disinfecting other high-touch surface, to include but not limited to phones, doors, door jambs, door handles.
- Dust mop or vacuum floor, wet mop and sanitize as needed.
- Empty trash cans or remove the liners if they are soiled. Never reach in, always dump out. Wipe the outsides of the cans and replace liners as needed.
- As you leave the classroom disinfect the light switches and door handle before locking the door and moving to the next room.

LOCKER ROOMS

Step-by-step procedures

- Use the appropriate PPE. Gloves and a mask and safety glasses should be worn while working.
- As you enter the locker room, clear the floor of large debris and put any loose articles of clothing in a single location near the coach's office.
- Empty trash cans or remove the liners if they are soiled. Never reach in, always dump out. Wipe the outsides of the cans and replace liners as needed.
- Gather all the sanitary napkin floor cans from the girl's locker room and set them outside of the locker room.
- Using the Kaivac machine on the low pressure setting and the chemical switch set to the appropriate position, begin spraying from the top of the partitions down, starting at the far end of the locker room and working back towards the machine.
- Everything should be covered including door latches and soap dispensers.
- Be careful when there are hand dryers in the locker rooms as they have electrical connections.
- While this is dwelling (10 minutes), restock toilet paper and paper towels, reline the sanitary napkin receptacles, check for graffiti and remove it, restock soap, check ceiling for anything that shouldn't be there.
- After the ten-minute dwell time, use the Kaivac machine on high pressure to wash everything to the floor. It is wise to spray from the top down and move the water away from the wall to avoid splashing the baseboards with dirty water.
- When everything is rinsed, use the Kaivac to vacuum up the water.
- Clean the mirrors with glass cleaner and turn the lights off. Wipe switch with pretreated microfiber towel.
- Empty the dirty water in the Kaivac and rinse the recovery tank before storing it for the night.
- Maintenance tasks should be noted as well since these are typically locations of high abuse.

CLINICS

Step-by-step procedure

- Use the appropriate PPE. Gloves and a mask and safety glasses should be worn while working.
- Since this is an area that has a high likelihood of BBP (blood borne pathogens) it is important to use the proper PPE while cleaning clinics (gloves and mask).
- First, go through and get the large debris from the floor and check the toilets for leaks while flushing everything.
- Gather all the sanitary napkin floor cans from the girl's restrooms and set them outside of the restroom.
- Using the Kaivac machine on the low pressure setting and the chemical switch set to the appropriate position, begin spraying from the top of the partitions down, starting at the far end of the restroom and working back towards the machine.
- Everything should be covered including door latches and soap dispensers.
- Be careful when there are hand dryers in the restrooms as they have electrical connections.
- While this is dwelling (10 minutes), restock toilet paper and paper towels, reline the sanitary napkin receptacles, check for graffiti and remove it, restock soap, check ceiling for anything that shouldn't be there.
- After the ten-minute dwell time, use the Kaivac machine on high pressure to wash everything to the floor. It is wise to spray from the top down and move the water away from the wall to avoid splashing the baseboards with dirty water.
- When everything is rinsed, use the Kaivac to vacuum up the water.
- Clean the mirrors with glass cleaner and turn the lights off. Wipe switch with pretreated microfiber towel.
- The cots and touch surfaces should all be disinfected as well as the walls near the cots.
- Mop floors daily.
- Disinfect all high-touch surfaces, to include but not limited to phones, doors, glass window, door jambs, and door handles.
- Empty trash can and remove the liners. Never reach in, always dump out. Wipe the outsides of the cans and replace liners daily.

NIGHTLY CLEANING CHECKLIST - 2020

CLASSROOM/OFFICES	
	Sanitize/disinfect desktops as well as high-touch surfaces
	Wipe down all stainless-steel/chrome fixtures
	Vacuum carpets/mop floors
	Clean whiteboards
	Empty pencil sharpener
	Remove all trash/recycling cans from rooms, sanitize/disinfect
	Sanitize/disinfect all doors and frames
	Sanitize/disinfect light switch and door handle
RESTROOMS	
	Clean HVAC vents
	Clean light fixtures
	Clean ceiling
	Clean/disinfect all wall tiles
	Clean all mirrors
	Sanitize all hand dryers
	De-scale and disinfect all toilet and sink fixtures
	Sanitize all toilet paper dispensers
	Sanitize paper towel dispensers
	Stainless steel polish all fixtures
	Empty and sanitize trash cans and sanitary containers

SUMMER CLEANING CHECKLIST - 2020

BLDG / RM #	
INITIAL/DATE	CLASSROOMS, OFFICES, HALLWAYS, MEDIA, ETC.
	Clean HVAC vents and intakes
	Clean light lenses and fixtures
	Sanitize all walls
	Clean all windows and blinds
	Sanitize/disinfect all doors and frames
	Clean baseboards
	Remove hard water stains, disinfect and stainless-steel polish all water fountains
	Sanitize/disinfect all desks and furniture
	Check/clean all closet areas that are accessible
	Remove all trash /recycling cans from rooms, sanitize/disinfect
	Vacuum and clean carpets
INITIAL/DATE	RESTROOMS
	Clean HVAC vents
	Clean light fixtures
	Clean ceiling
	Clean/disinfect all tile walls
	Clean all mirrors
	Sanitize all hand dryers
	De-scale and disinfect all toilet and sink fixtures
	Sanitize all toilet paper dispensers
	Sanitize paper towel dispensers
	Stainless steel polish all fixtures
INITIAL/DATE	FLOOR TILE
	Top scrub floors that don't need to be stripped. Mop and wax
	Strip and re-wax all other floors
INITIAL/DATE	MAINTENANCE ITEMS
	Replace light bulbs as needed
	Replace ceiling tiles as needed
	Touch up painting
	Replace HVAC filters as needed
	Submit work orders as needed