PROCEDURES

COVID-19 cleaning and disinfecting procedures

The Physical Plant Dept. has developed procedures to assist staff with cleaning and disinfecting school buildings during the COVID-19 pandemic. The Physical Plant Custodians have been cleaning and disinfecting all of our buildings long before the outbreak started. We are very experienced in this process. In general, we will clean during after school hours on 2nd shift and at night with disinfecting after all regular assigned nightly job tasks have been performed, with some exceptions as noted below. We have developed additional measures to maintain the health and well-being of all our students, faculty and staff. These measures are designed to remain in compliance with the College's cleanliness guidelines. We also incorporate the CDC's guidance on hygiene, cleaning and disinfecting and recommendations from Allegany County Health Department.

Definitions

Cleaning: the removal of germs, dirt and impurities from surfaces or objects. Cleaning works by using a detergent or cleaning solution and water to physically remove germs from surfaces. Cleaning does not necessarily kill germs, but by removing them, it lowers the risk of spreading infection.

Disinfection: the killing of germs on surfaces or objects. Disinfection works by using chemicals to kill germs on surfaces or objects. Disinfection does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Cleaning and disinfection and sanitation standards for specific surfaces and circumstances

Computers, electronic equipment, books, porous material, non-porous materials physical plant custodians will have access to cutting edge equipment to help combat the cleaning and disinfecting throughout campus grounds by using Victory Electrostatic backpack sprayers, or the Larson UV-c portable sanitation cart, which can be moved from clinical rooms to computer labs also in all computer labs, and clinical areas will be installed the Larson UV-c ceiling fixture lights will be used with a sanitation disinfecting run time of 30-45 minutes with only needing to be turned on at the outside switch box with a special key by the night shift custodian.

The necessary PPE to be used is a face covering and nitrile (or equivalent) rubber gloves.

Common areas

These areas are to be cleaned in compliance with the CDC’s cleaning and disinfection guidelines. High touch areas will be disinfected using the colleges approved cleaners,
disinfectants, chemicals by Share Corps and Spartan Chemicals Co. disinfecting and cleaning products. Non high touch areas will be cleaned using the preferred EPA N-list approved cleaning product.

**Examples of high touch surfaces would include:**

- hallway and entry/exit door handles
- push bars
- water filling stations (drinking fountains will remain closed)
- hand railings
- bathroom sinks and fixtures.

The physical plant dept. has identified the high touch surfaces in its facilities. These surfaces will be disinfected regularly and documented thru the schooldude work order system.

Non high touch surfaces shall be cleaned as necessary and disinfected with an EPA N-list approved cleaning product as and when necessary.

**Classrooms**

Non high touch surfaces in classrooms shall be cleaned as necessary, and disinfected on a nightly basis. Commonly touched surfaces include, but are not limited to, classroom interior door handles or knobs, sink fixtures, railings, etc. Desks that are occupied are not considered highly touched surfaces as only one person occupies a desk each block or each day. Desks and other non-high touch surfaces will be cleaned using an EPA N-List approved cleaning solution. If classroom desks are used as an eating area, they will be cleaned using the established Spartan Chemical Co. sanitize approved cleaning solution. If a different student will be using the desk where food was consumed, the desk will be both cleaned and disinfected. Disinfection will be done with a commercially available Physical Plant Dept. approved disinfecting solution. Faculty and staff will disinfect when necessary. Nightly disinfection will use a commercially available Share Corps viro-stat approved disinfecting solution. Other classroom supplies and equipment should be cleaned between use by different students, or staff. This procedure will be used for library books, as an example.

Alcohol Sanitizing wipes will be available to faculty and staff in each occupied room. If different cohorts utilize the same space, the space should be cleaned between cohorts. Faculty or staff will use the colleges preferred approved cleaning product.

**Food service**

Tables, chairs, countertops, food service areas will be cleaned and disinfected by custodial staff between 2pm - 6am or as needed by the physical plant custodial staff. When food is being served
in a cafeteria and the students, staff or faculty, are changing spaces, those eating surfaces should
be cleaned and disinfected by the staff member, or by the food service company, after the
persons have finished eating or drinking in the occupied area the area occupied will need
sanitized allowing for the recommended contact time then wiped down with a microfiber cloth
after the contact time has been observed the disinfection is taking place. Disinfection will be
done with a commercially available approved disinfecting solution. These solutions have a
contact time of 3-10 minutes depending on the product being used. To care for our students, staff
with severe allergies, the cleaning of the surface they eat on is critical. Cleaning removes any
residual food that could cause potential cross contamination whereas disinfection would not.
Anyone with severe food allergies should be identified and the cleaning materials used on their
tables not be intermingled with other tables/chairs cleaning products.

**Offices**

If an office or room is suspected/symptomatic cases of COVID-19, after occupants have left the
room, the room will be cleaned and disinfected using a commercially available approved
cleaning and disinfecting solution. Nitrile gloves (or their equivalent) will be used when
dispensing the commercially available approved cleaning and disinfecting solution. Cleaning and
disinfecting of an exposed area for a confirmed case will follow the CDC guidelines for cleaning
and disinfecting your facility. The Custodian staff will also comply with any additional
recommendations from Allegany County Health Dept.

**Restrooms**

Restrooms shall be identified. Commonly touched surfaces shall be determined and listed (door
handles, any sink fixtures, paper towel dispensers that require touching a handle, toilet and urinal
handles, toilet seat and feminine product dispenser handles) and a cleaning schedule for
restrooms shall be determined. Frequently touched surfaces in the restroom shall be cleaned and
disinfect ed with a commercially available eps n-list approved cleaning or disinfecting solution.

**Cleaning and disinfecting agents**

We use the following c.p.a. list – n disinfectants cleaning products approved for use against
coronavirus (covid-19)

Share Corps - viro-stat cleaner - disinfectant - deodorizers

**Food surface sanitizer**

Spartan Chemical Sani-Tyze

**The following is for Institutional and Industrial Use**

Spartan Chemical. Pexxy#15 all-purpose cleaner, Nabc#1 non-acid restroom cleaner, Glass
Cleaner#18
All Physical Plant Custodians follow strict protocols when wearing (PPE)

Masks - Shields - Gloves - Goggles

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Night Shift Custodian Procedure for Disinfecting

office, classrooms, restrooms, hallways, lounges, entranceways, common areas, etc.

Procedures

Nightly custodial cleaning and disinfecting routine, the following procedures are performed

Regular Assigned duties

1. After regular assigned cleaning duties have been fulfilled such as trash removal, dusting, vacuuming, dry dust mopping, wet mopping, restrooms cleaned, in all classrooms, offices, labs, computer rooms, clinical areas, hallways, the custodian in his assigned building will then begin to disinfect,

Cleaning

2. If a room or area has been in use the custodian will complete an open bucket cleaning method to remove soils, dirt, grime, spills, food, which may be on surfaces an open bucket cleaning is a bucket, microfiber cloths, disinfecting solution, we use a epa list-n disinfectant (Share Corps Viro-Stat) disinfectant, cleaner, deodorizer, effective against coronavirus, it is a one-step hard surface cleaner that disinfects against pathogenic organisms with a kill claim of 1 min. it is a quaternary ammonia disinfectant cleaner deodorizer

3. Cleaning practices for applying disinfectant is by open bucket with the qualification that a soiled used cloth never goes back in the bucket, in our cleaning method the custodian uses a clean disinfecting bucket it is filled with the properly diluted disinfectant and then multipliable microfiber clothes are added to the bucket 6-8 clothes per bucket filled. Then the custodian will wring out the excess disinfectant from the cloth, fold it in half, then fold it again in half this gives the custodian 8 cleanings per cloth. The custodian will then begin to wipe down all surfaces with leaving all surfaces wet for the appropriate kill claim time, needed to kill the pathogens after cleaning the surfaces the custodian lets the surfaces air dry. With never ever putting the old dirty used microfiber cloth back into the clean disinfectant solution, once the cloth has had its 8th touch point it is placed in a bag for contaminated dirty cloths and a new cloth is taken out of the clean disinfectant solution and the process just keeps repeating itself until the room is cleaned and disinfected.

Disinfecting

4. After all high touched surfaces have been clean of soils, depending on the area if it is a computer lab, clinical area the custodian will then use the Larson UV-c portable cart, it is placed in the center of the room and turned on with a 30-minute exposure time for killing
viruses. The process just repeats itself until all computer labs, clinical areas are completed for the night.

5. Electrostatic disinfecting with the victory backpack sprayer is used throughout the building after all cleaning has been performed. A sanitation and disinfection of all surfaces is performed with the backpack sprayer a 2nd level of defense. The night shift crew will then disinfect all high touch surfaces and touch points such as handles, door knobs, fixtures, railings, light switches, desks, tables, chairs, bathrooms/sinks, push bars, in all classrooms, offices, hallways, entranceways, common areas, until the entire floor and building has been disinfected. This procedure is completed nightly after everything else is completed.

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Night Shift Custodian Procedures for Covid-19 Emergency Cleanings

Procedures
The following procedures for Emergency Covid Cleanings. The following cleaning protocols will be used in all areas, that someone has come in contact with or that has tested positive for Covid-19.

Close off the area –
The room or area should be closed off for 24 hours with no one allowed in or out that was used by the person who is sick with Covid-19 for a 24 hr. period. CDC guidelines.

Cleaning
The removal of germs, dirt and impurities from surfaces or objects. Cleaning works by using an EPA list-n approved cleaning solution and water to physically remove germs from surfaces. Cleaning does not necessarily kill germs, but by removing it lowers the risk of spreading infections. We use open bucket cleaning method, microfiber color coded clothes, we wipe clean all high touched surfaces, fixtures, walls, (arm length high to the baseboards), tables, chairs, cabinets doors, desks, doors knobs, ledges, etc.

Vacuum the areas space; we will use a HEPA filter vacuum unit to vacuum all carpeted areas wall to wall, if any area has tile floors, dust mopping will be completed, and a thorough wet mopping will be completed with an EPA list-n approved disinfectant that is approved to kill coronavirus.

Disinfection;
The killing of germs on surfaces or objects, disinfection works by using an EPA list-n approved disinfecting chemical to kill germs on surfaces or objects. Disinfection does not necessarily clean dirty surfaces or remove germs but by killing germs on surfaces after cleaning, it can further lower the risk of spreading infection. The following disinfecting equipment is used to apply the list-n chemical a Victory electrostatic disinfection sprayer is used after cleaning has been completed, when you spray a solution charged with electrostatics the solution will wrap conductive surfaces.

The Victory Electrostatic Sprayer - provides a patented system for a broad and safe way to apply solution, there is no cross contamination with the no touch application nor any wiping of surfaces this provides a safe and effective application method while using less solution and allowing to air dry. The entire area is sprayed in evenly coats while leaving a fine clear disinfected barrier the custodian starts at the furthest section of the room spraying his way out the door while coating everything in the room, even the carpet area or if VCT is in the room it is sprayed as well as he keeps the solution in front.

Larson UV-c Ultraviolet Lights – the Larson Electronics is a sanitizing/disinfecting portable cart which can disinfect 99% of virus, bacteria, mold, and spores, it has an output range of 200nm – 280nm, it also has 4 – 48” UV-c fluorescent lamps the emit a flood beam pattern with a 360 degree of coverage at a 30-minute exposure time for killing virus on porous and non-porous materials. After cleaning has been completed of high touched surfaces in computer labs, clinical area the UV-c portable cart is set in the middle of the room and turned on, after the 30 min exposure time is up the custodian then moves the portable cart to the next room and the process repeats itself until all rooms have been sanitized.
Larson UV-c Ultraviolet Ceiling Light Fixture- will work exactly like the portable cart except with no moving of a cart. The custodian only has to complete steps 1 thru 4 and shut the door place the switch key in the switch box and turn on the UV-c florescent lamps with a run of 30 min on the time is up the custodian will go back and turn the lights off with again placing his switch key in the switch box and turning off the lights.

Carpet Cleaning Extraction: Only if a bodily fluid has spilled on the carpets will this process be completed if so all carpeted areas will be hot water extracted with the carpet extractor, along with a E.P.A. approved disinfectant for all soft and porous materials such as carpets, mats, cloth chairs, etc.

Reopened: the area and or rooms involved will be fully reopened, once the above steps 1-7 have been appropriately completed

Note: Ongoing Cleaning and Disinfecting for Covid19 will routinely and continuously be performed on a nightly basis by all night shift custodian's in all buildings thru out campus

11/4/2020 pf
Victory Innovation Electrostatic Sprayer
The Victory Advantage

Professional Cordless Electrostatic Backpack Sprayer.

Proven electrostatic technology combined with the Victory patented cordless 2X charge provides superior professional results.

**CHARGE 1**
When the unit is turned on charge starts at charging ring and works itself back down the line, through the pump and into the tank changing all ions positive.

**CHARGE 2**
All the positive ions from the tank are pumped from the tank through the pump and charged again at the charging ring all prior to becoming atomized.

**TOUCHLESS APPLICATION**
There is no need to touch or wipe the surfaces (dependent on solution spraying). This provides a fast and effective application method, while using less solution.

**REDUCE CROSS CONTAMINATION**
In most cases, a spray-and-wipe technique can move bacteria from one surface to another. Cross contamination can be considerably reduced due to the touchless effect of the Victory Sprayer.
EASY TO OPERATE
No gauges, cords, or compressors – our cordless Victory Sprayers have been designed to be used by anyone, with the use of simple switches and triggers. Simply fill up the tank, turn on the electrostatic switch, and pull the trigger.

LIQUID ADHESION & COVERAGE
Using the electrostatic sprayers will enable a quick and effective chemical application. As fully-charged droplets hit the surface they create an even spread. Particles hold their cationic charge for approx. 2-3 seconds – preventing drips. This allows the solution to cover hidden and shadowed areas, and also enables you to cover a large area in a small amount of time. These sprayers have been designed to meet dwell times for solutions so they can work to their full capabilities.

PORTABILITY
Our Victory Sprayers are light weight, cordless, and can be easily taken anywhere!

ELECTROSTATIC WRAPPING
When you spray a solution charged with electrostatics, the solution will wrap conductive surfaces. Victory Sprayers provide a patented system for broad and safe use.

COST EFFECTIVE AND EASY TO IMPLEMENT
Victory Sprayers are cost effective and easy to implement due to their versatility, portability, and effectiveness.

DWELL TIMES
Victory Sprayers’ standard 3-in-1 nozzle allows the user to match particle size to the chemical’s required dwell time.

ECO FRIENDLY
Victory Sprayers give an eco-friendly approach to disinfection by spraying up to 65% less chemicals per square foot.