



# Fact Sheet

## COVID-19 Custodial Cleaning and Disinfection Practices

Revised July 16, 2020

**The health, safety and well-being of students and staff is a top priority as schools are reopening.** It is important that everyone in our school communities take steps to reduce COVID-19 transmission, particularly to those at high risk, while balancing the need to maintain a strong education system that effectively supports staff, students, and communities. Practicing enhanced cleaning and disinfection routines of frequently touched surfaces such as tables, doorknobs, light switches, desks, faucets, play a key role in the “layered” approach when keeping schools and school board buildings safe.

**Cleaning:** breaks down grease and removes organic material from surfaces and is done separately before using disinfectants. Cleaning will remove dirt and some germs but not kill viruses.

**Disinfecting** aims to kill most germs and viruses, depending on the type of chemical used. Adequate contact time to kill viruses must be observed as per disinfectant product label.

Before reopening schools, SGDSB will clean and disinfect all surfaces thoroughly with staff adhering to COVID-19 protocols.

### Routine Cleaning

Routine cleaning involves accessing school operating spaces once a day to perform a thorough cleaning of classrooms, workshops, offices, bathrooms, desks, chairs, floors, walls, windowsills, shelves, and shared equipment. Staff will continue to wipe down their own areas of work (computer, mouse, cell phones, telephones).

### High-Touch Areas Cleaning – Twice Daily

In addition to routine cleaning, custodial staff will clean high touch surfaces twice per day that have frequent contact with hands and when visibly dirty.

 <p><b>Main Entrance and All Interior Doors</b></p> <ul style="list-style-type: none"> <li>• Door handles and crash bars</li> <li>• Push plates and push areas above door handles and crash bars (both sides)</li> </ul>	 <p><b>Reception &amp; Offices</b></p> <ul style="list-style-type: none"> <li>• Countertops and desktops</li> <li>• Light switches</li> <li>• Cabinet handles</li> <li>• Copiers/printer / touchscreens and lid handles</li> <li>• Telephones, keyboards/mice monitor, power button</li> </ul>	 <p><b>Handrails and Elevators</b></p> <ul style="list-style-type: none"> <li>• Staircase handrails</li> <li>• Guardrails</li> <li>• Elevator pushbuttons</li> </ul>	 <p><b>Bottle Fillers &amp; Wash basins</b></p> <ul style="list-style-type: none"> <li>• Handles, knobs, pushbuttons of bottle fillers</li> <li>• Faucet Handles</li> </ul>
 <p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>• Light switches</li> <li>• Cabinet handles</li> <li>• Chairs (top, back, arm rest)</li> <li>• Desks and tables (top, sides and 1-2” immediately under the sides)</li> <li>• Faucets, sinks, dispensers</li> <li>• Countertops</li> <li>• Telephone, keyboard, mice, and monitor bower button</li> </ul>	 <p><b>Library and Computer Lab</b></p> <ul style="list-style-type: none"> <li>• Light switches</li> <li>• Cabinet handles</li> <li>• Chairs (top, back, arm rest)</li> <li>• Desks and tables (top, sides and 1-2” immediately under the sides)</li> <li>• Countertops</li> <li>• Keyboards, printers, touchscreens, mice, and monitor bower buttons</li> </ul>	 <p><b>Staff Rooms</b></p> <ul style="list-style-type: none"> <li>• Light switches</li> <li>• Cabinet handles</li> <li>• Chairs (top, back, arm rest)</li> <li>• Tables (top, sides and 1-2” immediately under the sides)</li> <li>• Faucets, sinks, dispensers</li> <li>• Countertops</li> <li>• Appliance handles</li> </ul>	 <p><b>Washrooms</b></p> <ul style="list-style-type: none"> <li>• Countertops, faucets, sinks</li> <li>• Toilet and urinal flush buttons/handles</li> <li>• Toilet stall locking mechanism, pulls and stall walls (both sides)</li> <li>• Soap dispensers</li> <li>• Paper dispensers</li> </ul>



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## Other Equipment Cleaning

Since shared items, e.g. toys, remote controls, telephones, desktops, computer keyboards, and mice are difficult to clean, signs will be posted instructing proper hand hygiene before and after use by students and staff in order to minimize disease transmission.

## Disinfection Routine

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk, e.g. floors, bookcases, tops of filing cabinets.

Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.



High-touch or high-risk surfaces will get disinfected twice daily. Once before staff and students come into the school, and once during school operating hours. Custodial staff received training how to use disinfectants safely and effectively as well as the hazards of the cleaning chemicals used which are Ministry of Health certified.

## How long does the virus live on objects and surfaces?

We are still learning how long the virus lives outside of a person. A recent study found that the virus can live up to 4 hours on copper, up to 24 hours on cardboard, and up to 2 to 3 days on hard surfaces like plastic and stainless steel. We do not know yet what effect different conditions, such heat, cold, or exposure to sunlight have on the virus, which could make those times shorter.

## For all students and staff

For all students and all staff (e.g., education staff, custodial staff, administrative, bus drivers, etc.), the Plant Department will ensure enough supply of water, paper towels and soap for hand sanitizing.

If soap, water, and paper towels are not readily available, we will provide Health Canada approved alcohol (60% or higher) hand sanitizers and provide them in areas where student supervision can be guaranteed.

Only hard-surface disinfectants and hand sanitizer products with a DIN or NPN number on their label will be used which indicates that the product is authorized for sale in Canada and is Health Canada assessed to be safe, effective and of high quality.

*This Fact Sheet has been designed to provide information for school communities considering the changes required by COVID-19. For any questions, concerns, or accommodations, please contact your child's school principal.*

*\*\* Adapted from the Ministry of Education "Approach to Reopening Schools for the 2020-2021 School Year"*