

# St. Johns County School District 2020-2021



## Cleaning and Sanitizing Guidelines

# St. Johns County School District Cleaning and Sanitizing Guidelines

The mission of the St. Johns County School District is to ensure that all district schools and sites are safe, clean and well maintained to provide a positive environment to work and learn for all students, staff and visitors.

## Three Stages of Infection Control:

- 1. Personal Hygiene:** Hand and respiratory hygiene, to include cough and sneezing etiquette, are key in the personal hygiene stage. Personal hygiene helps reduce the spread of various 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 sneezing procedures.
- 2. Cleaning for Microbe Control:** Comprehensive cleaning programs that use district approved cleaning solutions, products, updated tools and technologies used to help control the spread of infectious disease. This method involves frequent cleaning of high touch areas with the district approved detergent and disposable cloth. This method will assist in removing the majority of the microbes and conditions needed to survive on most surfaces to an acceptable level.
- 3. Disinfecting and Sanitizing for Microbe Control:** This method of infectious control involves a directed disinfection and sanitizing program, designed to address the high-risk areas and hazards. This method will include a deep cleaning and disinfection followed by application of an antimicrobial surface protectant utilizing electrostatic sprayers.

## Common “high-touch” surfaces in schools

High-touch surfaces are those that are frequently touched by a variety of different person’s hands. A surface that is touched daily by only one person is not to be considered a high-touch surface. Examples of high-touch surfaces include:

- Shared computer keyboards and mouse
- Shared musical instruments and keyboards
- Doorknobs, push bars, handrails, light switches and elevator buttons
- Faucet handles, toilet handles, towel dispensers, soap dispensers and hand dryers
- School bus rails, doors and seatbelts
- Handles on coffee pots, microwaves, and refrigerators
- Vending machines
- Lockers
- Playground equipment

## 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 only limited to:

- Athletic departments such as gym mats, exercise equipment, shower and locker rooms
- Kitchens, break rooms and cafeterias
- Clinics
- Childcare rooms and centers
- Restrooms

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## How to break the chain of infection?

1. **Frequent handwashing** will reduce the opportunity for microbes to enter the body and reduce the spread to others, through surfaces and objects.
2. **Respiratory hygiene** (cough and sneeze etiquette) is recommended to control infection. The CDC recommends the covering of nose and mouth with a tissue when coughing or sneezing and properly disposing into a waste receptacle. The use of a tissue or other item for coughing and sneezing is meant to capture the droplets. If a tissue is not available, coughing or sneezing into the elbow is an alternative measure.
3. **Frequent and proper cleaning** of high-risk, high-touch surfaces with the proper disinfectants and equipment removes microbes on surfaces and eliminates the conditions that some microbes need to survive.
4. **Sanitizing** processes are used to reduce but not necessarily eliminate microorganisms from surfaces to levels considered safe, as determined by public health codes or regulations. 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. **Disinfection** process is used to kill or irreversibly inactivates microbes present on a nonporous surface. Disinfectants are registered by the EPA 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.
6. **Surface protection**- High touch surfaces are to be treated with an anti-microbial surface protection to inhibit the growth of microorganisms including bacteria, virus, fungus and mold.

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

Staff members shall perform the following sanitization/disinfection tasks.

- Nurses- disinfect after the use of equipment and in between patient visits.
- Food service- sanitize as part of the food preparation and clean-up routine.
- Preschool/ESE teachers and staff- use antimicrobials after diapering and for mouthed toys.
- Athletic departments- use antimicrobials on mats and other contact equipment.
- Custodial staff- sanitize/disinfect door handles, hand railings, light switches, water fountains (fountains are to be used for water bottle filling only), elevator buttons, restrooms *and other areas identified as high touch surfaces*. Follow the respective procedures for Daily, Nightly or Summer cleaning.

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## Special Events

Staff members shall perform all sanitization/disinfection tasks that are required.

- Nurses- blood spill, vomit
- Food service- blood spill
- Preschool/classroom teachers and staff- blood spill, toileting accidents and vomit
- Custodial staff- blood spill, toileting accidents and vomit
- Bus drivers- blood spill, toileting accidents and vomit
- Athletics- blood spill, toileting accidents and vomit

## Safe Use Practices: Using EPA Approved Disinfectant

### **Work-Practice Recommendations:**

- **Protect workers:** Spray, wipe or squirt the products on cloths and mops whenever possible instead of spraying them into the air directly. When the disinfectant is sprayed onto a hard surface, the mist can bounce back directly into the face. Always use disinfectants with the recommended PPE and adequate ventilation. Make sure the facility's heating, ventilating and air conditioning systems are operating when the 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 students, teachers and other personnel leave.
- **Reduce quantity:** When applying the disinfectant, use the smallest amount possible 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 creates waste.
- **Allow sufficient dwell time for disinfectant** as specified by the product manufacturer 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 all high-touch area if the product label requires this step.

## Step-by-Step Cleaning Procedures

### Restroom Procedure

- Use the appropriate PPE. Gloves, mask and eye protection 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 any leaks while flushing everything. While checking for debris, look for any signs of vandalism (graffiti) or suspicious activity. Report any threats or suspicious items to the proper administrator.
- Empty trash cans or remove the liners if they are soiled. Never reach in the can, always dump out. Wipe the outside of the can and replace the liners as needed.
- Clean out all the sanitary napkin receptacles from the girl's restroom.

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- Clean walls, dispensers (paper towel, soap and toilet paper) and light switches with SJCSO recommended neutral disinfecting cleaner utilizing disposable towel.
- Clean toilets using SJCSO recommended disinfecting toilet cleaner with toilet brush and wipe all surfaces including seat and flush handle with SJCSO approved disinfecting cleaner.
- Clean sinks with SJCSO recommended disinfecting cleaner utilizing disposable towel.
- Clean the mirrors with glass cleaner.
- Clean floors utilizing SJCSO recommended neutral disinfecting cleaner. Mop and bucket should be cleaned after each restroom.

### **Classroom Procedure**

- Use appropriate PPE when necessary (i.e. gloves, mask, eye protection, etc.).
- Enter the classroom, walking around gathering the large debris from the floor while noting if there are any maintenance related items or suspicious items that should be documented (i.e. lights that are out, wet ceiling tiles, paint or flooring issues, etc.)
- Sanitize/disinfect tables, desk and all high-touch surfaces to include chairs and counters utilizing SJCSO recommended disinfecting cleaner with disposable towel allowing appropriate dwell time.
- Move to sanitizing/disinfecting other high-touch surfaces, to include but not limited to phones, doors, door handles and jams.
- Empty trash cans or remove the liners if they are soiled. Never reach in the can, always dump out. Wipe the outside of the can and replace the liners as needed.
- Dust mop or vacuum floor, wet mop with SJCSO recommended neutral disinfecting cleaner.
- As you leave the classroom disinfect the light switches and door handle before locking the door and moving to the next room.
- Restrooms contained in classrooms will follow restroom cleaning procedure

### **Locker room Procedure**

- Use the appropriate PPE when necessary (i.e. gloves, mask, eye protection, etc.).
- Set up wet floor signs.
- Go through the locker room and gather any large debris from the floor and check the toilets for any leaks while flushing everything. While checking for debris, look for any signs of vandalism (graffiti) or suspicious activity. Report any threats or suspicious items to the proper administrator.
- Empty trash cans or remove the liners if they are soiled. Never reach in the can, always dump out. Wipe the outside of the can and replace the liners as needed.
- Clean out all the sanitary napkin receptacles from the girl's locker room.
- Clean walls, dispensers (paper towel, soap and toilet paper) and light switch with SJCSO recommended neutral disinfecting cleaner utilizing disposable towel.
- Clean toilets using SJCSO recommended disinfecting toilet cleaner with toilet brush and wipe all surfaces including seat and flush handle with SJCSO approved disinfecting cleaner.
- Clean sinks with SJCSO recommended disinfecting cleaner utilizing disposable towel.
- Clean locks and locker doors with SJCSO recommended spray disinfecting cleaner.
- Clean the mirrors with glass cleaner.

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- Clean floors utilizing SJSCD recommended neutral disinfecting cleaner. Mop and bucket should be cleaned after each locker room.

### Clinic Procedures

- Use the appropriate PPE when necessary (i.e. gloves, mask, eye protection, etc.).
- Since this is an area that has the high likelihood of BBP (Blood Borne Pathogens) it is important to use the proper PPE while cleaning the clinic (*See previous bullet point*).
- Enter the clinic walking through and gather any large debris from the floor and check the toilets for any leaks while flushing everything. While checking for debris, look for any signs of vandalism (graffiti) or suspicious activity. Report any threats or suspicious items to the proper administrator.
- Clean out all the sanitary napkin receptacles from the girl's restroom.
- Clean walls, dispensers (paper towel, soap and toilet paper) and light switch with SJSCD recommended neutral disinfecting cleaner utilizing disposable towel.
- Clean toilets using SJSCD recommended disinfecting toilet cleaner with toilet brush and wipe all surfaces including seat and flush handle with SJSCD approved disinfecting cleaner.
- Clean sinks with SJSCD recommended disinfecting cleaner utilizing disposable towel.
- Clean the mirrors with glass cleaner.
- The cots and high-touch surfaces should all be disinfected as well as the walls near the cots.
- Disinfect all high-touch surfaces, to include but not limited to phones, doors, glass windows, door handles and jams.
- Empty trash cans or remove the liners if they are soiled. Never reach in the can, always dump out. Wipe the outside of the can and replace the liners as needed.
- Clean floors daily utilizing SJSCD recommended neutral disinfecting cleaner. Mop and bucket shall be cleaned after each use.

### Transportation and Buses

- **Deep Cleaning protocols** -Prior to start of school all buses will be cleaned and sanitized. Surface protection- High touch surfaces (handrails, seatback, seatbelts, etc) are to be treated with an anti-microbial surface protection to inhibit the growth of microorganisms including bacteria, virus, fungus and mold.
- **Daily cleaning protocols:**
  - Required at least once daily per bus.
  - Use the appropriate PPE when necessary (i.e. gloves, mask, eye protection, etc.).
  - Equipment: spray bottle with SJSCD recommended disinfecting cleaner and disposable towel.
  - Student areas
    - Start in rear of bus.
    - Spray and wipe upper and lower window panes and window frame of every student window.
    - Recommend using the same wiping pattern daily in a clockwise or counterclockwise manner.
    - Spray and wipe the top of every student seat back and the back of the seatback facing the students in a seated position.

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- Spray and wipe the entire vinyl seatback at the entrance of the bus.
- Spray and wipe both handrails in the stairwell.
- Operator/Driver area:
  - Spray and wipe the steering wheel, transmission selector lever/buttons, Parking brake, hand microphones and all switches on the instrument panel paying special attention to high use switched (student lights, door, etc.)

### **Sanitizing and Disinfecting in Response to Covid-19 Procedures**

#### **Covid-19 Response Deep-Cleaning before Occupancy**

- Use the appropriate PPE when necessary (i.e. gloves, mask, eye protection, etc.).
- Sanitize all doors, door handles and jams. Disinfect with SJCSO recommended disinfectants, allowing the recommended dwell time to expire.
- Sanitize all walls, light switches and fixtures of high-touch areas. Disinfect with SJCSO recommended disinfectants, allowing the dwell time to expire.
- Disinfect all computer keyboards, mice, screens and other electronic devices used for instruction by using SJCSO recommended disinfectants, allowing the recommended dwell time to expire.
- Disinfect all restrooms and locker rooms with the Kaivac machine. Note: if facility does not have the Kaivac equipment, other methods may be utilized for deep cleaning.
- 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 include door latches and soap dispensers.
- Be careful when there are hand dryers in the restroom as they have electrical connections.
- After the dwell time has expired use the Kaivac machine on high-pressure to wash everything to the floor. Spray from the top down and move away from the wall to avoid slashing the baseboard with dirty water.
- When everything is rinsed, use the Keivac to vacuum up the water.
- Empty the dirty water in the Keivac and rinse the recovery tank before storing it for the night.
- Disinfect all phones, keypads and other electronic devices used by using SJCSO recommended disinfectants, allowing the recommended dwell time to expire.
- Disinfect stairwells with SJCSO recommended disinfectants, allowing the dwell time to expire.
- Disinfect all gym bleachers, equipment and padding (floor and wall) by using SJCSO recommended disinfectants, allowing the dwell time to expire.
- Disinfect all elevator buttons and walls, while using SJCSO recommended disinfectants, allowing the dwell time to expire.
- Disinfect the water fountains buttons and splash guards by using SJCSO recommended disinfectants, allowing the dwell time to expire. Rinse with water after wiped down.
- Use Electrostatic sprayers with SJCSO approved disinfectant after the deep cleaning has occurred.
- Use Electrostatic sprayers to apply anti-microbial surface protection on all high touch surfaces including desktops and desk shields.

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## Daily Cleaning Measures with Covid-19 Guidelines

- Staff is to sanitize progressively during the school operating hours for high-touch areas and surfaces, including but not limited to door handles, phones, panic bars, railings and light switches. Check hand soap, paper towel and sanitizer dispensers.
- Disinfect all door handles, panic bars, railings and light switches, by using SJCSO recommended disinfectants, allowing the dwell time to expire. These items will be treated with anti-microbial treatment prior to occupancy and retreated as needed.
- Auto scrub or mop hard surface floors with neutral disinfecting cleaners.
- Disinfect all clinics, bathrooms, classrooms, childcare and athletic areas following SJCSO custodial standards. Disinfecting will use SJCSO recommended disinfectants, allowing the dwell time to expire.
- Disinfect the water fountain buttons and splash guards by using SJCSO recommended disinfectants, allowing the dwell time to expire. Rinse with water after wipe down if not utilizing food grade disinfectants.
- Disinfect all hard surfaces and furniture. Disinfect with SJCSO recommended disinfectants, allowing the dwell time to expire.
- Wipe all shared computer keyboards, mice and other electronic devices (printers/copiers) by using SJCSO recommended disinfectants, allowing the dwell time to expire. These devices will be treated with an anti-microbial treatment prior to occupancy and will be retreated as needed.
- Disinfect all shared phones, keypads and handsets use by using SJCSO recommended disinfectants, allowing the dwell time to expire.
- Disinfect all gym equipment and padding (floor and wall) by using SJCSO recommended disinfectants, allowing the dwell time to expire.
- Disinfect all playground equipment by using SJCSO recommended disinfectants as needed, allowing the dwell time to expire. This equipment will also be treated with an anti-microbial treatment prior to occupancy and re-treated as needed.

## Sanitizing and Disinfecting per CDC Guideline when Positive Case Occurs

- Close areas used by the sick person immediately. Place signs restricting access. This should include all areas sharing a common HVAC system.
- Contact District Health Services Department for further direction.
- Open outside doors and windows when possible. Use ventilating fans and/or facility HVAC mechanical systems to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting the area. If 24 hours is not feasible, wait as long as possible.
- Remove and replace HVAC filters and disinfect Air Handler Unit with approved disinfectants utilizing electrostatic sprayer or fogger.
- Clean and disinfect all areas occupied by the person following procedures outlined by the Covid-19 Response Deep-Cleaning before Occupancy.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
  - 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.

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- 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.
- Once the area has been appropriately disinfected, the area can be reopened for use.
- Students/staff without close contact with the sick person can return to school/work immediately after disinfection.
- If it has been more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue daily sanitization and disinfection. This includes everyday practices that schools normally use to maintain a healthy environment.

### **Additional Responses to Covid-19**

- Training will be provided to all custodial staff.
- All custodial staff shall utilize SJCSJ provided PPE while working.
- Alcohol-based hand sanitizer dispensers have been installed in select locations on all campuses.
- In the event of a positive case, disinfection procedures will be conducted by either trained school staff, a District COVID-19 response team or professional contracted service experienced in disinfecting facilities.

**St. Johns County School District Cleaning and Sanitizing Guidelines**

| <b>PERIODIC DAILY CLEANING GUIDE (During School Occupancy)</b> |   |
|--|---|
| <b>CLASSROOM/OFFICES</b>                                       |   |
|  | Sanitize/disinfect all high-touch surfaces                                  |
|  | Sanitize/disinfect front office entry doors                                 |
|  | Sanitize/disinfect front office lobby area, counters tops, furniture, kiosk |
|  | Monitor Hand sanitizer stations and refill as needed                        |
|  | Sanitize/disinfect all water fountains/ bottle fill stations                |
|  | Remove all trash/recycling cans from rooms where food is served             |
|  | Sanitize/disinfect all doors knobs/handles on classrooms                    |
|  |   |
|  |   |
| <b>RESTROOMS</b>   |   |
|  | Clean/disinfect all hand wash sinks   |
|  | Clean/disinfect all toilets/urinals   |
|  | Spray sanitize all dispensers, toilet paper, paper towels, soap, etc.       |
|  | Sanitize all hand dryers  |
|  | Empty and sanitize trash cans and sanitary containers                       |
|  |   |
|  |   |

## St. Johns County School District Cleaning and Sanitizing Guidelines

| <b>NIGHTLY CLEANING GUIDE</b> |   |
|-------------------------------|---|
| <b>CLASSROOM/OFFICES</b>      |   |
|                               | 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                               |
|                               | Sanitize/disinfect water fountain and bottle filler stations                  |
| <b>RESTROOMS</b>              |   |
|                               | 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                         |
|                               | Check dispensers (paper towel, toilet paper, soap/sanitizer) refill as needed |
|                               |   |
|                               |   |
|                               |   |

## St. Johns County School District Cleaning and Sanitizing Guidelines

| <b>SUMMER (DEEP) CLEANING CHECKLIST</b> |  |
|---|--|
| 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 utilizing extraction or other approved method             |
|   | Apply anti-microbial treatment to high touch surfaces as identified                |
| INITIAL/DATE                            | RESTROOMS  |
|   | Clean HVAC vents   |
|   | Clean light fixtures   |
|   | Clean ceiling  |
|   | Clean/disinfect all tile walls utilizing Kaivac machine procedures                 |
|   | 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 do not need to be stripped and waxed.                        |
|   | Strip and re-wax all other floors if needed  |
| 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   |

## St. Johns County School District Cleaning and Sanitizing Guidelines

### SANITIZATION GUIDE FOR BUSES

- Complete once daily per bus
- Use the appropriate PPE when necessary (i.e. gloves, mask, eye protection, etc.)
- Use spray bottle with neutral germicidal cleaner and white cotton rag

#### Student Areas

Start in rear of bus

Spray and wipe upper and lower window panes and window frames of every student window

Use the same wiping pattern daily in a clockwise or counterclockwise manner

Spray and wipe the top of every student seat back and the back of the seatback facing the students in a seated position

Spray and wipe the entire vinyl seatback at the entrance of the bus

Spray and wipe both handrails in the stairwell

#### Operator/ Driver Area

Spray and wipe the steering wheel

Spray and wipe the transmission selection lever/buttons

Spray and wipe the parking brake

Spray the rag and wipe both hand microphones and all switches on the instrument panel paying special attention to high use switched (student lights, door, etc.)

Be careful to not spray neutral germicidal cleaner into cracks and crevices of switches and controls at the operator's compartment

## St. Johns County School District Cleaning and Sanitizing Guidelines

### LISTA DE VERIFICACIÓN DE LIMPIEZA NOCTURNA

#### AULA/OFICINAS

|  |  |
|--|--|
|  | Desinfectar escritorios, así como todas superficies de alto contacto       |
|  | Limpie todos los accesorios de acero inoxidable/cromo                      |
|  | Aspirar alfombras con aspiradora y mopear pisos                            |
|  | Limpie las pizarras  |
|  | Vaciar y desinfectar el sacapunta  |
|  | Retire todas las latas de basura/reciclaje de las habitaciones, desinfecte |
|  | Desinfectar todas las puertas y marcos                                     |
|  | Desinfectar el Interruptor de luz y manija de la puerta                    |
|  | Desinfectar la fuente de agua y las estaciones de llenar las botellas      |

#### Baños

|  |  |
|--|--|
|  | Limpia/desinfectar todas las losas de la pared   |
|  | Limpia todos los espejos   |
|  | Desinfectar todos los secadores de manos   |
|  | Desa escala y desinfectar todos los accesorios de inodoro y fregadero                              |
|  | Desinfectar todos los dispensadores de papel higiénico   |
|  | Desinfectar dispensadores de toallas de papel  |
|  | Pulido de acero inoxidable todos los accesorios  |
|  | Vaciar y desinfectar los cubos de basura y los recipientes sanitarios                              |
|  | Chequear dispensadores (toalla de papel, papel higiénico, jabón/desinfectante) según sea necesario |
|  |  |
|  |  |
|  |  |

## St. Johns County School District Cleaning and Sanitizing Guidelines

| LISTA DE LIMPIEZA DIARIA PERIODICA (Durante la Ocupación Escolar) |   |
|---|---|
| AULA/OFICINAS   |   |
|   | Desinfectar todas las superficies de alto contacto  |
|   | Desinfectar las puertas de entrada de la oficina de recepción                             |
|   | Desinfectar el área del vestíbulo de la oficina de recepción, encimeras, muebles, quiosco |
|   | Supervise las estaciones desinfectantes de manos y rellene según sea necesario            |
|   | Desinfectar/desinfectar todas las fuentes de agua/las estaciones de llenado de botellas   |
|   | Retire todas las latas de basura/reciclaje de las habitaciones donde se sirve comidas     |
|   | Desinfectar todas las manijas de las puertas en las aulas                                 |
|   |   |
|   |   |
| Baños   |   |
|   | Limpiar/desinfectar todos los fregaderos de lavado a mano                                 |
|   | Limpiar/desinfectar todos los inodoros/urinarios  |
|   | Rocíe (spray) todos los dispensadores, papel higiénico, toallas de papel, jabón, etc.     |
|   | Desinfectar todos los secadores de manos  |
|   | Vaciar y desinfectar los cubos de basura y los recipientes sanitarios                     |
|   |   |
|   |   |

## LISTA DE VERIFICACIÓN DE LIMPIEZA DE VERANO (PROFUNDA)

| BLDG / RM #   |   |
|---------------|---|
| INICIAL/FECHA | AULAS, OFICINAS, PASILLOS ,Biblioteca , ETC..   |
|               | Limpie los conductos de ventilación y las tomas   |
|               | Limpie las lentes de luz y los accesorios   |
|               | Desinfectar todas las paredes   |
|               | Limpie todas las ventanas y persianas   |
|               | Desinfectar todas las puertas y marcos  |
|               | Limpie los zócalos  |
|               | Retire las manchas de agua dura, desinfecte y pula de acero inoxidable todas las fuentes de agua                  |
|               | Desinfectar todos los escritorios y muebles   |
|               | Chequear y limpie todas las áreas de armario accesibles   |
|               | Retire toda la basura / latas de reciclaje de las habitaciones, desinfecte  |
|               | Aspirar/limpias las alfombras utilizando extracción u otro método aprobado  |
|               | Aplicar tratamiento antimicrobiano a superficies de alto contacto identificadas                                   |
| INICIAL/FECHA | Baños   |
|               | Limpie los respiraderos del HVAC  |
|               | Limpie las luminarias   |
|               | Limpie el techo   |
|               | Limpiar/desinfectar todas las losas de las paredes de baldosas utilizando los procedimientos de la máquina Kaivac |
|               | Limpiar todos los espejos   |
|               | Desinfectar todos los secadores de manos  |
|               | Desa escala y desinfectar todos los accesorios de inodoro y fregadero   |
|               | Desinfectar todos los dispensadores de papel higiénico  |
|               | Desinfectar los dispensadores de toallas de papel   |
|               | El acero inoxidable pula todos los accesorios   |
| INICIAL/FECHA | Losas del SUELO   |
|               | Por favor, fregar los pisos que no necesitan ser encerados.   |
|               | Desmonte y vuelva a encerar todos los demás pisos si es necesario   |
| INICIAL/FECHA | ARTÍCULOS DE MANTENIMIENTO  |
|               | Sustituya las bombillas según sea necesario   |
|               | Sustituya las losas del techo según sea necesario   |
|               | Retocar la pintura  |
|               | Reemplace los filtros HVAC según sea necesario  |
|               | Envíe órdenes de trabajo según sea necesario  |