



Kiona-Benton City Schools

District No. 52
1105 Dale Ave.
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COVID-19 CONTAMINATION MITIGATION AND RESPONSE PROTOCOL

Purpose

This document outlines the responsibilities of the Maintenance & Operations (M&O) team during various levels of activity related to COVID-19 prevention and actual or suspected contamination responses.

Applicability

The protocols and procedures outlined in this document are mandatory for all custodial staff as applicable and as assigned.

Summary

Three possible conditions have been identified which relate to the cleaning of KBSD schools during the COVID-19 situation.

These are:

- Process #1: Enhanced Routine Cleaning of schools during ongoing COVID-19 pandemic
- Process #2: Response Cleaning for a COVID-19 suspected or contaminated classroom
- Process #3: Response Cleaning for a COVID-19 suspected or contaminated school facility

Definitions

Enhanced Routine cleaning of schools during ongoing COVID-19 pandemic: the regular every day cleaning of general school facility areas and “touch points” with enhancements specific to the COVID-19 situation. These enhancements generally involve the addition of student desks and other student touched surfaces into the daily disinfection regimen.

Response Cleaning for a COVID-19 Suspected or Contaminated classroom: the cleaning and disinfecting of a classroom or other school area in which a student/staff who was confirmed or suspected of having COVID-19 infection occupied.

Response Cleaning for a COVID-19 Suspected or Contaminated School Facility: the cleaning and disinfection of a large portion of, or an entire school facility which is suspected of COVID-19 contamination but in which the specific areas of contamination cannot be clearly determined, therefore a large portion of, or the entire facility is to be cleaned and disinfected.



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General School Facility Areas: classrooms, gyms, offices, hallways, restroom floors and walls, lobbies, and other general areas not inclusive of “touch points”. Cleaning protocols for these areas are contained in Appendix A.

Touch Points: those items within a facility which are touched by multiple users throughout the day. Examples include drinking fountains, sink faucet handles, door knobs, light switches, flush handles, paper towel dispensers, hand soap dispensers, handrails, elevator buttons, door push bars and handles, any other such items. During the current COVID-19 event this will include student desks.

Safety Management Team: The team of administrators and other employees who will be contacted by a building administrator regarding a potential COVID-19 contamination incident. This team consists of the Superintendent, M&O Director, building custodians and other staff as needed, including any building safety team members who are available. This team will activate, oversee, and manage the COVID-19 response as needed.

Pre-Cleaned Surface: a surface, generally a touch point but may be any surface, which is not heavily soiled or has been cleaned but not disinfected. Disinfection is not effective on surfaces which are heavily soiled.

COVID-19 Response Cleaning Team: Custodians who have received special training and PPE (Personal Protective Equipment) and will be tasked with performing the initial thorough cleaning and disinfecting of all suspected COVID-19 contaminated areas.

COVID Response Laundry Service: In the event of a cleaning/disinfection action may exceed the existing supply of microfiber towel available at the event site, the COVID Response Laundry Service will be activated. This service will consist of one custodial staff who will pick up used microfiber towels from the cleaning/disinfection action site, transport the towels to the Kiona-Benton High School laundry facility, launder the towels, and return them to the cleaning/disinfection action site. This process will repeat as needed to ensure the cleaning process is not compromised by a lack of microfiber towels.

Process #1: Routine cleaning/disinfection of schools during ongoing COVID-19 situation. This process focuses on the disinfection protocol. To see the regular daily cleaning protocol please see Appendix A.



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The routine cleaning/disinfection protocol follows these steps:

On pre-cleaned surfaces:

- 1.1. Put on proper PPE, as required by disinfectant product label. Example: Oxivir label lists that disposable gloves are required.
- 1.2. Prop open the classroom door. This is both to ease access to the room and to ensure visibility during the process.
- 1.3. Mist disinfectant on all Touch Points; student desks, door handles / crash bars (both sides of door), sink handles, water fountain buttons, paper towel and soap dispenser levers, and similar surfaces.
- 1.4. Allow disinfectant to dwell on surface for 1 minute.
- 1.5. Use a small touch point specific microfiber towel and fold it in half twice. (8th's)
- 1.6. Starting with the first touch point, put disinfectant on surface (i.e.: door handle), wipe it in one direction only with an unused section of the towel. Turn/fold towel to expose un-used area for next wipe. Repeat with each touch point, being sure to wipe in one direction with a clean side of the towel on every new touch point wiped.
- 1.7. When all 8 sides of the towel have been used (once) get a new small microfiber touch point towel and follow the same procedure above until all touch points have been disinfected.
- 1.8. Mist disinfectant on one side of the towel, then wipe the light switch with the towel in one direction. Do NOT spray disinfectant directly onto/into light switch; this may damage the switch.
- 1.9. Place all used (dirty) microfiber touch point towels in the dirty towel mesh bag. Return bag to laundry area for service.
- 1.10. Close and lock classroom door.
- 1.11. Remove disposable gloves and put them into the trash.
- 1.12. When finished with all rooms, return all other equipment and /or tools back to their proper storage location.



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Process #2: Response Cleaning for COVID-19 Contaminated Classroom:

The main purpose of this response protocol is to thoroughly clean and disinfect any suspected COVID-19 contaminated classroom or other areas so they are readily available for the next operating day. This includes all Touch Points, student desks, and any other potentially contaminated surface.

2.1. Potential COVID-19 contamination is reported by Building Admin to Maintenance & Operations

2.2. M&O director examines sites, works with lead custodian to close and control areas as needed. Doors to potentially contaminated areas will be closed, locked, and tagged "No Entry".

2.3. M&O Director disables HVAC (Heating, Ventilation, Air Conditioning) to facility ventilation systems to minimize spread.

2.4. M&O Director informs Superintendent and calls in custodial staff deemed necessary.

2.5. Response team arrives on site and is briefed by Director regarding the areas needing disinfecting and any special considerations regarding student/facility conditions.

2.6. Custodial team stages needed equipment and begins preparations for disinfecting work.
NOTE: Response team will wear the appropriate PPE as deemed required per the CDC and labels.

2.7. Response team will apply an EPA registered disinfectant (i.e.: Oxivir) on all surfaces, desks, countertops and areas considered to be contaminated. Heavily soiled areas may require a pre-cleaning prior to application of disinfecting material.

2.8. The sprayed areas will be allowed to maintain saturated following manufacturers recommendations (dwell time).

2.9. Microfiber towels will be used to wipe down all sprayed surfaces

2.10. Use a microfiber towel (may or may not be "touch point" size) and fold as needed to a usable size.

2.11. Starting with the first areas sprayed, wipe it in one direction with an unused section of the towel. Follow this same procedure on each area on which disinfectant was applied, in the same order as applied. Turn towel, wiping in one direction with a clean side of the towel on every new touch point to be wiped.



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- 2.12. When all sides of the towel have been used (once) acquire a new microfiber towel and follow the same procedure above until all surfaces have been disinfected.
- 2.13. Place all used (dirty) microfiber towels in a dirty towel mesh bag. Return bag to laundry area for service.
- 2.14. When all cleaning/disinfection activities are complete, remove disposable gloves and other PPE, and put them into the trash.
- 2.15. Notify M&O director and Superintendent that disinfection process is complete.
- 2.16. M&O Director will perform ATP testing on selected surfaces to confirm disinfection has been effective.
- 2.17. If ATP testing confirms clean surfaces, proceed with Process steps below. If ATP testing fails to confirm clean surfaces repeat Process #2 from step 2.6.
- 2.18. Return all other equipment and /or tools back to their proper storage location.
- 2.19. M&O maintenance team replaces all air filters associated with the contaminated/disinfected area.
- 2.20. M&O Director informs Building Admin and Superintendent that contaminated areas are now clean and ready to be placed back into service.
- 2.21. M&O Director ensures that all facility equipment/services altered for contamination event are returned to normal status.

Process #3: Response Cleaning for COVID-19 Contaminated School Facility:

The main purpose of this response protocol is to thoroughly clean and disinfect any significant portion of, or entire facility suspected to contain a COVID-19 contamination such that the area or facility are readily available for the next operating day. This includes all Touch Points, student desks, and any other potentially contaminated surface.

- 3.1. Potential COVID-19 contamination is reported by Building Admin to M&O director and Superintendent.
- 3.2. M&O Director examines site, works with Building Principal to close and control facility or large portion of facility as needed. Doors to potentially contaminated areas will be closed,



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locked, and tagged “No Entry”. This may be all exterior doors depending on severity of contamination.

3.4. M&O Director disables HVAC (Heating, Ventilation, Air Conditioning) to facility ventilation systems to minimize spread.

3.5. M&O Director activates custodial team. When dealing with an entire facility or a major portion of a facility the team will be augmented with additional custodial staff drawn from other assignments within the District.

3.6. M&O management activates COVID Response Laundry Service.

3.7. Custodial team plus Superintendent arrive on site and are briefed by M&O Director regarding the areas needing disinfecting and any special considerations regarding student/facility conditions.

3.8. Custodial team stages needed equipment and begins preparations for disinfecting work.
NOTE: Response team will wear the appropriate PPE as deemed required per the CDC and labels.

3.9. COVID Response Laundry Service establishes a single transfer point at the facility. This will most likely be the main front vestibule area. This will provide an “air lock” transfer point so that clean and dirty laundry bags can be transferred into and out of the facility while minimizing exposure and potential spread of contamination.

3.10. Custodial team will apply an EPA registered disinfectant (i.e.: Oxivir) on all surfaces, desks, countertops and areas considered to be contaminated. Heavily soiled areas may require a pre-cleaning prior to application of disinfecting material.

3.11. The sprayed areas will be allowed to maintain saturated following manufacturers recommendations (dwell time).

3.12. Microfiber towels will be used to wipe down all sprayed surfaces

3.13. Use a microfiber towel (may or may not be “touch point” size) and fold as needed to a usable size.

3.14. Starting with the first areas sprayed, wipe it in one direction with an unused section of the towel. Follow this same procedure on each area on which disinfectant was applied, in the same order as applied. Turn towel, wiping in one direction with a clean side of the towel on every new touch point to be wiped.



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- 3.15. When all sides of the towel have been used (once) acquire a new microfiber towel and follow the same procedure above until all surfaces have been disinfected.
- 3.16. Place all used (dirty) microfiber towels in the dirty towel mesh bag. Return bag to designated laundry transfer point (see 3.9).
- 3.17. When all cleaning/disinfection activities are complete, remove disposable gloves and other PPE, and put them into the trash.
- 3.18. Notify M&O Director that disinfection process is complete.
- 3.19. M&O Director will perform ATP testing on selected surfaces to confirm disinfection has been effective.
- 3.20. If ATP testing confirms clean surfaces, proceed with Process steps below. If ATP testing fails to confirm clean surfaces repeat Process #3 from step 3.10.
- 3.21. Return all other equipment and /or tools back to their proper storage location
- 3.22. M&O maintenance team replaces all air filters associated with the contaminated/disinfected area.
- 3.23. M&O management informs Facility Admin that contaminated area/facility is now clean and ready to be placed back into service.
- 3.24. M&O management ensures that all facility equipment/services altered for contamination event are returned to normal status.

APPENDIX A

Kiona-Benton City School District

Custodial Cleaning Plan

CLEANING EXPECTATIONS FOR THE FOLLOWING AREAS:

1. ENTRANCES, LOBBIES, RECEPTION AREAS

- Hard floors will be dust mopped and damp mopped
- Doormats will be removed/replaced and vacuumed



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- Carpeted areas will be spot vacuumed
- Waste receptacles will be emptied/liner replaced
- Door glass will be cleaned/ both sides
- Entrance door frames/glass above doors will be wiped
- Crash bars/ door handles will be sanitized
- Exterior waste receptacles will be emptied / liner replaced
- Critical touch points will be sanitized
- Fog entry counters and furniture

2. STAIRS AND LANDINGS

- Stairs / Landings will be vacuumed, swept and mopped
- Doors / crash bars will be wiped down/sanitized
- Handrails will be wiped down/ sanitized
- Stainless steel kick plates/ corner guards cleaned
- Critical touch points will be sanitized
- Smudges/prints/marks will be removed from walls

3. CORRIDORS, HALLWAYS

- Hard floors dust mopped and damp mopped/auto scrubbed
- Carpeted floors will be vacuumed / spot cleaned
- Drinking fountains will be cleaned/ sanitized
- Waste receptacles emptied/liner replaced
- Walls will be spot cleaned



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- Door glass will be cleaned/ both sides
- Stainless sinks, corners will be cleaned and protectant applied
- Critical touch points will be sanitized
- Lockers will be dusted and cleaned

4. LOUNGES, STAFF BREAK ROOMS

- Receptacles will be emptied/liner replaced
- Tables and counter tops will be wiped down and fogged
- Carpets will be vacuumed
- Hard floors will be swept/dust mopped/wet mopped
- Stainless steel sinks will be wiped out and protectant applied
- Critical touch points will be sanitized
- All paper /soap/hand sanitizer will be cleaned/restocked
- Smudges/prints/marks will be removed from walls

5. OFFICES

- Hard floors will be swept/dust mopped/damp mopped
- Carpets will be vacuumed
- Waste baskets will be emptied/liner replaced
- Window ledges /blinds dusted
- Glass partitions will be cleaned
- Critical touch points will be sanitized
- Smudges/prints/marks will be removed from walls



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- Stainless sinks, corners will be cleaned and protectant applied

6. LIBRARIES

- Carpets vacuumed/spot cleaned
- Waste receptacles will be placed outside door and emptied/liner replaced
- Critical touch points will be sanitized
- Smudges/prints/marks will be removed from walls
- Stainless sinks/drinking fountains will be cleaned/protected
- Tables and countertops will be fogged with disinfectant

7. MEETING/CONFERENCE/SPECIALTY ROOMS

- Carpets Vacuumed / spot cleaned
- Waste receptacles will be emptied/liners replaced
- Critical touch points will be sanitized
- Tables damp wiped
- Furniture vacuumed/wiped down
- Window ledges/Blinds/Counters dusted
- Door glass/ cleaned/both sides
- Stainless sinks, corners will be cleaned and protectant applied
- Smudges/prints/marks will be removed from walls
- Desks, tables and chairs will be fogged with disinfectant

8. CAFETERIA/COMMONS AREA

- Waxed floors will be burnished



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- Floors will be swept, damp mopped, auto scrubbed
- Waste receptacles will be emptied/liners replaced
- Cafeteria tables will be cleaned/microfiber flat mopped
- Cafeteria tables will be deep/detail cleaned
- All glass will be cleaned inside and out
- Walk off matting/rugs will be vacuumed
- Stainless sinks will be cleaned/protectant applied
- All product dispensers will be cleaned/refilled
- All Critical touch points will be sanitized
- Stainless sinks, corners will be cleaned and protectant applied
- Smudges/prints/marks will be removed from walls
- Exterior waste receptacles will be emptied / liner replaced
- Tables and chairs/benches will be fogged with disinfectant

9. CLASSROOMS

- Carpets will be spot vacuumed/spot cleaned
- Hard floors will be dust mopped/damp mopped
- Waste receptacles will be placed in hallways to be emptied/liners changed
- Pencil sharpeners will be emptied
- Desks, counters, sills, ledges, lights, blinds etc... will be dusted
- Door glass will be cleaned/both sides
- Critical touch points will be sanitized



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- Stainless sinks, corners will be cleaned and protectant applied
- Smudges/prints/marks will be removed from walls
- All product dispensers will be cleaned/refilled
- Desks and chairs will be fogged with disinfectant

10. COMPUTER/SPECIALTY CLASSROOMS

- Carpets will be spot vacuumed and spot cleaned
- Waste receptacles will be placed in hallways to be emptied /liner replaced
- Hard floors will be dust/damp mopped
- Desks, tables, counters, sills will be dusted
- Door Glass will be cleaned inside/out
- Stainless sinks, corners will be cleaned and protectant applied
- Smudges/prints/marks will be removed from walls
- Critical touch points will be sanitized
- All product dispensers will be cleaned/refilled
- Tables and chairs will be fogged with disinfectant

11. HEALTH ROOMS

- Hard floors will be dust/damp mopped
- Waste receptacles will be placed in hallway to be emptied /liner replaced
- Critical touch points will be sanitized
- Desks, tables, counters, sills will be dusted
- Stainless sinks, corners will be cleaned and protectant applied



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- Door Glass will be cleaned inside/out
- Toilet/urinal will be cleaned and sanitized
- All product dispensers will be cleaned and refilled
- Mirror/sink will be cleaned
- Smudges/prints/marks will be removed from walls
- Beds, tables, chairs and countertops will be fogged with disinfectant

12. RESTROOMS

- Waste receptacles will be emptied/liner replaced
- Mirrors will be cleaned
- Sinks, toilets and urinals will be cleaned/sanitized
- Stalls, urinal dividers, top rails will be cleaned
- All product dispensers will be cleaned and refilled
- All critical touch points will be sanitized
- Floors will be swept and damp mopped
- High dusting of lights, corners, etc.
- Door and all stainless will be cleaned/protectant applied
- Smudges/prints/marks will be removed from walls

13. GYMNASIUMS

- All hard floors swept /dust mopped/ auto scrubbed/mopped
- All glass will be cleaned inside/ out
- Stainless steel corners/drinking fountains will be cleaned/protected



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- Waste receptacles will be emptied / liner replaced
- Entry carpets and rugs will be vacuumed
- All critical touch points will be sanitized
- Waxed floors will be burnished
- Glass display cases will be cleaned
- Smudges/prints/marks will be removed from walls
- Bleachers: trash will be removed/blown off/wet mopped
- Exterior waste receptacles will be emptied / liner replaced

15. LOCKER ROOMS (AS APPLICABLE)

- All hard floors swept /dust mopped/ auto scrubbed/wet mopped
- Stainless steel corners/drinking fountains will be cleaned/protected
- Waste receptacles will be emptied / liner replaced
- All critical touch points will be sanitized
- Smudges/prints/marks will be removed from walls
- All product dispensers will be cleaned and refilled
- Sinks, toilets and urinals will be cleaned/sanitized
- Stalls, urinal dividers, top rails will be cleaned
- All glass will be cleaned inside/ out
- Mirrors will be cleaned
- High dusting of lights, corners, etc.
- Fogging of the locker rooms will be done with a disinfectant



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IMPORTANT!

Custodial will not clean or touch any staff members' personal items. Staff desks are off limits.