



I LEARN SCHOOLS INC. CLEANING/DISINFECTING PROCEDURE MANUAL

Regular cleaning and disinfection of schools is an important part of preventing and minimizing the spread of pathogens in the school environment. Pathogens are microbes which can cause disease and/or infection. Pathogenic microbes may be found in the form of bacteria, viruses, fungi, or parasites.

This manual is intended to provide iLearn Schools District campuses guidance to meet COVID-19 cleaning and disinfecting protocols.

As per the most recent CDC [Guidelines](#);

Cleaning and disinfecting are part of a broad approach to prevent infectious diseases, including COVID-19, in schools.

Cleaning physically removes germs, dirt, and impurities from surfaces or objects by using soap (or detergent) and water. This process does not necessarily kill the germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process 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.

Clean surfaces and objects using soap and water prior to disinfection.

Sanitizing lessens the number of germs on surfaces or objects to levels that are considered safe according to public health standards. This process can be accomplished by either cleaning or disinfecting.

Daily Routine Cleaning and Disinfecting Schedule:

Each school campus Assistant Director of Operations (ADO) is responsible for the management and supervision of the daily cleaning and disinfection procedures in her/his school.

ADOs should always monitor cleaning and disinfecting processes in their building regularly to ensure their schools maintain the health and safety standards at the highest level.



It is recommended for ADOs to assign each room and task to each day custodian separately to cover as much ground as possible for effective cleaning and disinfecting. ADOs and Assistant ADOs need to make sure their assigned schedules are followed smoothly by each custodian on a daily basis.

The below routine cleaning and disinfecting procedure has to be followed by the day custodians daily on a regular basis.

Sample Day Custodian Daily Routine Cleaning and Disinfecting Schedule.

-6.30 am to 7.15 am clean and disinfect building entrance areas, lobby, security desk, secretaries desk in the lobby, all the hallways, hallway doors, push bars, staircases, staircase handrails, elevators etc. (with 3M #40)

-7.15 am to 9.00 am cleaning and sanitizing cafeteria tables, chairs, folding shields before and after every use. (with 3M #16)

-9.00 am 10.00 am disinfect all bathrooms and bathroom fixtures, teacher lunch area, staircases, staircase handrails, water fountains (with 3M #16), hallway doors and door push bars and high touch surface areas in the common areas in the building including main entrance doors and exit doors. using electrostatic sprayer (with 3M #40)

-10 am general bathroom cleaning and disinfecting (For Bathroom floors use 3M # 23, for all bathroom fixtures use 3M # 40)

-11 am general bathroom cleaning and disinfecting (For Bathroom floors use 3M # 23, for all bathroom fixtures use 3M # 40)

-1130 am to 1 pm: disinfecting and cleaning cafeteria tables, chairs and floors, folding shields before and after every use. (with 3M #16)

- 1.00 pm to 2.00 pm lunch break

- 2.00 pm to 3.00 pm clean and disinfect all bathrooms and bathroom fixtures, teacher lunch area, staircases, staircase handrails, water fountains (with 3M #16), hallway doors and door push bars and high touch surface



areas in the common areas in the building including main entrance doors, exit doors, light switches etc. using electrostatic sprayer (with 3M #40)

- 3.00 pm to 3.30 pm general bathroom cleaning and disinfecting (For Bathroom floors use 3M # 23, for all bathroom fixtures use 3M # 40)

- 3.30 pm end of shift

The below routine cleaning and disinfecting procedure has to be followed by the night custodians daily on a regular basis.

Sample Night Custodian Daily Routine Cleaning and Disinfecting Schedule

-3.00 pm to 3.15 pm

- . Obtain any important information from day custodians
- . Check with the Director and ADO for specific cleaning and disinfecting requests

-3.15 pm to 8.00 pm (Classrooms and Hallways)

- . Empty all garbage cans in all rooms throughout the school building
- . Dust mop all classrooms, hallways and sweep staircases
- . Mop all classrooms, hallways and sweep staircases (with 3M # 3A)

-8.00 pm to 9.00 pm (All bathrooms)

- . Mop bathroom thoroughly (with 3M # 23)
- . Wipe down all fixtures, toilets, sinks and partitions (with 3M # 40)
- . Remove all garbage from bathrooms
- . Refill soap, paper, or garbage bags
- . Make sure plumbing is working in all bathrooms

-9.00 pm to 10 pm

- . Dust mop gym every night
- . Remove all garbage in between bleachers
- . Sweep and clean gym stage
- . Sweep and remove all garbage from locker rooms



- . Mop gym floor once a week (with 3M # 23)
- . Close all doors and shut off lights

-10.00 pm to 11.30 pm

. Disinfect the below listed areas, high touch surfaces and materials with electrostatic sprayer (with 3M # 40); All students desks and chairs, teacher desks and chairs, office desk and chairs, lockers, cubbies, book shelves and used furniture inside the classrooms, classroom doors, door handles, knobs, teacher lunch furniture, tables and chairs, desks and chairs in the nurse room, floor cabinets, bathroom and all bathroom fixtures including toilet seats, toilet flushes, toilet partitions, sinks, faucets, bathroom toilet and soap dispensers, office desks and chairs, all hallway doors, hallway door push bars, entrance doors and door handles, staircases, staircase handrails, all other high touch surfaces including electrical switches, water fountains, shared computer keyboards and mice, light switches, pencil sharpener handles, sinks and surrounding areas, countertops, shared electronics such as printers, other shared learning materials.

Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:

In consultation with their local health department, schools might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:

- . Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible.
- . Open outside doors and windows to increase air circulation in the area.
- . Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- . Cleaning personnel should wear their full PPE including gowns, eye shields, gloves, masks and shoe covers prior to start cleaning and disinfecting the affected areas. All PPEs used should be properly disposed of after each use.

Important operational protocols to follow:

A-) Each school campus is provided with following PPE (Personal Protective Equipment) supplies. School ADOs are directly responsible for the management and distribution of PPE supplies at their campuses.



PPE Supply List;

- 2000 Disposable Protective Face Masks
- 160 Full Coverage Safety Eyewear Face Shields

(Each staff member will be provided with one face shield prior to beginning of school year.)

- 60 KN95 masks
- 10 Particle Protection Hooded Coveralls
- 1000 Nitrile exam gloves
- 10 Shoe covers
- 2 thermometer guns

School ADOs need to make sure there is adequate PPE supplies at their campuses at all times.

B-) Each school campus is provided with 30 automatic hand sanitizer dispensers. One automatic hand sanitizer dispenser is to be installed at the entrance of each classroom. ADOs need to make sure each dispenser is in working condition and their school have adequate sanitizer supplies at all times.

C-) Nurse room should be cleaned and disinfected anytime as it is needed. Special consideration should be given to protection for school nurses and cleaning crews. Sufficient PPE supplies should be available at the school premises at all times.

D-) Shared Objects:

- . Discourage sharing of items that are difficult to clean or disinfect.
- . Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- . Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- . Avoid sharing electronic devices, toys, books, and other games or learning aids.

E-) Bathroom Usage:

- . Avoid crowds by limiting the number of students who can enter at a time.
- . Designate staff members to enforce limited capacity and avoid overcrowding.
- . Prop doors open to avoid touching handles, if possible.
- . Post a log at each bathroom entrance to be filled and signed by each custodian after cleaning and disinfecting each time.



F-) Drinking fountains should be cleaned and sanitized (with 3M #16) but encourage staff and students to bring their own water to minimize use and touching of water fountains. We recommend the closure of water fountain bubblers and the use of only automatic water bottle stations only.

G-) Encourage proper hand washing before and after eating meals.

H-) Post occupancy limit signs at meeting room and teacher lunch entrances and make sure not to overcrowd these areas and to follow social distancing guidelines at all times.

I-) All desks in the building should be free of any materials, and supplies at the end of the day to be able to properly disinfect each surface.

J-) All window AC filters should be cleaned and disinfected routinely.

K-) When weather allows, windows should be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.

L.) Promote hand hygiene at your school especially when staff and students report to school building, prior to eating food, after every time using bathroom facilities, prior to entrance to the classrooms

M-) All staff members at the beginning of their shift should clean and disinfect their work areas and equipment including their computers, smartboards, phones and materials and supplies they use on a daily basis. Each staff member is provided with disinfecting spray bottles (3M # 40) and disinfecting wipes.

Appendix A NJ State DOE & CDC Guidelines

- [NJ DOE The Road Back Restart and Recovery Plan for Education](#)
- [Operating Schools During Covid 19 CDC Considerations Updated August 21 2020](#)
- [Cleaning and Disinfecting School Classrooms CDC Guidelines](#)
- [Six Steps for Properly Cleaning and Disinfecting Your School by CDC](#)
- [Cleaning & Disinfecting Your Facility by CDC July 28 2020](#)
- [Cleaning, Disinfection, and Hand Hygiene in Schools by CDC dated August 8 2020](#)



Appendix B Cleaners & Disinfectants

Each campus is equipped with 3M Flow Control Wall Mount System. Cleaning and disinfecting product description and respective dwell times are listed below.

School campuses use the below listed 3M solutions to clean and disinfect school Premises.

- [3M Glass Cleaner and Protector Concentrate Product No. 17A](#): Used as glass cleaner and protector. The product is used to clean interior windows, mirrors and other mirrored surfaces, glass and uncoated granite, ceramic and porcelain. [Safety Data Sheet](#) is attached.
- [3M Neutral Cleaner Concentrate Product No. 3A](#): Used as a neutral cleaner concentrate. The product is used to clean resilient floor surfaces including marble, ceramic, terrazzo, vinyl composition tiles and finished wood. Can be used with a flat mop, with mop and bucket or with auto scrubber. [Safety Data Sheet](#) is attached.
- [3M Neutral Quat Disinfectant Cleaner Concentrate Product No. 23](#): Used as a neutral quat disinfectant cleaner concentrate. The product is used to clean, disinfect and deodorize the following hard non-porous, inanimate surfaces including floors, walls, metal surfaces, stainless steel surfaces, glazed porcelain and plastic surfaces. [Safety Data Sheet](#) is attached. Dwell time for this product is 10 minutes.
- [3M Sanitizer Concentrate Product No. 16](#): Used as a sanitizer concentrate. EPA registered sanitizer for walls, floors, and other hard non-porous surfaces. Safe for sanitizing food contact surfaces. [Safety Data Sheet](#) is attached.
- [3M™ Disinfectant RCT Cleaner Concentrate \(#40\)](#): EPA Approved Disinfectant cleaner concentrate. (US EPA registration #6836-349-10350). [Safety Data Sheet](#) is attached. Dwell time is three minutes. Kills pathogens including HIV-1, HBV, MRSA, VRE, KPC, Acinetobacter and SARS Cov 2.

Dwell time: Dwell time is the required period of time that a surface must remain wet in order for a disinfectant to perform completely.