

REGULATION

PATERSON SCHOOL DISTRICT

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Cleaning Protocols for Pandemic Control

R7420.3 CLEANING PROTOCOLS FOR PANDEMIC CONTROL

This regulation sets forth procedures for cleaning and sanitizing school facilities to reduce outbreak in the event of infectious pandemic. These procedures apply to all employees and contractors that are responsible for the routine cleaning and maintenance of school facilities and grounds.

A. Approved Product Use.

1. Only products on the U.S. Environmental Protection Agency's list of effective disinfectants may be used for disinfection purposes. See List N: Disinfectants for Use Against SARS-CoV-2.
2. All cleaning products and equipment must be used according to the directions on the label and the manufacturer's instructions regarding concentration, application method, contact time, ventilation requirements, and other specifications.
3. Cleaning products and supplies must be stored securely, away from children and in an adequately ventilated space to prevent hazardous exposure and unintended use.

B. Routine Cleaning and Disinfection.

1. Frequently touched surfaces and objects must be cleaned and disinfected at least daily. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Examples of frequently touched areas in schools:
 - a. Desks, tables, and chairs in classrooms and lunchrooms;
 - b. Handrails, door handles, and push plates;



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- c. Kitchens and restrooms;
 - d. Light switches, drinking fountains, handles on equipment (e.g. athletic equipment), buttons on vending machines and elevators;
 - e. Shared telephones, desktops, keyboards and mice;
 - f. School bus seats and windows; and
 - g. Playground equipment.
- 2. Restrooms must be sanitized at least daily, and between uses if feasible.
 - 3. Soap dispensers and hand sanitizing stations must be replenished routinely, as often as necessary.
 - 4. School transportation vehicles and equipment must be cleaned and disinfected before and after each trip, with special attention to frequently touched surfaces and objects such as seats, belts, and handrails.
 - 5. To ensure adequate ventilation of indoor spaces, HVAC systems must undergo regular and preventative maintenance, and outdoor air circulation must be increased to the extent practicable in facilities without central HVAC systems.
- C. Disinfecting Contaminated Areas.
- 1. If a person on District property shows symptoms, tests positive for infection, or has close contact with a confirmed case, any areas or equipment used by the person must be closed off and access may not resume until disinfection is completed. Closed off areas must be clearly marked with visible "do not enter" signs.



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2. Whenever possible, all outside windows and doors in contaminated areas must be left open for ventilation for at least 24 hours before cleaning and disinfection begins. In affected areas, floors must be mopped with disinfectant and vertical surfaces above six feet must be fumigated.
3. All areas and equipment used by the person must be thoroughly cleaned and disinfected, including but not limited to offices, restrooms, common areas, shared equipment, and any other surfaces or objects the person may have contaminated.
4. If more than 7 days have passed since the person visited or used the facility, ventilation and additional cleaning and disinfection are not necessary.

D. Training.

1. All employees and contractors who are responsible for cleaning and disinfection must receive training on the proper use of cleaning and disinfecting agents, cleaning schedules for various facilities and surfaces, mandatory safety precautions, proper use of personal protective equipment, and up-to-date CDC cleaning and infection control guidelines.
2. The District will provide training for employees, and contractors will provide training for contracted personnel who provide services to the District.
3. Contractors will be required to certify compliance with this provision in writing. Contracted custodial staff will be required to sign in their worksite for purposes of contact tracing in the event of exposure.

E. Accountability.

1. The Chief Custodian in each building, during their routine building walk-throughs, will verify that



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- contractors satisfactorily completed nightly cleaning and re-stocked soap and sanitizer dispensers. The Chief Custodian will monitor contracted custodial staff to verify that frequent cleaning and disinfection takes place, and will use a Daily Logbook to document compliance by contractors.
2. Sector Supervisors from the Facilities Department will collect and review logs and checklists from Chief Custodians, and will perform routine building inspections for quality assurance and to verify compliance with cleaning protocols by contracted custodial staff. In addition, Sector Supervisors will confer with building administrators at least monthly regarding the quality of contracted cleaning services in the building and any adjustments that may be necessary.
 3. Chief Custodians' work performance and compliance with this regulation will be monitored by building administrators in collaboration with Sector Supervisors.
 4. Violations or performance deficiencies by employees or contractors will be documented in weekly logs and reported to the Facilities Director.
- F. The procedures in this regulation are consistent with government-mandated health and safety standards in effect as of the date when it was adopted or last revised. Future public health orders that are inconsistent with these provisions will govern in case of conflict. This regulation will be revised as often as practicable to reflect current standards and requirements.

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