
COVID-19 Custodial Best Practices for Administrators and Custodians
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This best practice document is provided to give Site Administrators and Custodians an overview of the required cleaning processes that must be put in place by order of the Santa Clara County Health Department.

Training & PPE (Personal Protective Equipment):

- All custodian staff members should be familiar with the proper dilution and use of the chemical they are using as well as the application and required PPE (masks, gloves, eyewear, coveralls, etc.) needed. This information is usually found on the product bottle.
- All custodians must wear the required PPE for the product they are using.
- All custodians must wear a cloth face covering at all times while on campus, except while eating or drinking. Additional PPE may be required for specific tasks, such as spraying chemicals or at other required times.

Supplies Availability:

Most routinely used supplies necessary for cleaning, disinfecting, and personal protection are available on campus. Some of the items available are:

- Face Masks 3-Ply
- Hand Sanitizer
- Waxie Germicidal Ultra Bleach
- Waxie Solution Solsta 730 HP Disinfectant Cleaner
- Alcohol-based wipes

Disinfectant Use:

Both Waxie Germicidal Ultra Bleach and Waxie Solsta 730 Hp Disinfectant Cleaner are recommended disinfectants for killing COVID-19 and are on the EPA approved list of chemicals to use for COVID-19. As recommended by the California Department of Public Health to reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program. Waxie Solsta 730 Hp Disinfectant Cleaner is on this list, for this reason it is preferred to use this product to disinfect.

Janitorial Carts:

Janitorial carts should be stocked with the necessary equipment to clean and disinfect areas throughout the day. Equipment should include disposable towels, microfiber rags, mop heads, buckets, cleaning and disinfecting products, and trash liners.

Refilling Consumables:

Consumable products such as sanitizer, soap, and disinfectant solution must be monitored and refilled promptly. The availability of these products helps to provide a safe and secure environment for our staff and students as well as their families.

Supplies for Staff Members:

Ensuring that staff members have adequate supplies to follow the Santa Clara Health Department and Centers for Disease Control Prevention guidelines to prevent Covid-19 is essential. The process for non-custodial staff members to obtain PPE such as face masks and face shields as well as hand sanitizer and other consumables is to request them at the health screening station. Requests for any other PPE can be made using the Order Requisition for Supplies Form

(https://docs.google.com/forms/d/e/1FAIpQLSd1BmqJvBsazCNNagj_oz059Riio1ToXDlrPy39tpqIRMM9Mw/viewform).

This will ensure that supply requests are monitored and that supplies are distributed equitably.

Routine Cleaning:

Routine cleaning should continue as normal (or as close to normal as possible); disinfecting is most effective on a clean surface. School is divided into cleaning zones where custodians are responsible for the proper care and upkeep of their zone. Cleaning can be prioritized to allow extra time for disinfecting.

Disinfection Cleaning:

Disinfecting cleaning should be done on a clean surface, this may require the use of a surface cleaner to remove any heavy soils, dirt, or organic matter before the surface is disinfected. Required PPE must be used at all times.

Table Tops, Desks, Sinks, Drinking Fountains & Flat Surfaces:

Waxie Solsta 730 Hp Disinfectant Cleaner can be used to disinfect these surfaces following the manufacturer's recommended instructions.

High Touch Surfaces:

High Touch surfaces are generally identified as doorknobs/handles, light switches, HVAC controls, phones, pencil sharpeners, door jambs, phones, printers, bathroom surfaces, drinking fountains, copiers, shared objects, etc. Waxie Solsta 730 Hp Disinfectant Cleaner can be used to disinfect these surfaces following the manufacturer's recommended instructions.

Soft Surfaces:

For soft surfaces such as carpeted floor, rugs, and drapes. It is better to test the product in an inconspicuous spot to ensure no staining occurs. Waxie Solsta 730 Hp Disinfectant Cleaner can be used to disinfect these surfaces following the manufacturer's recommended instructions.

Electronics:

For electronics, such as tablets, touch screens, keyboards, telephones

- consider putting a wipeable cover on electronics.
- follow the manufacturer's instructions for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Disinfecting Frequency:

The Santa Clara County Health Department requires tabletops, desks, sinks, restrooms, drinking fountains, flat surfaces, and high touch surfaces to be disinfected at least daily, or more frequently if feasible when the space is in use.

Disinfecting Verification:

School Administrators and Custodians must ensure that all necessary areas are disinfected daily as outlined by the Health Department. This can be done through a check-off sheet per building or other verifiable methods.

Cleaning and disinfecting your building or facility if someone is sick:

(Please note: this information was taken from

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> for up to date information please refer to this link)

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Vacuum the space if needed. Use a vacuum equipped with a 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.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After

cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2](#). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.

- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- 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, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfecting is not necessary.
 - Continue routine cleaning and disinfecting. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas:

- Outdoor areas, like playgrounds in schools, generally require normal routine cleaning but do not require disinfecting.
 - Do not spray disinfectant on outdoor playgrounds - it is not an efficient use of supplies and is not proven to reduce the risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfecting of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
 - At this time playgrounds are not being used, however, once the playground is in use these guidelines will be followed.
- Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

Please note we are continuously reviewing updates from the Santa Clara Health Department, California Department of Public Health, CA Department of Education, Santa Clara County Office of Education and Centers for Disease Control and Prevention on the guidelines to reopen schools and guidelines for cleaning and disinfection to prevent COVID-19. This document might be updated from time to time depending on the updates to these guidelines