

## **Franklin Township Public Schools Procedure Manual for Cleaning In Support of the District's Road Forward Plan**

Franklin Township Public Schools has established the following to support the District's Road Forward Plan (Policy 1648.01).

### **Staffing and Supplies**

Additional staff will be added to the existing custodial work force as needed in alignment to the 2021-2022 budget. This staff may include existing full and part-time staff members, substitute staff and out of the district vendors.

Hand sanitizer as well as disposable disinfecting wipes will be available in each classroom as needed.

Use of all cleaning products will occur according to the directions on the label. For disinfection, district approved chemicals consistent with most common EPA-registered household disinfectants will be utilized.

A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA's website and will be utilized to assist in selecting appropriate cleaners. These cleaners include Trimax disinfectant; Peroxy Health Green Clean products, including Pure Green 24 and Peroxy disposable wipes; Bioesque spray; electrostatic sprayers and disinfecting misters.

The district will follow the manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method, and contact time, etc.).

Appropriate supplies will be shared with the district's bus vendor and their personnel trained on the appropriate cleaning procedures.

The district will follow CDC recommendations on the use of hand dryers. Paper towel dispensers are in place.

### **Targeted Areas to Be Cleaned**

While traditional cleaning routines such as dusting and sanitizing common areas and student desks; sweeping, mopping, buffering floors and cleaning and disinfecting bathrooms will continue the district has determined the following areas to be targeted for further cleaning:

To be acknowledged by the BOE - September 23, 2021

School Buses: Seats and windows as well frequently touched surfaces on the bus, such as handrails and seat backs;

School Entrances: The vestibule/main entrance to the school building will be targeted areas to be cleaned. Within that area, door handles/push plates, sign in areas and thermoscanners, if in use, would also be targeted areas to be cleaned.

Nurse's offices and Isolation Rooms: These areas will be targeted areas to be cleaned and within them, the areas where students or staff would sit or lie down.

Classrooms: Classroom desks and chairs would be targeted areas for cleaning as well as frequently touched objects in the classroom. These would include door handles and push plates, light switches and sink areas which would be targeted areas for cleaning.

Lockers: The optional use of lockers for secondary students will be available. Lockers will be periodically disinfected throughout the day utilizing a spray disinfectant and disinfected again each evening.

Traveling within the School: Stairwell handrails and door knobs/ push plates for stairwell entry will be targeted areas for cleaning.

Locations Used for Eating by Students: The specific rooms will vary by school, but students will eat their meals primarily in the cafeteria or other large areas and weather permitting at picnic tables or other locations outside of the building. Tables and chairs will be a targeted area in these locations.

Locations Used for Eating by Staff: Staff may utilize break rooms for eating while on campus. Tables and chairs will be a targeted area in these locations.

Restrooms and Water Bottle Filling Stations: Staff and student restrooms will be targeted areas for cleaning as will water bottle filling stations. Traditional water fountains have been turned off.

Specialized Rooms within the Building: School kitchens; elevators; rooms such those used for therapy or testing and rooms with shared equipment, such as a gymnasium or weight rooms are targeted areas for cleaning. Equipment within those rooms would be targeted for cleaning as well.

Other Equipment: Phones, desktops, keyboards; computer mice and photocopiers will be targeted areas of cleaning. Use of vending machines has been suspended. Playground equipment will be sanitized after group use.

### **Methods and Materials To Be Used**

The district has determined the following methods and materials to be used for cleaning.

School Buses: Buses being used for multiple runs during arrival or dismissal will be cleaned to the extent possible between runs by drivers who will wipe frequently touched surfaces such as handrails, window ledges, backs of seats on the aisle with disinfectant wipes. Between arrival and dismissal runs, the bus company staff will clean additional surfaces on the bus utilizing district-supplied disinfecting chemical cleaning solutions. Buses will be thoroughly cleaned at the end of the day in a similar way. Appropriate staff will be trained on these required cleaning duties.

School Entrances: Custodial staff will wipe down push plates and front entrance door handles after students have arrived in the building, after dismissal of students and periodically during the school day. School Safety Officers will wipe down push plates and door handles as staff members or authorized visitors leave the building during the day. Main entrance areas will be thoroughly cleaned at night.

Nurse's Offices and Isolation Rooms: Custodial staff will be notified when a symptomatic student has been pick-up from the nurses' office or isolation room. Custodial staff will thoroughly disinfect that location as soon as practicable. Nurses may as warranted wipe down areas within their office or isolation room.

Classrooms: At the elementary level, teachers will be asked to wipe down door handles and light switches as they leave the classroom. The entire classroom, including seats and chairs will be thoroughly cleaned at night.

At the secondary level, students will wipe their seat and desk area upon arrival in the classroom. Teachers will be asked to wipe down door handles and light switches between periods and as they leave a classroom. The entire classroom including seats and chairs will be thoroughly cleaned at night.

Traveling within the School: At the elementary level, where applicable, stairwell handrails and door handle/push plates for stairwell entry will be cleaned periodically during the day and after dismissal.

Locations Used for Eating by Students: The cafeteria or other locations used for eating by students will be wiped down by lunch aides following student use if the space will be used by other students to eat that day. These areas will be thoroughly cleaned at night by custodial staff.

Locations Used for Eating by Staff: Common areas such as the teacher break rooms will be wiped down by teaching staff after use, if in use during the school day. These rooms will be further wiped down by custodial staff during the day and then thoroughly cleaned at night by custodial staff.

Restrooms and Water Bottle Filling Stations: Staff and student restrooms will be monitored by custodial staff to ensure frequent cleaning during the day. Bathrooms will be sanitized daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).

Water bottle filling stations will also be cleaned periodically during the day by custodial staff.

Specialized Rooms within the Building:

- School kitchen equipment will be cleaned by Food Services personnel after use, kitchen floors will be cleaned by custodial staff after school hours.
- Common areas in therapy or testing rooms will be wiped down by teaching staff following usage and will also be wiped down by custodial staff during the day. Building administration will work with Pupil Personnel Services, ESL/Bilingual Department personnel and custodial staff so that custodial staff is aware of the usage schedule.
- Equipment in a gymnasium or weight room, when allowed to be used, will be wiped down by each user following use.
- District personnel who open the elevator for use will wipe down the elevator keypad and handrail before allowing the student to enter.

Other Equipment: Phones, desktops, keyboards; computer mice and photocopiers will be wiped down by each user following use. Main office areas and other shared spaces will be thoroughly cleaned at night.

**Additional Cleaning**

In addition to the daily cleaning and disinfecting of the schools of the district, under the circumstances listed below, additional cleaning/disinfecting will take place.

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After School Hours: In addition to the normal cleaning schedule, after dismissal, where practicable, custodial staff, will use an electrostatic sprayer or fogger to disinfect the following areas:

- nurses suites
- isolation rooms (whether these rooms were utilized during that week or not)
- cafeterias or other rooms where students eat (if those rooms were utilized during that week).

Symptomatic Students/Students With a Confirmed Positive Test: When the following circumstances present, the custodial staff will use an electrostatic sprayer or fogger to disinfect the following areas as soon as practicable.

- If a student is sent home with symptoms of Covid-19, the student's classroom(s) will be disinfected.
- If a student is sent home with symptoms, the isolation room will be disinfected.
- If the district is notified that a student has tested positive for Covid-19, the student's classroom(s) will be disinfected.