

Paulsboro Public Schools
Restart Plan – Cleaning and Disinfecting Procedures
2020-2021

Custodial cleaning zone square footages

- The state of NJ recognizes that each custodian should be able to clean an average of 17,500 square feet given a calm evening with no immediate or long time interruptions.

PHS cleaning zone actual square footages required to clean per evening.

- 1965 wing Basement floor including sports wing = 18,407. 7,200 square feet of this is the total Gym floor surface which is much easier to clean than a room filled with furniture. We are only expecting to use one section of bleachers during the 2020/2021 School Year for PE use. Anything else will require extra assistance to clean and maintain.
- 1916/1931 old wing Basement and Library Parenting Center = 17,541 square feet
- 1916/1931 Main Floor includes the Auditorium including stair case # 3 = 17,630 square feet.
- 1965 wing Main floor cleaning zone and the Administration building = 12,555 square feet
- 1916/1931 Top Floor cleaning zone including staircases one and two = 10,986 square feet
- 1965 wing Top Floor cleaning zone including staircases seven and eight = 10,768 square feet
- Daytime Custodian daily cleaning area includes Wrestling Practice room, Woodshop, Finishing room, Woodshop Office and Weight lifting room = 6,438 square feet completed each morning after the building is opened.
- Cafeteria/Kitchen/Dumb Waiter area cleaned and disinfected by Nutri-Serve = 6,914 square feet

Billingsport Early Childhood Center cleaning zone actual square footages required to clean per evening.

- **Day time Custodian will clean the All Purpose Room, Main Office, Principals Office, Nurses Lavvy, 1973 wing Girls Lavvy & 1973 Boys wing lavvy = 5,145 square feet.**
- **Top Floor Old building, North Staircase, Computer lab and Adjacent hallway, room 3 and 4 and complete 2002 wing including hallway (NOTE) rooms 3 and 4 both have bathrooms = 14,440 square feet**
- **Main Floor Old building, South Staircase, Library and adjacent hallway & 1973 wing classrooms and halls (NOTE) All pre-K classrooms and 1 kindergarten classroom includes a bathroom = 11,976 square feet**

Loudenslager Elementary School cleaning zone actual square footages required to clean per evening.

- **Day time Custodian will clean the All Purpose Room, Main Office, Principals Office, Nurses Office, 1973 wing hallway, room 14 and room 15 = 7,465 square feet**
- **Top Floor Old building, West Staircase, 1999 Library wing, 1973 wing bathrooms = 12,682 square feet**
- **Main Floor Old building, New Great Hallway near main Office, East staircase and all rooms in basement except for Boiler room = 12,689 square feet**

Chemicals Used for Daily Cleaning

Envirox H2Orange Sanitizer/Virucide Cleaner/Disinfectant

- Hydrogen Peroxide (CAS# 7722-84-1)
- Orange Oil (CAS # 8008-57-9)
- Other components below reportable levels
- Hydrogen Peroxide (EPA Registration number # 67619-24 is also listed on the EPA Registered Chemicals (N) list for fighting the COVID-19 virus

BruTab Effervescent Disinfectant and Sanitizer tablet

- Effective in killing Bacteria's and virus.
- Also listed on the EPA Registered Chemicals (N) list for fighting the COVID-19 virus

Spray Nine Heavy Duty Cleaner Degreaser

- EPA registration number # 6659-3
- Used to cut through heavy soiled build-ups of grease and dirt.
- Also listed on the EPA Registered Chemicals (N) list for fighting the COVID-19 virus
- When this product runs out of stock, we will discontinue its use.

Ken Clean Plus Athletic Surface Disinfectant Cleaner

- EPA Registration number # 10324-154-67297
- Used to clean and disinfect the Wrestling Mats, Weight Room Equipment and Locker Room Showers Rooms
- Also listed on the EPA Registered Chemicals (N) list for fighting the COVID-19 virus

Spartan Non-Acid Disinfectant Bathroom Cleaner

- EPA Registration number # 5741-18
- Used to clean toilets and urinals. Combats MRSA, VRE, HCV, HBV, AIDS Virus, Herpes Simplex type 2, Influenza A2 Hong Kong virus and pandemic 2009 H1N1 influenza A virus.

Pure Bright Germicidal Bleach from KIK Industries, at Grade Schools only

- EPA registration number # 70271-13
- Used as a germicidal for toilet and urinals. Also used to disinfectant bathrooms.
- Also listed on the EPA Registered Chemicals (N) list for fighting the COVID-19 virus

Daily Cleaning Routine of every Daytime Custodian

- **Daytime Custodian shall begin with turning on all lights, unlocking necessary doors and cleaning their designated cleaning areas in accordance with the cleaning instruction described in the Evening Custodians cleaning instructions.**
- **After their cleaning areas are completed they shall tour the buildings making sure that all bathroom supplies are stocked and that all in use doors are held open to prevent no touch travel. Outside doors are to remain closed until a designated time for student admittance.**
- **Day time custodian shall make sure all door entrance hand sanitizing stations are located in the designated location and all classrooms have a bottle of hand sanitizer available for use.**
- **Daytime custodian shall at various times of the day, shut bathrooms down and conduct a full clean as described in the bathroom cleaning format listed below.**
- **Daytime custodian shall be available for various needs throughout the day such as spill cleanups, taking out trash and other needs outlined by the building Principal.**

Daily Cleaning Routine of every Evening Custodian

- **The pattern of cleaning set forth shall be followed throughout the entire cleaning zone of every Custodian at every school one room at a time.**
- **Custodians shall start cleaning the school after all student and staff have vacated their cleaning zone for the day.**
- **PPE) All cleaning shall be performed using disposable gloves. Gloves shall be changed when heavily soiled or saturated with sweat or damaged. Face masks shall be worn while in the buildings around other people. Safety glasses shall be work when using fill station to premix chemicals.**
- **All chemicals used shall be used in accordance with the manufactures directions.**

Classroom and instructional spaces

- **Rooms shall be swept clean of all dust and debris, gathered and placed in a trash can. All chalkboards shall be thoroughly cleaned and chalk dust discarded in the trash can.**
- **Trashcans will be emptied, empty trash cans will be checked for cleaning needs and if necessary the cans will be cleaned out and dried before placing a new trash bag inside the trash can.**
- **All touchable surfaces shall be wiped down with a COVID-19 approved disinfectant. touchable surfaces shall include but not be limited to, desk surfaces, chair surfaces, door handles, pencil sharpeners, computer desks, teachers' desks, chalkboard ledges, in room water fountain button and knobs, weight room equipment, woodshop equipment switches and handles, cabinet doors and handles, etc. Custodians shall be searching for all touchable surfaces needing to be disinfected.**
- **If floor needs to be mopped, it should be mopped at the time the custodian is cleaning the room.**
- **Custodian shall check the level of the hand sanitizer in the room. If the level is low, the Custodian shall replace the Hand Sanitizer bottle. The bottle that is low can be used in areas where low hand sanitizer use is evident.**
- **All window ledges and book shelves must be checked for dust build up.**
- **Check all windows to make sure the screens are pulled down and locked.**

Bathrooms

- **Bathrooms shall be cleaned each day with a disinfectant dwell time of ten minutes after chemical is used.**
- **Sweep floor and discard any debris gathered.**
- **Check all hygiene product dispensers and replace any shortages of product such as toilet paper, paper towels and hand soap.**
- **Empty any sanitary napkin dispensers in the lady's bathrooms, spray disinfectant into the trash bucket and place a new fresh waxed paper bag into the trash bucket.**

- Wipe down all sinks and surfaces to remove any debris and build up before disinfecting. Wipe down all sinks, paper towel dispensers, soap dispensers with BETCO AF79 Concentrate Disinfectant.
- Flush all toilet and urinals and discard any non-flushable debris before cleaning. Using a Johnny Mop and the Spartan Non-Acid Disinfectant Bathroom Cleaner, clean the toilet seats first, then clean the rest of the toilets and urinals with the same cleaner.
- Clean, mirrors, glass and ceramic wall tiles around the sinks and urinals with BETCO Clear Image glass cleaner.
- Check floors for solid buildups and debris. Remove by sweeping and or scrubbing the debris loose and discard it.
- Empty trash can and check trash can for any cleaning needs. If the trashcan is soiled, it must be cleaned and dried before installing a fresh trash bag in the trash can.
- All bathroom floors must be mopped daily with BETCO AF79 Concentrate Disinfectant.
- Throughout the day shift, the daytime Custodian shall be available to clean all bathrooms in this manner to achieve a constant level of safety and cleanliness throughout the daytime uses.

Hallways and Stair cases

- Sweep all stairs cases and hallways. Discard all litter and debris.
- Wipe all touchable surfaces with BETCO AF79 Concentrate Disinfectant. Surfaces include but not limited to panic bars on doors, door handles, water cooler buttons, corners of walls, staircase hand rails, elevators call buttons, fire extinguisher handles, cabinet doors and handles, etc. Custodians shall be searching for all touchable surfaces needing to be disinfected.
- Clean all stainless equipment with Stainless Steel Cleaner/Polish.
- Clean all door glasses with BETCO Clear Image.
- Check areas of floors and staircases need mopped. Mop where needed.

Offices

- **Vacuum or sweep entire floor areas that can be reached and discard any trash and debris.**
- **Empty all trashcans. Check trashcan for any needed cleaning before installing new fresh trash bag. Clean can if needed and dry.**
- **Wipe down all surfaces with disinfectant cleaner. Surfaces include desk tops, counter tops, copiers, door handles, door glasses, mail in-bins, phones, inter-com phones, Walkie-talkies, and other items not listed that are touched every day.**

Cafeteria and Kitchen or serving areas

- **All Cafeteria tables in use shall be washed clean of any buildups of food, stains, and debris.**
- **Tables shall be disinfected with a COVID-19 responsive disinfectant cleaner. Floor shall be swept clean of trash and debris and the floor shall be mopped with a heavy floor cleaner.**
- **Wipe down all counters, doors and door knobs, tray lines, registers, water coolers if applicable, and all other touchable surfaces with disinfectant.**

After each cleaning shift is completed, all chemicals shall be stored away in safe storage areas.

Night time fogging

- **During the night after the evening shift has left, a custodian shall go throughout the district room to room and fog spray the entire room with the back pack sprayer. After the room has been sprayed the custodian shall close the door to the room and move on the next room until every room in the district has been covered.**

School Bus Cleaning

- **The school buses shall be cleaned and disinfected before each use.**
- **Buses shall be swept clean of all debris.**
- **Seats and all touchable surfaces shall be sprayed with a disinfectant cleaner and wiped clean after the dwell time has been reached.**
Touchable surfaces include seats, windows, wall panels, windows, exiting door rails, etc.
- **After the bus has been wiped down, the driver shall spray the bus with the hand held fogger to clean the air.**
- **A 10-minute time period is needed before reentry of the school bus after the bus has been fogged.**