



## **Cleaning and Disinfecting Schedules and Responsibilities**

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in office areas and schools. To help slow the spread of influenza (flu), the first line of defense is getting vaccinated. Other measures include staying home when sick, covering coughs and sneezes, and washing hands often. Below are tips on how to slow the spread of flu specifically through cleaning and disinfecting.

### **1. Know the difference between cleaning, disinfecting, and sanitizing**

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs. However 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. However, by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

### **2. Clean and disinfect surfaces and objects that are touched often**

Follow your school's standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. Some schools may also require daily disinfecting of these items. Standard procedures often call for disinfecting specific areas of the school, such as bathrooms.

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

### **3. Simply do routine cleaning and disinfecting**

It is important to match your cleaning and disinfecting activities to the types of germs you want to remove or kill. Most studies have shown that the flu virus can live and potentially infect a person for up to 48 hours after being deposited on a surface. However, it is not necessary to close schools to clean or disinfect every surface in the building to slow the spread of flu.

Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them.

#### **4. Clean and disinfect correctly**

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water, and follow with an EPA-registered disinfectant to kill germs. Read the label to make sure it states that EPA has approved the product for effectiveness against influenza A virus.

#### **5. Use products safely**

Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions.

Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.

Ensure that custodial staff, teachers, and others who use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use.

#### **6. Handle waste properly**

Follow your school's standard procedures for handling waste, which may include wearing gloves. Place no-touch waste baskets where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying waste baskets. Wash your hands with soap and water for 20 seconds or more, after emptying waste baskets and touching used tissues and similar waste.

## **7. Building Cleaning and Disinfecting Schedule**

Custodial Staff will continue to disinfect high contact surfaces in break rooms, restrooms, and other common areas (i.e. door handles, lobbies, etc.) frequently. Those areas receiving more traffic should be disinfected more often. As a best practice, SLOCOE will disinfect on the following schedule and maintain a log capturing actions:

- a. Public Restrooms: Twice daily
- b. Employee Breakrooms: Daily
- c. Employee Restrooms: Daily
- d. Other employee shared areas: Daily
- e. High contact surfaces (door handles, light switches, etc.): At least daily and more frequently if needed
- f. Disinfect all stations: Weekly on Friday's as a precautionary step in order to create a safe place

## **8. Personal Workstations Responsibility**

Each SLOCOE staff member will be required to take the "HAS Basic Pest Management in the School and Childcare Settings" at [www.GetSafetyTrained.com](http://www.GetSafetyTrained.com), provided by Schools Insurance Program for Employees (Sipe). Please go to the website and select SLOCOE as your employer and enter in your email and password. If you have forgotten what your password is just press the "Forgot Email or Password?" phrase situated below the red sign in button. It will then prompt you in retrieving your password.

This training is going to allow you proper guidance and instruction own how to complete your required workstation cleaning and disinfection. Please disinfect your workstation throughout your work day, preferably a minimum, of twice a day while you're at work. We have created a video which you can review on our SLOCOE website COVID -19 Information and Resources page under For SLOCOE Employees box at <https://www.slocoe.org/covid-19-information-resources/>

If you have any questions you can email us ops@SLOCOE.org or call 805-782-7250.