

COVID-19 Protocol 9

Enhanced Cleaning

Introduction:

In alignment with public health recommendations, the Thames Valley District School Board is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures. Good environmental cleaning practices are essential for reducing the risk of transmitting infectious diseases and minimizing the risk of exposure. This protocol is intended for internal use only.

Scope:

This protocol applies to the enhanced cleaning practices at TVDSB.

1.0 General Guidance:

Increased frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as washrooms, classrooms, desks, tables, faucets, buttons, handrails doorknobs, etc. is required to help remove bacteria and viruses, including the novel coronavirus.

2.0 Purpose:

This protocol provides recommended actions for the enhanced cleaning and disinfection of frequently touched objects and surfaces in all TVDSB facilities. Additional work instructions may be provided for specific cleaning and disinfecting tasks as necessary.

3.0 Definitions:

Cleaning refers to wiping or scrubbing surfaces with soap/detergent and water to remove dirt, including viruses and germs, from surfaces. Cleaning lowers the risk of spread by washing the virus or germs off the hands or touch point, decreases their number and therefore risk of spreading infection.

Disinfecting refers to the use of chemicals to destroy or irreversibly inactivate all specified organisms on a surface within a set timeframe. Disinfecting does not necessarily clean or remove germs from dirty surfaces. However, killing germs that remain on a surface after cleaning further reduces risk of spreading infection. Approved disinfectants for COVID-19 must

have a drug identification number (DIN). This number means that it has been approved for use in Canada.

High-touch surfaces within this protocol are non-porous surfaces that may be touched frequently by multiple people, multiple times.

4.0 Frequency:

Cleaning/disinfection schedules will be established for high touch surfaces based on frequency of contact. For some surfaces, existing cleaning schedules may be sufficient. Some surfaces may be feasible to clean/disinfect before each new user touches them, while other surfaces may only need to be cleaned/disinfected periodically.

5.0 Responsibilities:

Custodial Staff, in addition to routine cleaning, will clean and disinfect surfaces that are frequently touched with hands more often, as well as when visibly dirty with increased frequency. All facility related high-touch surfaces such as door handles, crash bars, sink faucet handles, paper towel dispensers, counter tops, buttons, light switches, faucets, handrails, desktops, and other high touch surfaces and area will be cleaned and disinfected by custodial staff.

All Non-Custodial TVDSB Staff, where required, will be responsible to clean and disinfect all shared non-porous items such as learning resources, toys, office items, hand tools, etc. Use of porous materials such as stuffed animals that are shared and cannot be effectively cleaned by point of use disinfection will need to follow health unit guidance for use.

6.0 Procedure:

- 6.1** Follow the manufacturer's instructions for the product you are using and take the appropriate precautions when using chemicals for cleaning and disinfecting. Consult the product's Safety Data Sheets.
- 6.2** Wear appropriate personal protective equipment (PPE) (i.e. nitrile gloves, as directed by the manufacturer of the disinfectant). Note: some products do not require gloves if there is no prolonged skin contact.
- 6.3** Make sure the surface to be disinfected is visibly clean. Clean visibly soiled surfaces with approved cleaning agent and water before disinfecting.

- 6.4** Apply the approved disinfectant for the first time on a clean and dry microfiber cloth. Ensure the cloth is saturated with the disinfectant before treating the touch points identified.
- 6.5** Apply the approved disinfectant to the surface to leave a visible film.
- 6.6** Disinfectant must sit on the surface for 10 minutes without drying to effectively "kill" microorganisms including COVID-19. If the disinfectant has dried before 10 minutes, re-apply.
- 6.7** Reapply the selected disinfectant to keep the cloth damp when cleaning surfaces.
- 6.8** Cloths must be changed daily or when cloths become visibly soiled.
- 6.9** Do not submerge or soak your keyboards, electronics, and other operator controls in disinfectant
- 6.10** Always apply disinfectant onto the cloth, not the electronics
- 6.11** Use microfibre cloths. A new area of the cloth should be used for each surface (fold your cloth in half, and then in half again – in your head, imagine that you now have four cleaning surfaces with that one cloth, and use “one cloth” per surface to be cleaned) and replace the cloth afterward.
- 6.12** To disinfect the reusable cloths, place them in the normal laundry with liquid detergent. Remember to disinfect the laundry hamper where the contaminated cloths were stored for laundering.

7.0 Approved Products:

Cleaning and/or disinfecting shall be accomplished by using Board approved cleaners and DIN registered disinfectants that are appropriate for the surface. All label instructions for safe and effective use of the cleaning product or disinfectant shall be followed including precautions to take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Where products are required to be mechanically dispensed, only custodial staff will perform this task. All dispensed or decanted products will have the appropriate WHMIS labelling. Staff are not permitted to bring their own disinfectants in from home for use within TVDSB facilities.

8.0 Personal Protective Equipment (PPE):

Custodial staff should wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for



other purposes. Wash hands immediately for 20 seconds after gloves are removed. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

Staff performing disinfection in their own area for short term cleaning and disinfecting would typically not require any personal protective equipment where there is no prolonged skin contact. After handling any chemicals staff are to wash their hands.

9.0 Pre-Packaged Disinfecting Wipe:

Each wipe style product has its own disinfecting procedures. Read and follow the label instructions or visit the manufacturers' website. To kill the novel coronavirus, the specific instructions for the product being used must be followed. In general, a 10-minute air-dry procedure is required.

| Revision Date: | Comments |
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