

2020 - 2021

CLEANING AND DISINFECTING PLAN



**Facilities Department
Bernalillo Public Schools**

Cleaning and Disinfecting Expectations

Cleaning and Disinfecting Plan

Cleaning and Disinfecting Schedule

Preparing for the 2020 -2021 School Year: Cleaning and Disinfecting Expectations

Setting Up Classrooms:

1. Move out about 50% of the desks and chairs in each classroom to allow for 6 feet between seats. This may mean only 10 to 15 desks per classroom.
2. Move out about 50% of the chairs in classrooms with tables to allow for 6 feet between seats.
3. Store useable furniture in designated areas.
4. Desks and tables are NOT to be placed in group settings
5. All desks and chairs will be set up facing one direction

Store desks and chairs for future use. If we need to store furniture elsewhere, mark each piece with your school name using masking tape and permanent marker.

Daily Cleaning and Disinfecting Expectations		
Custodians	School Staff	Students
<p>Daily: Clean and wipe down all touch surfaces using only supplied materials and equipment. Spray disinfectant on all touch surfaces, let sit for 3 minutes, re-spray and wipe down.</p> <p>Wash and dry hands thoroughly and frequently.</p>	<p>Daily: Wipe down frequent touch surfaces after each class session using disinfecting wipes, i.e., desks, tables, counters.</p> <p>Keep all desk and table surfaces clear at the end of the day.</p> <p>Wash and dry hands thoroughly and frequently.</p>	<p>Daily: Keep your personal space clean and free of trash.</p> <p>Keep all desk and table surfaces clear after each class.</p> <p>Wash and dry hands thoroughly and frequently.</p>
<p>Daily: Empty trash receptacles, replace can liners frequently.</p>	<p>Daily: Place trash receptacle near classroom door for easy access. Dispose all trash in trash receptacles.</p>	<p>Daily: Dispose all trash in trash receptacles.</p>
<p>Wednesday: Clean and disinfect all touch surfaces. Spray all areas using backpack sprayers.</p>	<p>Report any spills or release of fluids to custodians immediately.</p>	<p>Report any spills or release of any fluids to school staff.</p>

Cleaning and Disinfecting Plan

All frequently touched surfaces should be cleaned and disinfected daily.

- Doorknobs, door handles
- Light switches
- Desks
- Chairs
- Sinks, sink handles, faucets
- Counters

Floors should be vacuumed, swept and mopped

Surface Cleaning (Touch Surfaces)

Products and Tools Needed:

- **Re-Juv-Nal** by Hillyard will be used at full strength and as directed by the manufacturer.
- Bleach diluted with water (20% bleach to 80% water). **Use caution when mixing with water.**
- **Disposable gloves.** Gloves should be disposed after use. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfecting for COVID-19 and should not be used for other purposes.
- Clean cloths and paper towels

Procedure for disinfecting:

- Spray Re-Juv-Nal or diluted bleach directly onto surfaces. Let sit for 3 minutes.
- Re-spray
- Wipe clean with a dry cloth
- Spray Re-Juv-Nal or diluted bleach onto a clean cloth to wipe light switches and other areas near electrical sources

Floor Cleaning

Products and Tools Needed:

- Vacuum cleaners with clean bags
- **Top Clean** or **Super Shine-All** by Hillyard use as directed
- **Disposable gloves**
- Mops and buckets



Facilities Department

Procedure

- Sweep tile floors
- Vacuum carpet areas
- Wet mop tile floors with Top Clean or Super Shine-All. Use cold tap water. Allow to air dry.

Disinfectant Spray

- Ensure the backpack sprayer is fully charged
- Fill backpack sprayer with liquid disinfectant
- Spray all surfaces in a broad sweeping pattern
- Disinfectant will stick to surfaces through an electrostatic charge
- Pour any unused liquid disinfectant into its original container for future use
- Rinse spray nozzle with clean water, wipe dry for future use

Protect Yourself

Make sure to wear protective eyewear, gloves and face masks prior beginning your tasks

All disposable materials (gloves, paper towels, floor debris, trash) should be bagged, sealed and disposed into dumpsters. Never leave full bags of trash lying around classrooms or hallways. Seal and store all cleaning products in their designated areas. Make sure to wash and dry your hands thoroughly and frequently.

Always follow the directions on the product labels. Keep all disinfectants and cleaning supplies out of the reach of children.

CLEANING SCHEDULE - BERNALILLO PUBLIC SCHOOLS

AREA	TASK	PROCEDURE	MON	TUE	* WED	THU	FRI
Entry & Lobby	Clear all entryways of trash		X	X	X	X	X
	Sweep doorways and vestibules		X	X	X	X	X
	Clean door mats		X		X		X
	Wash door windows or side lites	Wash with Windo-Clean		X		X	
	Wet mop entries	Mop with Top Clean or Super Shine-All			X	X	
Classrooms	Empty trash cans		X	X		X	X
	Sweep tile floors		X	X	X	X	X
	Vacuum carpet areas			X		X	
	Wipe down tables and chairs	Wipe down with Assurance	X		X		X
	Clean and disinfect door handles and door frames	Clean with Assurance then spray ReJuvNal . Let sit for 3 min., re-spray and wipe clean	X	X	X	X	X
	Clean and disinfect light switches and other touch surfaces	Clean with Assurance then apply ReJuvNal . Let sit for 3 min., re-apply and wipe dry	X	X	X	X	X
	Clean air supply registers	Dust and vacuum					X
	Empty trash cans		X	X	X	X	X
	Sinks and counters	Clean with Assurance then spray ReJuvNal . Let sit for 3 min., re-spray and wipe clean	X	X	X	X	X
	Spot clean wall surfaces	Clean with Assurance	X		X		X
	Spray disinfectant w/ backpack Sprayer	Spray all surfaces, desks, tables, chairs, countertops			X		
Other Areas	Sweep tile floors		X	X	X	X	X
	Vacuum carpet areas			X		X	
	Clean and disinfect all touch surfaces	Clean with Assurance then spray ReJuvNal . Let sit for 3 min., re-spray and wipe clean	X	X	X	X	X
	Clean and disinfect door handles	Clean with Assurance then spray ReJuvNal . Let sit for 3 min., re-spray and wipe clean	X	X	X	X	X
	Spray disinfectant w/ backpack sprayer	Spray all surfaces, desks, chairs, tables, countertops			X		

PRODUCT INFORMATION

PRODUCT	USE / INSTRUCTION
 <p>Assurance®</p> <p>A highly concentrated, multipurpose cleaner formulated to remove a wide variety of dirt, grime, and grease. It can be used for cleaning any hard surface not damaged by water, i.e., resilient tile, concrete, paver brick, quarry tile, tables, desks, walls, machinery, and equipment. Assurance can be applied with a mop, sponge, brush, foam gun, or pressure washer. DO NOT USE ON GLASS.</p> <ul style="list-style-type: none"> ▪ Concentrated for economical cost-in-use. ▪ No rinsing saves time. ▪ Citrus fragrance leaves a pleasant scent. 	<p>Used for cleaning any hard surface not damaged by water.</p> <p>Table tops, walls, chairs counters</p> <p>Spray on surfaces and wipe clean</p> <p>Do not use on glass.</p>
 <p>Re-Juv-Nal®</p> <p>A phosphate-free, pH neutral formulation designed to provide effective cleaning, deodorizing, and disinfection where housekeeping is of prime importance in controlling cross-contamination from treated surfaces.</p> <p>Due to state or local regulations this product is restricted in some areas. Check your area</p> <ul style="list-style-type: none"> ▪ Disinfectant/detergent cleaner with neutral pH. ▪ Leaves a pleasant scent. ▪ EPA registered disinfectant. 	<p>Used to disinfect all touch surfaces such as door handles and sink handles.</p> <p>Spray, let sit for 3 minutes, spray again and wipe dry.</p> <p>Apply when rooms are empty, no staff or students.</p>
 <p>Windo-Clean®+</p> <p>A concentrated cleaner for use on surfaces not damaged by water including glass, mirrors, CRT screens, TV screens, office equipment. Dissolves grease, oil, fingerprints, smudges and soils quickly. Not for use on anti-glare treated screens.</p> <ul style="list-style-type: none"> ▪ Concentrated for economical cost-in-use. ▪ Wetting agents enhance cleaning performance. ▪ Mild fragrance is easy to work with. 	<p>Used on glass and mirrors. Use like any glass cleaner.</p> <p>Never spray directly on office machinery. Spray on paper towel or clean cloth then wipe area to be cleaned</p>



Top Clean®

A fast-acting, synthetic cleaner that removes the soil and leaves the shine. It is specially formulated for metal cross-linked finishes as it preserves the high-gloss appearance without leaving a dulling build-up. Top Clean has a neutral pH formula designed to attack dirt without harming your floor or your floor finish.

- Concentrated for economical cost-in-use.
- Neutral pH won't harm floor finish.
- Defoaming agents minimize foam build-up.

Used to clean hard floor surfaces.

Add to a mop bucket or automatic scrubber. Use cold tap water.



Super Shine-All®

Concentrated, neutral pH formula won't harm your floor finish. Perfect for cleaning resilient tile, asphalt tile, vinyl floors, synthetic floors, terrazzo, quarry tile, paver brick, natural stone and coated wood floors. Protective sheen helps preserve and protect. Excellent choice for damp mopping and auto scrubbing. Biodegradable. Phosphate free.

- Concentrated for economical cost-in-use.
- Neutral pH won't harm floor finish.
- Unique sassafras fragrance.

Used to clean hard floor surfaces.

Add to a mop bucket or automatic scrubber. Use cold tap water.

All Hillyard products are available in each Custodial Closet and are dispensed through the dilution stations.

** Make sure all bottles are clearly labeled and stored away from the public including students. Only use each product as directed and diluted through the dilution station.

* **Repeat Wednesday Cleaning Schedule on Saturday.**