



SD#6 Safe Work Procedures

Custodial Services

Infection Control Plan - Custodial

Cleaning and disinfecting are part of a broad approach to preventing the spread of viral and bacterial organisms in schools. In order to combat the spread of these germs, the Operations department has developed the following Infection Control Plan.

Prevention Levels

Level 1 - Regular Daily Cleaning

When cleaning our district facilities, custodial staff should consistently adhere to the cleaning practices detailed in our Custodial Handbook. These practices are summarized below:

- Classrooms
 - Daily - Sanitize all touch points, sinks, counter tops, desk tops and table tops.
 - Weekly – Items detailed above as well as; perimeter shelving, counter tops, filing cabinets and sills.
- Washrooms
 - Fully clean and sanitize all surfaces, fixtures and touch points daily.
- Offices
 - Fully clean and sanitize all surfaces and touch points daily.

Cleaning Solution – all surface and touch point cleaning should be performed using a disinfectant cleaner which has been approved and supplied by the Operations department.

Cross Contamination – An effective means of limiting the spread of germs is to avoid cross contamination. Cross contamination occurs through the extended use of dirty cloths and/or damp mop pads. To avoid cross contamination, custodians are required to adhere to the following cleaning procedures:

Cleaning Products (Wood Wyant Products):

1. Regular daily cleaning (classrooms and offices) – Vert-2-Go Oxy Neutral Cleaner (hydrogen peroxide based)
2. Washrooms – Vert-2-Go Oxy Neutral Cleaner and Vert-2-Go Bio

Procedures:

Horizontal Surfaces & Touch Points

1. Place an appropriate number of cloths/damp mop pads into a bucket (approximately 1 cloth/pad per room).
2. Fill the bucket with a properly diluted disinfectant solution.
3. Remove a cloth/pad from the solution filled bucket, wring it out then begin cleaning. When the cloth or pad starts to become ineffective or the room has been completed, place the discarded cloth/pad into a laundry bag or empty bucket. Take a new cloth

out of the solution bucket when moving on to the next room.

4. Always wipe surfaces from cleanest to dirtiest; start with the shelves or surfaces on the perimeter of the room, then wipe the door handles, switch plates, finishing with the desk/table tops and chairs.

Damp Mopping

1. Place an appropriate number of damp mop pads into a mop bucket (approximately 1 pad per room).
2. Fill the bucket with a properly diluted disinfectant solution.
3. Remove a pad from the solution filled bucket, wring it out then begin mopping. When the pad starts to become ineffective or the room has been completed, place the discarded pad into a laundry bag or empty bucket. Take a new pad out of the mop bucket when moving on to the next room.

Personal Protective Equipment

- Gloves
- Protective Eyewear

Level 2 - Targeted Isolation Cleaning

In situations when schools are experiencing higher than normal absenteeism rates due to a viral and/or bacterial outbreak, a detailed touch point disinfecting will be requested by the Operations Department. This cleaning procedure targets an isolated area of the school where elevated levels of viral and/or bacterial contamination are suspected. This work is expected to be completed by the custodian(s) assigned to the site. Other duties may need to be prioritized in order to allow enough time to complete Level 2 cleaning. In special circumstances, casual assistance may be provided at the discretion of the Operations Department.

Cleaning Products:

1. Regular daily cleaning (classrooms and offices) – Vert-2-Go Oxy Neutral Cleaner (hydrogen peroxide based)
2. Washrooms – Vert-2-Go Oxy Neutral Cleaner and Vert-2-Go Bio
3. Vital Oxide – Used for disinfection (chlorine dioxide based)

Procedures:

Horizontal Surfaces & Touch Points

1. Clean the targeted area(s) as per the cleaning requirements detailed above in Level 1 – Regular Daily Cleaning.
2. Fill a disinfectant fogger with Vital Oxide solution.
3. Using the fogger, target all touch points and surfaces.
4. No wiping or rinsing is required. Simply let the disinfectant dry on the surfaces that have been fogged.

Personal Protective Equipment

- No personal protective equipment is required.

Level 3 - Full Facility Disinfection

In situations when district facilities are likely to have been exposed to a known viral and/or bacterial contaminant, a full facility disinfection will be coordinated by the Operations Department. This cleaning procedure targets the entire facility where elevated levels of viral and/or bacterial contamination is suspected. This work will normally be completed by the custodian(s) assigned to the site. Other duties may need to be prioritized in order to allow enough time to complete Level 3 cleaning. In most cases, casual assistance will be provided by the Operations Department.

Cleaning Products:

1. Regular daily cleaning (classrooms and offices) – Vert-2-Go Oxy Neutral Cleaner (hydrogen peroxide based)
2. Washrooms – Vert-2-Go Oxy Neutral Cleaner and Vert-2-Go Bio
3. Vital Oxide – Used for disinfection (chlorine dioxide based)

Procedures:

Horizontal Surfaces & Touch Points

1. Custodial staff will clean their assigned work area as per the cleaning requirements detailed above under Level 1 – Regular Daily Cleaning.
2. Once the entire work area has been cleaned; the following disinfection procedure will be followed:
 - a. Fill a disinfectant fogger with Vital Oxide solution.
 - b. Using the fogger, target all touch points and surfaces throughout the entire work area.
 - c. No wiping or rinsing is required. Simply let the disinfectant dry on the surfaces that have been fogged.

Corridors and Stairwells

Once all the classrooms in an area have been disinfected, the final step will be to disinfect the corridors and stairwells. This should be accomplished by modifying the steps detailed under Level 3 – Horizontal Surfaces & Touch Points.

Personal Protective Equipment

No personal protective equipment is required.

Isolation Rooms

1. When a student or staff member have been directed to an isolation room due to the presence of Covid-like symptoms; the isolation room will need to be disinfected as soon as possible after the individual has vacated the room.
2. If the isolation room is vacated during the time in which a mid-day custodian is on site, this custodian will fog the space with Vital Oxide disinfectant. If the isolation room is vacated at any other time during the day, a maintenance department staff member will be assigned to fog the space with Vital Oxide disinfectant.
3. No additional cleaning is required prior to fogging these spaces unless there are obvious soiled areas that require cleaning.

Mid-day Disinfection (only occurs when directed by Interior Health or Ministry of Education)

1. Using a Vital Oxide mist sprayer, custodial staff will progress through all common areas and washrooms to perform "high touch point disinfection".
 - a. Apply Vital Oxide mist to all touch points and surfaces.
 - b. No wiping or rinsing is required. Simply let the disinfectant dry on the surfaces that were misted.
 - c. This is not a time when custodians are required to enter classroom, lunchrooms and/or office areas to provide additional cleaning/disinfecting. If additional cleaning is required, please ask that these requests be forwarded by the principal to the Operations Supervisor.
 - d. For a detailed list, please refer to the Touch Point Sanitization-Disinfection Checklist.

Notes:

- The Vital Oxide in conjunction with the Cobalt Mini sprayer is a fogging system so it is not necessary to spray the disinfectant directly onto the surfaces and/or touch points being targeted. Simply fog the area above or beside the objects being disinfected and let the disinfectant mist settle on these surfaces. Electronics should be disinfected by spraying the disinfectant onto a clean cloth or paper towel then the item can be wiped clean.
- If at any time you experience respiratory, eye and/or skin irritation, please contact your supervisor to discuss PPE options that are available.

Primary Cleaning/Sanitizing/Disinfection Products

Vert 2 Go Oxy – Classrooms, Offices & Corridors

- For daily sanitizing of all touch points, sinks, counter tops, desk tops and table tops.
- For use as our main floor cleaning product. Can be used in autoscrubbers.

Vert 2 Go Bio – Washrooms & Change Rooms

- For daily cleaning and sanitizing of all surfaces, fixtures, touch points and flooring.

Vital Oxide – Classrooms, Offices, Washrooms, Change Rooms & Corridors

- For daily disinfection of **all** touch points and surfaces throughout the entire work area.