

# WESTPORT COMMUNITY SCHOOLS BACK-TO-SCHOOL REENTRY PLAN



## Keeping our Schools Clean

### Quick Reference Guide

September 2020



The district is implementing a number of protocols to increase the cleaning/sanitization of our buildings. The following procedures will take place in our school buildings in the fall. These procedures will be clearly posted in each building and custodial staff will complete a checklist daily for each of these tasks which will be turned into administration daily:

#### Classroom/Small group Instructional spaces/Offices (Daily)

- Empty waste baskets and replace liners
- Dry mop floors
- Vacuum carpets in areas with wall to wall (no area carpets allowed)
- Spot wash floors
- Check and replace light bulbs
- Clean and disinfect sink areas
- Refill paper towel dispensers in classrooms
- Refill hand sanitizer dispensers in classrooms and common areas
- Clean glass on a rotating basis within section
- Dust all window sills and flat surfaces on a rotating basis within section
- Close and lock all windows
- Spray room with electrostatic sprayer
- Turn off lights and lock door

#### Bathrooms/Locker Rooms/Lockers/Water Coolers (Daily)

- Empty waste baskets and replace liners - spray with disinfectant
- Refill paper towel, toilet paper, feminine products and soap dispensers
- Clean mirrors
- Clean and disinfect wall/partition surfaces to remove any foreign matter
- Remove any graffiti from walls or partitions
- clean/disinfect all toilets and urinals, under seats, bottom of toilets, and flushometers
- Check and replace light bulbs
- Sweep and wash floors
- Spray room, water coolers, and lockers with electrostatic sprayer
- Check windows and turn off lights

### Gym/Cafeteria/Media Centers/Hallways (Daily)

- To be determined based on use
- The custodial staff will be cleaning/disinfecting all high touch surfaces multiple times throughout the day
- We are exploring the installation of a UV-C system for the HVAC to provide additional cleaning and sanitization in our HVAC system in higher traffic areas, including gyms, cafeterias, media centers, etc.

### Sanitization Techniques

The Westport Community Schools have purchased Protexus Electrostatic Sprayers. Earthsafe Protexus Sprayers disinfect and wrap around surfaces and reach nooks and crannies on all surfaces. We have purchased two varieties, a hand held version of smaller applications and a larger, backpack model for larger applications.

The product is safe to use per OSHA and EPA standards. A MSDS is attached to the chemical container as well as printed out and stored in the custodian room in each school, nurse's office in each school and the office of the Supervisor of Facilities.

The District also purchased a germicidal detergent which is a cleaner/disinfectant that can be used in classrooms for staff to clean desks/tables on a more frequent basis. This product is also used to clean restrooms and water coolers.

In addition to the custodial cleaning protocols... all classrooms will be equipped with sanitizing wipes and will have access to an electrostatic sprayer that can be used throughout the day.

While all of these measures will help to promote a safe, sanitized learning environment, they will not be effective unless appropriate training is provided for all students and staff and everyone complies with the protocols. Training will be provided at the start of the school year.

***Reminder***... school for students begins on Wednesday, September 16, 2020.