



**ALLENDALE PUBLIC SCHOOLS
CUSTODIAL CLEANING MANUAL
2020-2021**

INTRODUCTION:

The Allendale Public Schools have two school buildings, Hillside and Brookside, at 47,884 and 98,416 square feet, respectively, with 45 classroom and other educational rooms at Hillside School and 80 classrooms/educational spaces at Brookside School.

There is a custodial staff of 8 fulltime District employees, with a Supervisor and Assistant Supervisor. Custodial staff are assigned to one of two shifts: 6:30 am until 3:30 pm or 3:00 pm until 11:00 pm. The current District staff will be augmented with contracted services of 2 additional FTEs for the 3pm until 11:00pm shift.

Cleaning protocols developed to attend to the current COVID environment have been done so with the guidance issued by the CDC, Allendale local and Bergen County Public Health Officials, and Allendale local physicians: a pediatrician, an allergist, and a general surgeon.

Cleaning Process

This process will follow the CDC guidelines of CLEANING and DISINFECTING. Sanitizing will be used if necessary, in case of extreme outbreak or exposure to COVID-19.

Cleaning is to remove dirt, debris, stains, spills, etc. from surface areas. Surface areas consist of:

Classrooms:

- Desks and desktops
- Chairs
- Tables
- Sinks and Faucets
- Soap and Paper Towel Dispensers
- Window Ledges and Handle Openings
- Door handles/knobs
- Floors

Offices:

- Desks and desktops
- Chairs
- Tables
- Window Ledges and Handle Openings
- Door handles/knobs
- Floors

Bathrooms – Staff and Students:

- Toilets
- Sinks
- Soap and Paper Towel Dispensers
- Stalls
- Floors

Tools to be used in Cleaning Process

The District has been, and will continue to use a hydrogen peroxide based spray cleaner. Each custodian will be equipped with their own bottle. Cleaning towels and paper towels will be used depending upon the surface being cleaned. Fabric towels are used only once, and are laundered and replenished by an outside janitorial supply company, biweekly.

All cleaning products used will be registered with the EPA and classified for residential use, including any disposable wipes available in each classroom to be used for situations requiring immediate attention.

Brooms and mops will be used to sweep debris from floors. Mop heads follow the same protocols as fabric towels, used only once, laundered and replenished by an outside janitorial supply company.

Cleaning Schedules

- 8:30 AM student arrival
 - Fully cleaned from prior night
 - 8:30 AM - 11:30 AM
 - Ongoing wipe down of bathroom facilities and high touch points to include door knobs, light switches, sink handles, countertops, hand rails, water fill stations.
 - 12:30 PM - 3:30 PM
 - Ongoing wipe down of bathroom facilities and high touch points to include door knobs, light switches, sink handles, countertops, hand rails, water fill stations.
 - 3:45 PM - 11:00 PM
 - Deep cleaning - Wipe down of all surface areas defined above, full cleaning of all bathrooms, hallways
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- Common areas, ie school entry points, hallways, will be cleaned at regular intervals multiple times during the day, including but not limited to:
 - Mid-session break
 - End of the day
 - When access is available throughout the day.
 - During the first shift, custodians will focus on intermittent cleaning of high touch areas, e.g., student and staff bathrooms, door handles, water fill stations. Classroom areas will be wiped down where needed between the morning and afternoon sessions, and the electrostatic sprayers will be used to disinfect each classroom.
 - The second shift custodians will focus on a deep cleaning of classrooms, including student desks, and full bathrooms, hallways, entryways and entry doors.
 - If a COVID- positive person is identified, the room(s) used by that person will be closed and not disinfected until 24 hours have passed as per CDC guidelines.

Disinfecting Process

The disinfecting process will be accomplished with the use of three specific tools:

Electrostatic Sprayers
Hydroxyl Generators
UV Lighting

Electrostatic sprayers work by charging the liquid disinfectant as it passes through the sprayer nozzle. This generates charged droplets that repel one another and actively seek out surfaces, which they stick to and even wrap around to coat all sides of the object.

Hydroxyl Generators work primarily by abstracting hydrogen atoms, thereby dismantling the molecular structure of odors and volatile organic compounds (VOCs). Powerful hydroxyl generators using the same broad range of UV radiation as the sun are now used to naturally clean and deodorize indoor environments.

Ultraviolet (UV) light destroys the molecular bonds that hold together the DNA of viruses and bacteria. UV light is a particularly good option for sanitation because it kills bacteria regardless of drug resistance and without toxic chemicals.

The electrostatic sprayers are filled with a EPA approved disinfectant called thymol, a derivative of the thyme plant. It is completely organic and safe for use. This will be the primary form of disinfecting between daily school sessions.

Should a surface area be visibly dirty, it will be wiped with the cleaning product first, then disinfected with the electrostatic sprayer.

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- 11:35 AM - 12:20 PM
 - Electrostatic sprayers with EPA approved products
 - 3:45 PM – 11:00 PM
 - Electrostatic sprayers with EPA approved products
 - Hydroxyl Generators

Hydroxyl generators will be used in large areas, ie entrance ways and hallways

UV lighting is being installed in all bathrooms districtwide. It will have strict motion sensor and timing controls to monitor bathroom occupancy turning the lights on and off accordingly, in addition to timed sanitizing periods. This too, will be used in addition to the hydrogen based cleaning product.

Custodial Staff

The current staff of 8 full time employees will be supplemented with contracted services to allow for more thorough cleanings each day. The custodial staff is overseen by an Assistant Buildings and Grounds Supervisor, and a Facilities Manager; for a full facilities staff of 10.

Staff will be assigned to a building and a shift as follows:

Brookside School (Grades 4 – 8)	Hillside School (Grades Prek – 3)
Days 6:30 – 3:30	Days 6:30 – 3:30
Custodian 1	Custodian 4
Custodian 2	Custodian 5
Custodian 3	
Asst. B&G Supervisor	
Evenings 3:00 – 11:00	Evenings 3:00 – 11:00
Custodian 6	Custodian 8
Custodian 7	Contracted Service full time
Contracted Service full time	Contracted Service part time
Contracted Service part time	

Each custodian will receive a building map with their area of responsibility highlighted. Along with this map, will be a listing of the areas/surfaces expected to be cleaned and the timeline for each area, ie mid-day, ongoing, etc. Custodians will also be expected to refill hand sanitizing, soap, and paper towel holders within their area of responsibility.

While custodians are cleaning/disinfecting classrooms, they will also make sure desks and chairs maintain the proper 6 feet of social distance space by lining them up with the measured markers adhered to the floor. Hillside will be using red and blue tape for the am/pm sessions. Brookside will be using orange and yellow for the am/pm sessions. The colors will be used to aid in disinfecting the proper desks and chairs at the proper time of day.

Training sessions will be conducted as needed on new equipment use, chemical safety, cleaning expectations, and personal safety measures.

Each custodian will be supplied with the proper PPE in the form of both cloth and disposable face coverings, disposable gloves, their own cleaning cart and cleaning equipment, ie mops, buckets, towels, paper towels, garbage bags, etc.

Shared equipment such as the electrostatic sprayers will be cleaned after each use.

Supervision and Verification of Work

All School Administrators will assist in the process of validating the cleaning and disinfecting process is effectively implemented.

The first line of verification will be the Facilities Manager and Assistant Manager who will oversee the Staff, communicate protocols and expectations, as well as hold the staff accountable for their respective building sections.

All custodians and administrators will have hand held radios for communication throughout the day to effectuate these important processes.

The Business Administrator will oversee the entire facilities department, provide additional supervision of custodial staff, provide another “set of eyes” by frequently walking the buildings to monitor the school facilities and cleaning thereof. The Business Administrator, along with the Facilities Coordinator/BA Secretary will work closely with the Facilities Manager to monitor the supply of cleaning supplies and equipment, reordering the materials with enough lead time to ensure quantities are always available.

Building Principals will notify the Facilities Manager, and/or building custodians of any issues they encounter, observe, or deem in need of attention during their walkthroughs and classroom visits in the day.