

LIVINGSTON SCHOOL DISTRICT CLEANING AND DISINFECTION PLAN

Staff Responsibilities

DISINFECTANTS USED AGAINST the NOVEL CORONAVIRUS

DISINFECTANT	EPA REGISTRATION NO.	WET TIME	SCHOOL	PPE
PUR TAB	71847-6	1 minute	WA, WI, ES, SGMS, PHS	none
SHAKLEE BASIC G	47371-129	1 minute	WA, ES, SGMS	Gloves and eye protection
BUCKEYE ECO NEUTRAL DISINFECTANT	47371-129	1 minute	WI	Gloves and eye protection
BLEACH and WATER (5 tablespoons bleach per gallon of water)	70271-20	1 minute	May be used by any school if other disinfectants not available	Gloves and eye protection
Neutral disinfectant and detergent	10324-141	10 minutes	Bus/transportation	Gloves and eye protection. Respirator.

Standards

- Due to the large volume of disinfection needed during this time, the help of staff and students is necessary.
- All disinfectants are to be stored in a safe and secure location out of reach of students.
- Any visibly dirty item/surface should be cleaned with soap and water or other appropriate cleanser prior to disinfection.
- PurTab or Shaklee Basic G/Buckeye Eco Neutral Disinfectant (these two products are the same chemical) is supplied to each classroom in spray bottle and will be refilled as needed by custodial staff. PurTab is stable for no longer than 7 days and needs to be replenished frequently. Custodial staff will refill spray bottles as needed.
- All products have a wet time of 1 minute (except for Bus Barn disinfectant) which means surface must remain wet for 1 minute for it to effectively kill the novel coronavirus. Disinfectants may be allowed to air dry.
- Keyboard, mouse and workspace of shared laptops and computers need to be disinfected **prior to each** use. Disinfecting wipes are the preferred method to disinfect these areas. If wipes are not available, a paper towel wetted with the above disinfectants may be used.
- Disinfecting certain areas **prior to** each use is more desirable than after each use because user is confident that proper disinfection has occurred. (Think grocery charts!)
- Each school building (WA, WI, ES, SGMS, PHS) Custodial Staff has a [ionized hydrostatic sprayer](#). These sprayers contain PurTab disinfectant and will used to efficiently disinfect classrooms and school buildings each day.

AREA	Level of mixing of different students/ staff/ outside people	Level of commonly touched surfaces	Person(s) responsible	Considerations

PLAYGROUND	High	High	???	<ul style="list-style-type: none"> • Outdoor transmission of virus is much lower. • <i>Outdoor playground areas need only routine maintenance and hand hygiene emphasized before and after use of the space.</i>
LUNCHROOM	High	High	??	<ul style="list-style-type: none"> • Consider having students eat in classrooms. • Disinfect tables between lunch groups if lunchroom is used. • Request help from students in older age groups (Weekly student jobs)
LIBRARY	High	High	Librarian Students	<ul style="list-style-type: none"> • Very difficult to disinfect carpet in libraries of younger children where they sit. Ionized sprayer with PurTab can be used on carpet by the custodial staff. • Disinfect commonly touched surfaces between student groups/classes
CLASSROOM	Low	High	Teacher Students Custodians will disinfect each classroom once daily using the ionized hydrostatic sprayer with PurTab. Please communicate with your custodial staff as to when this will be done,	<ul style="list-style-type: none"> • Soft and porous materials (beanbag chairs, stuffed animals) are difficult to disinfect- consider removing items from classroom. They may be safely sprayed with PurTab. • Toys – very difficult to disinfect between use. Consider limited toys and develop plan for disinfection between user • No shared items such as pencils, crayons, markers, erasers, etc. Each student will need personal supply. • To disinfect shared items such as toys or math manipulatives: <ol style="list-style-type: none"> 1. Clean any visibly dirty items with soap and water first. 2. Liberally spray with PurTab and allow to air dry OR 3. Soak in mixture of 1-gallon water and 1/3 cup bleach for 10 minutes. Rinse and air dry. Remix bleach water daily.

				<ul style="list-style-type: none"> • PK-5 Desks – disinfection of desks required at least once daily. Disinfection before is required if eating lunch in classroom. • 6-12 Desks – disinfection of desks required before each new group of students • Laptops/Computers – if shared between students, disinfect prior to each use. If possible, one device per student
COMPUTER LABS	High	High	Teachers Students	<ul style="list-style-type: none"> • All computers (keyboard, mouse and work area) are disinfected prior to each use by the user if it is a shared device.
GYM	High	Low	Teachers Students	<ul style="list-style-type: none"> • Any shared equipment needs to be disinfected between groups.
ART ROOM	High	High	Teacher Student	<ul style="list-style-type: none"> • Any shared equipment needs to be disinfected between groups.
L'Esprit Room	Moderate	Low/Moderate	L'Esprit personnel Students	<ul style="list-style-type: none"> • Disinfect commonly touched surfaces such as tables and therapeutic instruments between client use
Staff Room	Staff mingling high	High	Staff Members	<ul style="list-style-type: none"> • Copy machines – disinfected prior to each use • Each school should set up schedule for staff to disinfect staff room once daily lunch period (See Appendix A for sample)
Conference Rooms			Individual users	<ul style="list-style-type: none"> • Users disinfect tables, chairs, light switches, doorknobs prior to each use
Personal workspace	Low	Low	Individual staff	<ul style="list-style-type: none"> • Disinfect at least once daily
Front Office/Front Entrance	High	High	Administrative Assistants	<ul style="list-style-type: none"> • Establish a clean and dirty pen jar for those signing in and out. Disinfect periodically • Disinfect other commonly touched surfaces at least once daily • Disinfect front door handles multiple times throughout day
Student Bathrooms	High	High	Custodial Staff	

Staff Bathrooms	High	High	Staff Custodial Staff	<ul style="list-style-type: none"> Disinfectant spray bottle provided in staff bathrooms to be used after each use by staff Custodians will do regular cleaning and disinfecting per usual schedule
Drinking Fountains	CLOSED FOR USE DURING COVID-19			
Buses	High	High	Bus Barn Personnel	<ul style="list-style-type: none"> Buses will be disinfected after each transport of student groups

Appendix A

Sample Staff Room Cleaning and Disinfection Schedule

Week of...	Staff Member Responsible
8/24	
8/31	
9/7	
9/14	
9/21	
9/28	
10/5	
10/12	
10/19	
10/26	
11/2	
11/9	
11/16	
11/23	
11/30	
12/7	
12/14	
12/21	
1/4	
1/11	
1/18	
1/25	

2/1	
2/8	
2/15	
2/22	
3/1	
3/8	
3/15	
3/22	
4/5	
4/12	
4/19	
4/26	
5/3	
5/10	
5/17	
5/24	
5/31	
6/7	