

# ENHANCED SAFETY PROTOCOLS

## Facilities Cleaning

The safety of our employees and students is our first priority. Upon reopening, our facilities will have been cleaned and disinfected, and we will continue to adhere to all necessary safety precautions throughout the school year. We will require employees to maintain safety standards by continuously cleaning and disinfecting based on the guidelines provided by health and safety officials.

## Personal Workspace and Classroom

LPSD staff will use signage to indicate rooms requiring sanitizing and disinfecting. To maintain social distancing guidelines, all teachers and students are asked not to visit other classroom outside of their teams or grade levels. Employees are expected to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

## Shared Workspace

Employees are expected to disinfect any shared workspace throughout the day, giving special attention to commonly touched surfaces (See below).

LPSD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces, such as telephones and keyboards. Additionally, the LPSD Custodial Team will clean all workspaces at their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces to reduce exposure and ensure employee safety. Workspace usage is as follows:

- **Capacity**– LPSD will be monitoring the number of employees in offices and common areas, while the risk of infection exists.
- **Conference Rooms**– Specific conference rooms will be closed until further notice.
- **Breakrooms, Teacher Lounges, and Multipurpose Rooms** –These spaces will be closed for general use with limited access to microwave, refrigerator, etc. in all Phases except in Phase 3.

- **Copy Room** – There will be limited access to the copy room. Signage indicating these restrictions will be posted as each phase is implemented.

## General Disinfection Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>Frequently Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each route/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

## General Disinfection Protocol

### ***How COVID-19 spreads***

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into airways or mucous membranes of eyes, nose, or mouth causing infection. The virus can also be spread if someone touched a surface contaminated with virus and then touched his or her eyes, nose or mouth, although this is not the primary way the virus spreads.

### ***Guidance for cleaning and disinfecting***

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff.

- Employees will wear disposable gloves and a face covering when cleaning and disinfecting, removing and properly disposing of them when finished. Employees wash hands immediately after cleaning or disinfecting any area. Employees are reminded not to touch his or her face with the gloves.
- **Cleaning** removes dirt and most germs and is usually done with soap and water (we will use Ecolution Disinfectant for this process).
- Depending on the type of chemical, **disinfecting** kills most germs, if the chemical product is used as directed.

### ***Routine cleaning and disinfecting***

Custodian staff will clean and disinfect frequently touched surfaces and objects daily (or more depending on use patterns) such as:

- Door knobs and handles
- Stair rails
- Classroom desks, tables, and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Push-buttons on vending machines and elevators
- Shared toys
- Shared remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Bus seats and handrails
- All bathroom fixtures

Note: It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

### ***Cleaning and disinfecting products***

The LPSD custodial staff will utilize the following cleaning and disinfectant measures:

- Use Ecolution Disinfectant to clean dirty items and an electrostatic sprayer to disinfect
- Use an EPA-registered household disinfectant and follow the manufacturer's instructions to ensure safe and effective use of the product. Many products recommend:
  - Keeping the surface wet for a period of time (see the product label)

- Wearing gloves and ensuring good ventilation during use of the product

\* Note\* LPSD will train custodians to effectively use the disinfectant and the applicator.

### ***Cleaning and Disinfecting in the event of a suspected case of COVID-19***

When a student or staff member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough, shortness of breath, or at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell) in a school, the staff will follow established protocols:

- Isolate the person in a separate room until they are able to go home or to a healthcare facility
- Ensure hygiene supplies are available, including a cloth mask, facial tissues, and alcohol-based hand rub
- Remind the staff monitoring the student or staff member with symptoms to practice social distancing
- After closing off the area for at least 24 hours, clean and disinfect the room. If 24 hours is not feasible, wait as long as possible before cleaning and disinfecting
- Open outside doors and windows to increase ventilation
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, eliminating the circulation of particles that escape from vacuuming

### ***General precautions for the cleaning staff in the event of a suspected case of COVID-19***

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff members should not touch their faces while cleaning.
- Cleaning staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of each shift. It may be helpful to keep a change of clothes at work.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff members who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to maintain safety precautions when cleaning potentially infectious materials and bodily fluids – such as blood, vomit, feces, and urine.
- All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace.

For more information please use this link as a resource.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## **Signage**

Appropriate signage will be placed throughout the offices and school.

## **Preventative Material Inventory**

Custodial staff should maintain:

1. An adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. A supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening