



Proper Sanitation Procedures

Custodial and maintenance workers can face confusion around proper cleaning and sanitizing procedures. Provided below are tips to help you know the difference and how to properly clean the surfaces.

- Trash Receptacles
 - Provide trash receptacles that minimize contact and/or do not require individuals to touch the trash receptacle (i.e., foot pedal, etc.) to discard refuse (i.e., tissue, disinfectant wipe, etc.)
 - Remove “swing-top” lids on trash receptacles to limit the transfer of contagions by touching the lid to discard tissues and/or other trash.
- Cleaning & Disinfecting Potentially Contaminated Surfaces
 - Adhere to universal precautions. That is, assume your location does in fact have live and active COVID-19 germs and that without adhering to protective protocols, you can be exposed to the virus.
 - **Cleaning a surface versus disinfecting a surface. Cleaning a surface refers to the removal of dirt and impurities from the surface (visible to your eyes). Disinfecting a surface refers to the removal of the microscopic germs.** The Centers for Disease Control (CDC) recommends that staff first clean a surface with soap/water and then proceed to disinfect high touch surfaces in common areas. High touch surfaces include: doorknobs, handles, computer hardware (mouse/keyboard, promethean boards/touchscreens), remote controls, chairs/armrests, desks/tables, sinks/toilets etc.
 - Disinfectants: It is understood that the coronavirus, named SARS-CoV-2, is the cause of the COVID-19 disease and that no disinfectant product manufactured today currently states on its container label that their product is effective in disinfecting the “SARS-CoV-2” virus. The CDC and the National Pesticide Information Center (NPIC) currently refers the public to a list by the U.S. Environmental Protection Agency (EPA) for disinfectants that **may** control the virus. [See List N – Disinfectants for Use against SARS-CoV-2.](#)
 - Be sure to adhere to the product label’s instructions for effective disinfecting since this information varies per product. For example, in referring to the EPA list, the product with EPA #1677-129 requires the product’s solution to remain on the surface for 10 minutes to be effective and the product with EPA #166-226 requires the product’s solution to remain on the surface for four minutes to be effective.
 - Once a room has been sanitized, it is important nobody enters that room to potentially infect it. Consider developing a protocol stating that upon completion of disinfecting a room, the custodial staff should sign off on its completion, joined with a signature by the building principal, superintendent or business manager. Lock the classroom door and do not permit anybody to enter the room, including the teacher or other cleaning staff until an all-clear is given for district staff to return to the school building. The goal is to prevent a recontamination of the room.