

# Aspen Public Schools

## Cleaning and Safety Disinfecting Plan

Board approved on: November 18, 2020

All recommended preventive building by county or State health authorities cleaning measures are what we do on a daily basis to combat the spread COVID-19, colds and flu. Our maintenance director and custodians are coordinating resources and supplies for additional preventive cleaning. In addition, administration has done the following:

- Hired two additional custodians for enhanced disinfecting and cleaning
- Purchased Ultra Low Volume Foggers (2 per school)
- Purchased sufficient cleaning and disinfecting supplies in stock
- Contracted with Cintas for night time restroom deep cleaning 2 days per week and 1 time per month extra deep clean/fogging for high use office areas
- Authorized Cintas to provide no touch paper towel dispensers and hand sanitizing stations.
- Assured students/ staff use their personal water bottles. They do not drink out of water fountains.
- Provide our students with take home lunches until further notice and will not eat in the cafeteria.

### **Disease Prevention**

**Purpose:** To set forth the plan for cleaning offices, classrooms and buildings to prevent the spread of disease.

**Objective:** Prevent the spread of disease to staff, students, volunteers and community members through frequent, effective and safe cleaning and disinfecting procedures in school buildings.

**Scope:** Routine cleaning is performed on a regularly scheduled basis by custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash and other building based tasks.

Supplemental cleaning is performed by either regular custodial staff, substitute custodial staff or other classified staff assigned to perform cleaning over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease. As mentioned above, Cintas also provides supplemental deep cleaning of the restrooms 2 days per week, at night. Cintas also deep cleans highly used spaces with a fogger once per month as an extra layer of protection.

Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair or any other items they use in performing their duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment.

Emergency cleaning is performed by contracted services (Cintas) on an emergency basis, which cannot be promptly, effectively and safely handled by district staff, in response to a particular, identified incidence of disease.

Definition: High touch surfaces to focus on may include, but are not limited to the following:

**Routine high touch cleaning:**

- Restroom stalls and dispensers
- Cafeteria tables
- Toilets, sinks and faucets
- Food preparation surfaces
- Drinking Fountains

**Supplemental cleaning:**

- Door handles and knobs (including exterior doors) • Hand rails
- Recreation equipment (not in use currently) • Counter tops
- Light switches
- Copier, printer and fax control buttons • Main Office desk and lobby surfaces

**Personal area cleaning:**

- Desks
- Computer keyboards and mouse
- Phones
- Chair arms

- Remote controls
- Cabinet and file drawer handles
- Microwaves, refrigerator, appliances• Coffee machines

### **Supplemental Cleaning - Planned Effort:**

**Emergency cleaning:** The emergency cleaning plan will be implemented at the direction of the Executive Director, Site Director or designee in response to an actual infection or possible infection located at or attributed to a particular school or location or when directed by County or State health authorities.

Upon direction to implement an emergency cleaning plan, the school Site Director or designee will be notified of emergency and possible building closure, if occupied, the facility will be evacuated and plans for the length of closure will be communicated to the public and staff. Aspen's facilities director or designee will contract for the emergency cleaning, arrange for oversight and monitor progress.

**Summary:** The overriding purpose for these procedures is to protect the health of Aspen's staff, our students and the public. Implementation of emergency cleaning procedures will be done with safety. We believe clear, timely communication of facts and cooperation of all parties will result in the best outcomes for our students, staff and the public.