



SD71 SWP10 - Cleaning and disinfecting an area where there is a presumptive or confirmed case of COVID-19

Contents

FIRST STEPS	2
DEFINITIONS	2
SUPPLIES AND EQUIPMENT	2
PERSONAL PROTECTIVE EQUIPMENT (PPE):	3
PRE-JOB	3
DONING PPE	3
PRE-DISINFECTING	4
MANUAL CLEANING AND DISINFECTING	5
Books	5
Desks	5
Toys	5
Lockers	6
Walls and windows	6
Carpets	6
Kitchen	6
Shops	6
Science Prep Areas	6
POST DISINFECTING	7
POST JOB	7
DOFFING PPE	8
UPON COMPLETION	8
IMPORTANT NOTES	8



SD71 SWP10 - Cleaning and disinfecting an area where there is a presumptive or confirmed case of COVID-19

FIRST STEPS

- Wait 24 hours after last occupancy before cleaning and disinfecting.
- This work must be carried out by Custodial staff while the building is otherwise unoccupied.
- Signage must be placed on all doors providing access to the school to keep unauthorized personnel out.
- Where/when possible maximize natural ventilation opening exterior doors and windows.

DEFINITIONS

Terminal clean is defined as: a procedure used to ensure that an area has been cleaned/decontaminated after occupancy by a person with a known or suspected communicable disease. The goal is to ensure a safe environment for the next occupant(s).

Clorox 360 is a System which utilizes electrostatic spray technology to allow disinfecting and sanitizing solutions to reach surfaces outside the line of sight, covering what conventional trigger sprays may miss, including the sides, underside and backside of surfaces.



Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

SUPPLIES AND EQUIPMENT

- Clorox 360 machine
- Ample supply of microfibre cleaning cloths
- Plastic storage totes for disinfecting toys, desk contents, locker contents and personal items.
- Buckets



SD71 SWP10 - Cleaning and disinfecting an area where there is a presumptive or confirmed case of COVID-19

- Small and large garbage can liner plastic bags
- Diversey Virex II 256
- Wet mop
- Mop buckets and wringers
- Alcohol based hand sanitizer
- Zip lock bags
- Sharpie
- Adhesive BIOHazard “waste” and “laundry” and “unsanitized” labels
- Dish soap
- Disposable dust mops

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- Disposable gown or coveralls
- Disposable tyvec booties
- Fit tested N95 Respirator or fit tested ½ mask with HEPA/OV cartridges or Powered Air Purifying Respirator (PAPR) with HEPA/OV cartridges as prescribed by Safety Manager.
- Disposable face shield or re-usable goggles
- Disposable nitrile gloves

PRE-JOB

- Ensure there is ample supply of Clorox 360 total solution in the Clorox 360 machine. Review Clorox 360 safe work procedure.
- Prepare Diversey Virex II 256 solution in accordance with manufacturers dilution specifications.
- Fill 1 bucket with cleaning / disinfecting solution for every 500 sq. ft. of floor space to be cleaned.
- Fill one mop bucket with cleaning / disinfecting solution for every 500 sq. ft. of floor space to be cleaned.
- Assemble all cleaning supplies and equipment.

DONING PPE

Follow the procedure below to don personal protective equipment (PPE) in a clean area::

1. Wash hands minimum 15 seconds with soap and water or alcohol based sanitizer.
2. Don disposable gown or coveralls and booties.
3. Don fit tested disposable N95 respirator.
4. Don goggles or face shield.
5. Don two pair of disposable gloves (over the cuff).



SD71 SWP10 - Cleaning and disinfecting an area where there is a presumptive or confirmed case of COVID-19



PRE-DISINFECTING

Place all needed cleaning supplies and equipment inside the area to be cleaned.
Electrostatically spray disinfect using Clorox 360 (training required)

- 1) Post sign(s) in corridors providing access to the area to restrict entry.
- 2) Where possible close all doors providing access to the room.
- 3) Plug in Clorox 360 unit into a grounded socket.
- 4) Flip switch on base of unit to turn it on. Blue light will illuminate on unit and wand.
- 5) Press the sprayer button to purge the system.
- 6) Apply spray in a systematic fashion going around the area in a systematic fashion using a sweeping motion from high to low until surfaces are damp.
- 7) Allow surfaces to dry (minimum 10 minutes) after spraying.





SD71 SWP10 - Cleaning and disinfecting an area where there is a presumptive or confirmed case of COVID-19

MANUAL CLEANING AND DISINFECTING

- All visibly soiled surfaces must be cleaned before disinfecting.
- Work in a systematic manner to ensure proper coverage of all surfaces. Clean the outer perimeter first and then work to the center of the room/area.
- Using your micro fibre cloths and the Diversey Virex II 256 solution, liberally wipe down all touchable surfaces, paying particular attention to commonly utilized items such as door knobs, light switches, pencil sharpeners desks and desk legs, chairs and chair legs. Wipe electronic items (e.g., phones, computers, remote controls) that are touched often.
- If water becomes overly contaminated switch to the second bucket with clean solution. Change microfibre cloths as required to ensure adequate cleaning.
- Dry mop floor using a disposable dust mop then wet mop floor surfaces using Diversey Virex II 256 solution.

Books

- Clean the spine of books in bookshelves and the spine and cover of books not on bookshelves.

Desks

- Place contents of desks into plastic totes (up to 12 at a time) and then spray items liberally with the Clorox 360 machine. Wait ten minutes, re-sort items so as to expose undisinfected surfaces and re-spray with Clorox 360 machine. Repeat as necessary to disinfect all surfaces of the items.
- Spray interior of desk thoroughly, wait ten minutes and replace desk contents.
- Repeat last two steps as necessary so as to disinfect interior of all desks and their contents.

Toys

- Place loose toys, blocks and similar items into plastic totes. Spray items liberally with the Clorox 360 machine. Wait ten minutes, re-sort items to expose undisinfected surfaces and re-spray with Clorox 360 machine. Repeat as necessary.
- Small toys / Items that are not cleaned should be bagged, labelled “un-sanitized” and placed in storage.





SD71 SWP10 - Cleaning and disinfecting an area where there is a presumptive or confirmed case of COVID-19

Lockers

- Place locker contents into plastic totes. Spray items liberally with the Clorox 360 machine. Wait ten minutes, re-sort items so as to expose undisinfected surfaces and re-spray with Clorox 360 machine. Repeat as necessary.
- Wipe interior of lockers with microfibre cloths as necessary to clean and disinfect surfaces.
- Once dry, spray interior of lockers with Clorox 360. Replace locker contents.

Walls and windows

- Clean / disinfect all wall and window areas within reach (without the use of a stool or ladder) microfibre cloths.

Carpets

- Vacuum all carpets with HEPA filtered vacuum cleaner.

Kitchen

- Clean / disinfect exterior of all appliances like fridges, stoves, microwave ovens microfibre cloths paying attention to all high touch areas like controls and handles.
- Clean / disinfect small kitchen appliances / equipment paying attention to all high touch areas like controls and handles.
- Do not clean inside of fridges or freezers, stoves or microwaves. Do not clean or spray food items. PVP's and Foods teachers will be advised that food related items / containers have not been disinfected.
- Do not clean kitchen utensils, dishes, pots and pans. PVP's and Foods teachers will be advised that these items have not been disinfected.

Shops

- Manually clean floors, walls and windows within easy reach. Clean empty / uncluttered countertops and shelving only.
- Place hand tools in plastic totes. Spray items liberally with the Clorox 360 machine. Wait ten minutes, re-sort items so as to expose undisinfected surfaces and re-spray with Clorox 360 machine. Repeat as necessary.
- Clean / disinfect shop equipment large tools paying attention to all high touch areas like controls and handles.
- Focus primarily on use of Clorox 360 machine to disinfect.
- Ensure Main power is off in shop before commencing cleaning / spraying activities.

Science Prep Areas



SD71 SWP10 - Cleaning and disinfecting an area where there is a presumptive or confirmed case of COVID-19

- Do not work alone.
- Manually clean floors, walls and windows within easy reach. Clean empty / uncluttered countertops and shelving only.
- Do not manually clean or use the Clorox 360 machine in inside of designated chemical storage rooms. Stay out of designated chemical storage areas.
- Do not manually clean or handle science chemicals /containers in prep area.
- Focus primarily on use of Clorox 360 machine to disinfect.

POST DISINFECTING

Use Clorox 360 and respray area in a systematic fashion going around the room / area using a sweeping motion from high to low until all surfaces are damp.

POST JOB

- Locate all tools and equipment in one area. Spray all tools and equipment with the Clorox 360, wait 10 minutes, reposition to expose undisinfected surfaces items and spray again.
- Wring out all microfibre cloths and place them in a waste bag, double bag and apply adhesive preprinted BIOHAZARD laundry label. Arrange for laundering.
- Empty mop buckets and cleaning buckets into janitorial sink.
- Wash and rinse buckets, mop buckets, plastic totes as necessary, spray them with Clorox 360 machine and leave them to dry.
- Place used disposable dry mops in a waste bag apply adhesive preprinted BIOHAZAD waste label.





SD71 SWP10 - Cleaning and disinfecting an area where there is a presumptive or confirmed case of COVID-19

DOFFING PPE

Follow the procedure below to doff personal protective equipment (PPE) while in the work area:

1. Wash hands, with gloves on with alcohol based hand sanitizer.
2. Remove the first pair of gloves by turning them inside out and place them directly into a small waste bag.
3. Remove the disposable gown or coveralls and place them directly into the small waste bag.
4. If using goggles remove goggles by grasping the head band. Place goggles on impervious surface and liberally disinfect them using the Clorox 360 machine. Place goggles in a zip lock bag for subsequent further washing with soap and water and storage. If using disposable face shield remove face shield by grasping the band and dispose of it by placing it directly in the small waste bag.
5. Double bag the waste leaving the outer bag untied.
6. Remove final pair of gloves and place them in the outer waste disposal bag.
7. Remove respirator by grasping the head bands and place it directly into the waste disposal bag.
8. Seal outer waste bag.
9. Wash hands, with alcohol-based hand sanitizer.

UPON COMPLETION

- Move all equipment and supplies to the new work area or to storage.
- Wash goggles with soap and water and store in zip lock bag with name and “Clean” written on bag.
- Dispose of all waste directly into dumpster.

IMPORTANT NOTES

- Schedule work such that a single area is completed without interruption follow “DOFFING PPE” procedure if it becomes necessary to leave the work area for any reason. Follow “DONING PPE” procedure to re-enter the workplace.
- Do not reuse respirator it is single use only.
- Anyone using a respirator must have a documented annual fit test (Safety Office) and must be freshly clean-shaven where the respirator seals to the face.
- Use of the Clorox 360 machine requires pre-training by the Custodial Supervisor or Safety Manager.
- Ensure adequate supply of cleaning and disinfecting solutions are placed in the room being cleaned prior to commencing terminal cleaning procedures.
- In consultation with school staff it may be decided to dispose of some items rather than trying to clean them. If items are to be disposed of prior authorization from principal / teacher is required.
- Reviewed Vancouver Island Health Authority Environmental Health Officer March 13, 2020



SD71 SWP10 - Cleaning and disinfecting an area where there is a presumptive or confirmed case of COVID-19