



Adelanto Elementary School District

COVID-19 Custodial Protocols

(Rev 6/25/2021)

AESD Custodial Services Cleaning Protocols During COVID-19

(Rev 6/25/2021)

Office, Cubicle and Lab Sanitation

Services During the COVID-19 Pandemic

The health and safety of our custodial staff, as well as community the unit serves, is of the utmost importance. As you develop your school site plans, we ask that you read through this information to gain a better understanding of the sanitization services Custodial plans to supply. If, for any reason, you are not sure if Custodial Services is cleaning an area that you know to be high-touch and/or high-traffic, we suggest that you inform your site administrator. The purpose of this guide is to provide clear guidance to District Custodians as well as provide clear expectations for District employees.

Given the fluidity of the situation, our protocols are evolving. Should you have any questions or need further clarification, we invite you to contact the Maintenance and Operations supervisor via email at Richard_Krejckant@aesd.net.

Below are the four levels of sanitization we are currently implementing at all District Sites.

- [Intermittent Occupancy](#)
 - [High-Occupancy Areas](#)
 - [Suspected COVID-19 Case](#)
 - [Confirmed COVID-19 Case](#)
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Intermittent Occupancy

Level One Cleaning

Prior to COVID-19, what we refer to as Level One sanitization, was our standard operating procedure for cleaning a variety of categories of space. We cleaned certain things daily, weekly, monthly and annually. Now, we perform these duties only in spaces that we believe to be occupied intermittently.

If a space has had limited occupancy, please let us know when changes happen by contacting us via email, that way we can adjust the level of cleaning we provide.

What we clean

When we believe a space is intermittently occupied, the cleaning services we provide are limited to the following:

- Counters
- Doorknobs / handles
- Light switch plates
- Restroom surfaces
- Tables and chairs
- Railings
- Kitchen surfaces
- Hard-surface flooring
- Carpeted surfaces

When we clean it

Cleaning varies depending on the type of space. See **Appendix A** to learn the type of space to learn more about our daily, weekly, monthly and annual cleaning schedule.

- [Classrooms](#)
- [Conference rooms](#)
- [MPRs and Gyms](#)
- [Offices](#)
- [Restrooms](#)
- [Stairways](#)

Our Cleaning Procedures

When cleaning we wear PPE and use disinfectants effective against the coronavirus per the manufacturer's instructions.

Custodial staff have been instructed to mark a room as “Disinfected” on classroom whiteboards although failure to do so does not mean a room hasn’t been disinfected. Contact site custodians for additional information and concerns.



High-Occupancy Areas

Level Two Sanitization

As students and staff return, we plan to provide higher-occupancy buildings with "Level Two" sanitization services. If a space has been vacant for some time, please let us know when you expect increased occupancy by contacting us via email, that way we can work with you to adjust the level of cleaning we provide.

What we plan to clean

This level focuses on daily cleanings of high-occupancy, high-touch areas such as lobbies, hallways, classrooms, restrooms, common spaces within an office environment, reception areas, etc. and includes the sanitization of these surfaces:

- Counters
- Doorknobs / handles
- Doorframes
- Light switch plates
- Restroom surfaces
- Phones
- Fabric chairs and partitions
- Computer keyboards and mice
- Tables and chairs
- Railings
- Remote controls
- Cash registers (Conducted by CNS Staff)

- Kitchen surfaces (Conducted by CNS Staff)
- Kitchen appliances (Conducted by CNS Staff)
- Hard-surface flooring
- Carpeted surfaces

Our Cleaning Procedures

When cleaning we wear PPE and use disinfectants effective against the coronavirus per the manufacturer's instructions.

Note: Partitions may have a slight film due to the disinfectants used, this is not an indicator that they are unclean.



Possible Case Disinfection

Level Three Sanitization

Custodial staff will deploy "Level Three" for cleaning areas in which a person suspected with Coronavirus has been present. This level of cleaning includes the use of specific disinfectant recommendations effective against coronavirus, which are also effective against other bacteria and viruses which can cause respiratory diseases. Please note, for laboratory locations, researchers will be performing disinfection of equipment and other research-specific items.

Follow District Protocols if you believe you, a colleague or an immediate household member may have COVID-19. The notification process informs Custodial Services of where Level Three Sanitization needs to take place.

What we plan to clean

This level of cleaning includes everything in Occupied Space/Level Two cleaning plus:

- Window sills
- Vertical metal or wood partitions
- Door frames

- Elevator walls
- All surfaces including desks
- Presentation boards
- Cabinet surfaces
- Walls
- Hard-surface ceilings

Our Cleaning Procedures

This level of cleaning can be performed **multiple times a day in high-use areas** depending on the available staff and supplies at the time of reporting. When cleaning we wear PPE and use disinfectants effective against the coronavirus per the manufacturer's instructions.



Decontamination of Areas with Known COVID-19 Case

Level Four Disinfection

As COVID-19 becomes more widespread in the U.S., the university is preparing for the possibility that students, faculty or staff will become infected. If this happens to you, an immediate family member or you have personal knowledge of a colleague who has tested positive for COVID-19, you are required to follow District Protocols.

Our Cleaning Procedures

When decontaminating an area occupied by a known COVID-19 case, Custodial Services staff will:

- Wear PPE and use disinfectants effective against the coronavirus per the manufacturer's instructions. Inform designated staff that a disinfection is in progress.
- Ensure that individuals without PPE are not present in the area to be treated.
- Clean any soiled areas on surfaces using recommended protocols.

- Employ a disinfectant sprayer to spray all areas from high to low, using a side-to-side motion until all applicable surfaces and objects are covered with the disinfectant.
- Ensure visible wetness remains for the disinfectant's required contact time.
- Wipe where necessary to polish (e.g. mirrors, plexiglass barriers) to remove visible residue.
- Notify bystanders that they may enter the area 2-3 minutes after treatment is complete.
- Notify Risk Management, School Site Principal and M&O Supervisor and the responsible party for the facility, that cleaning is complete.

In the event of an extreme or complicated scenario, we may seek the assistance of an outside contractor.

Appendix A

Classroom Cleaning Schedules

All classrooms have a set schedule of what is cleaned daily, weekly, monthly, and yearly.

Daily

- Trash bins are emptied.
- Large debris is removed.
- Tile is dust-mopped or the carpets are spot cleaned.
- Minor stains are spot-cleaned.
- Large debris is removed from chairs.
- The teacher's table and lectern are cleaned.
- Chairs are placed back in position.

Weekly

- Door frames and light switches are cleaned.
- Recycling containers are checked, wiped down, and emptied.

Monthly

- All areas of the room are dusted: HVAC vents, window sills, baseboards, and fixtures.

Yearly

- Whiteboards are washed.

What to expect

Carpet and tile are clean but may be worn in high traffic areas. Certain carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable.

*If paper remains on desks, the area will not be disinfected to protect the integrity of the documents.

Conference Rooms Cleaning Schedules

All conference rooms have a set schedule of what is cleaned daily, weekly, monthly, and yearly.

Daily

- Trash bins are emptied.
- Large debris is removed.
- Tile is dust-mopped or the carpets are spot cleaned.
- Tabletops are wiped down.
- Large debris is removed from chairs.
- Chairs are placed back in position.

Weekly

- Door frames and light switches are cleaned.
- Recycling containers are checked and emptied.
- Minor stains are spot cleaned.

Monthly

- All areas of the room are dusted: HVAC vents, window sills, baseboards, and fixtures.

Yearly

- Chalkboards and whiteboards are washed.

What to expect

Carpet and tile are clean but may be worn in high traffic areas. Certain carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable.

MPR's and Gyms Cleaning Schedules

All MPR's and Gyms have a set schedule of what is cleaned daily, weekly, monthly, and yearly.

Daily

- Trash bins are emptied.
- Large debris is removed.
- Tile is dust-mopped or the carpets are spot cleaned.
- Minor stains are spot-cleaned.
- Main lobby entry doors are cleaned.
- Drinking fountains are cleaned with disinfectant.
- Recycling containers are checked and emptied.
- Furniture is placed into its original position.

Weekly

- Door frames and light switches are cleaned.
- Recycling containers are wiped down.

Monthly

- All areas of the room are dusted: HVAC vents, window sills, baseboards, and fixtures.

Yearly

- Floors are stripped and waxed once-a-year in main lobbies and hallways.

What to Expect

- Carpet and tile are clean but may be worn in high traffic areas. Certain carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable.

Offices Cleaning Schedules

Offices are cleaned weekly by our custodial staff if they are accessible.

Daily

- Trash bins are emptied; recycling bins are checked and emptied when half-full or more.

Weekly

- The floors are dust-mopped and stains are spot-cleaned with a wet mop.
- The furniture is returned to its proper position.

What to expect

Offices are on a less rigorous schedule because they typically receive the least traffic. Occupants are responsible for cleaning their own desks and other surfaces. Floors are dusted, but stains that cannot be spot-cleaned will remain. Dirt build-up may be present around the floorboards and room corners.

*If paper remains on desks, the area will not be disinfected to protect the integrity of the documents.

Restrooms Cleaning Schedules

All restrooms have a set schedule of what is cleaned daily, monthly, and yearly.

Daily

- Trash bins and receptacles are emptied.
- Dispensers are checked and restocked as needed.
- Tile is dust-mopped, sprayed with disinfectant, and then mopped thoroughly.
- All surfaces are sprayed with disinfectant and scrubbed.

Monthly

- All areas of the room are dusted: HVAC vents, window sills, baseboards, and fixtures.

Yearly

- Walls are washed.
- Floors are scrubbed or stripped.

What to expect

- All lights should functional. Soap dispensers, paper towel dispensers, faucets, door, and stall handles, and other bathroom fixtures are cleaned. All supplies are stocked. Toilets, sinks, and floor are all cleaned and disinfected.
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Stairways Cleaning Schedules

All stairways have a set schedule of what is cleaned weekly and monthly. Custodial offers additional services on a recharge basis.

Daily

- Handrails are wiped clean.

Weekly

- All tiled stairs are swept; carpeted stairs are vacuumed.
- Minor stains are spot-cleaned.
- All rails and other level surfaces are dusted.

Monthly

- All areas of the stairwell are dusted including HVAC vents, window sills, baseboards, and fixtures.
- Cobwebs removed.

What to expect

- Carpet and tile are clean but may be worn in high traffic areas. Certain carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints may be noticeable.

Appendix B

AESD COVID-19 Additional Cleaning Guidance

- Use ONE towel per classroom when cleaning. DO NOT put dirty towels in your clean disinfectant bucket after wiping down areas
- Mark room as “Disinfected”
- Always wear correct PPE for the task at hand (Masks, Gloves, Gowns, Etc.)
- When done with backpack sprayer, put batteries on charger
- Always rinse out backpack tank and run clean water through the sprayer on Fridays. (The disinfectant is no longer effective after 72 hours in tank, it must be renewed.)