

CLEANING, SANITIZING, AND DISINFECTING at Portland Waldorf School

A. GENERAL INFO

General information about cleaning, sanitizing, and disinfecting; guidelines for specific items commonly used; and a checklist for choosing disinfectants and sanitizers.

Definitions

Cleaning: Mechanical process (i.e., scrubbing) using soap or detergent and water to physically remove dirt, debris, and many germs. It also removes invisible debris that interferes with disinfection.

Sanitizing: Chemical process of reducing the number of disease-causing germs on cleaned surfaces to a safe level. This term is usually used in reference to food contact surfaces or mouthed toys or objects.

Disinfecting: Chemical process that uses specific products to destroy harmful germs (except bacterial spores) on cleaned environmental surfaces.

Proper cleaning, sanitation, and disinfection practices lessen the harmful effects of germs (bacteria and viruses) by controlling them. These practices, combined with frequent handwashing, good personal hygiene practices, and illness policies reduce the number of germs on surfaces and objects that children use. Germs are often introduced by contact with bodily fluids, dirt, and other environmental contaminants. Do not assume that surfaces are clean even if there are no visible contaminants. Treat all bodily fluids as infectious material, and make sure to follow all proper cleaning and disinfecting practices even if surfaces do not look dirty. Regular cleaning and sanitation will help control infections, and should be increased in line with communicable disease concerns.

See the attached cleaning, disinfecting, sanitizing schedule and recommended cleaning, sanitizing and disinfecting products.

Glove use when cleaning, sanitizing, and disinfecting

- Wear disposable gloves (consider using non-latex gloves as a first choice) when:
 - Handling blood (e.g., nosebleeds, cuts) or items, surfaces, or clothing soiled by blood or body fluids.
 - Covering open cuts, sores, or cracked skin.
 - Cleaning bathrooms, diapering/toileting areas, or any areas contaminated with stool, vomit, or urine.
- Remove gloves properly and discard after each use.
- Always wash hands immediately after gloves are removed.

When using cleaning, sanitizing, or disinfecting products always:

- Consider the safety of children; **store products safely out of reach of children**
- Choose a product appropriate for the task. (Do not use a disinfectant or sanitizer when only cleaning is necessary. Using the least hazardous and most effective products available will protect the health of the children in our care, our staff and the community. These products are also better for the environment. Note that sanitizing and disinfecting products are toxic by nature.)
- Follow the label instructions for mixing, using, and storing solutions.
- Read warning and recommended use labels.
- Clean soiled surfaces and items before using sanitizers or disinfectants.

B. PROCEDURES

CLEANING Procedures

- Use warm/hot water with recommended soap or detergent and microfiber cloths or disposable paper towels.
- Scrub vigorously to remove dirt and soil. Use a brush if an item is not smooth or has hard to reach corners, such as toys.
- Change water when it looks or feels dirty, after cleaning bathrooms, after cleaning diaper changing areas, and after cleaning kitchen areas.
- Always clean the least dirty items and surfaces first to avoid transferring contamination from dirtier surfaces to cleaner surfaces. For example, countertops before floors; sinks before toilets.
- Always clean high surfaces first, then low surfaces.
- Disposable towels or microfiber cloths are preferred for cleaning. If using reusable cloths/rags, launder between cleaning uses. Do not use sponges since they are hard to clean.
- Clean completely on a regular schedule and spot clean as needed.

SANITIZING Procedures

- **Surfaces that come in contact with food or are mouthed**

1. Clean first with soap or detergent and water.
2. Rinse.
3. Spray the area thoroughly with sanitizing product.
4. Wipe the area to evenly distribute the sanitizer using single-service, disposable paper towels.
5. Discard paper towels in a plastic-lined container.
6. Allow to air dry.

- **Items in contact with food or that are mouthed (toys, eating utensils, dishes)**

- Three separate sinks (or basins) method.
 1. Sink/Basin #1: wash items in hot water using detergent.
 2. Sink/Basin #2: rinse in clear water.
 3. Sink/Basin #3: soak items in a sanitizing solution for at least two minutes.
 4. Remove items. Do not rinse. Place on a rack to air dry.

- Dishwashers

To be acceptable, a dual process for cleaning with the detergent and agitation and sanitizing with heat or chemicals must be provided. Two types of dishwashers are available, commercial and household: National Sanitation Foundation (NSF) approved commercial dishwashers are required in commercial childcare or school food service. The NSF standards require that the water temperature reach 180° F, or that there is 50 ppm chlorine in the final rinse of the dishwasher. Household dishwashers must have a heat sanitizing setting. If at the end of the cycle when the machine is opened the dishes are too hot to touch, then the items are sanitized. It is strongly recommended that household dishwashers carry the NSF mark of approval.

DISINFECTING Procedures

- Surfaces or objects that will **not** have contact with the mouth or food (immediately after each soiling)

1. Clean first with soap or detergent and water.
2. Rinse.

3. Spray the area thoroughly with disinfecting product.
4. Wipe the area to distribute the disinfectant evenly using single-service, disposable paper towels.
5. Discard paper towels in a plastic-lined container.
6. Allow surface to air dry.
7. Wash your hands.

- **Blood and body fluid spills or soiling**

1. Wear disposable medical gloves for any blood and body fluid cleanup.
2. Always use disposable towels to clean objects and surfaces contaminated with blood and body fluids (stool, urine, vomit) and discard in a plastic-lined, covered waste container.
3. Scrub the area with soap or detergent and water to remove blood or body fluids and discard paper towels. Rinse the area with clean water. Prevent exposure by avoiding splashing any contaminated fluids.
4. Disinfect immediately using disinfecting product on any items and surfaces contaminated with blood and body fluids (stool, urine, vomit).
5. Allow surface to air dry.
6. Discard disposable gloves. If using utility gloves, follow cleaning/disinfecting procedure.
7. Wash hands immediately.

- **Washable items like linens, towels, bedding**

1. Use hot water in a washing machine. This is acceptable for soaking, cleaning, sanitizing, and disinfecting washable articles.
2. Read and follow label instructions on the laundry detergent.
3. Read the label and follow directions exactly if using bleach.
4. Dry items in a dryer on high heat.

Systemic Disinfecting

In the case of an illness outbreak, systemic disinfection may need to be performed on affected areas.

- Close off areas used by the person who was ill.
- The school does not necessarily need to cease operations, if affected areas can be isolated and closed.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who was sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, phones and door knobs.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2external icon. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.

- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Consider temporarily turning off room fans that service the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

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

C. PRODUCTS

PRODUCTS for Cleaning, Sanitizing or Disinfecting

Store all cleaning products out of the reach of children.

Follow all product label instructions including contact time and recommended use of PPE.

Product Name	Use Area	EPA #
Cleaning		
Hand soap dye & fragrance free	Restroom soap pumps	
Mrs. Meyers Clean Day Liquid	Classroom soap pumps	
Biokleen Natural Dish Soap	Dish soap in kitchens & classrooms	
Envirox Concentrate 118 (dilution 1 oz: 1 gal water) light duty	Hard surfaces	69268-2
Envirox Concentrate 118 dilution 10 oz: 1 gal water) heavy duty	Mopping hard floors	69268-2
Sanitizing		
bleach	Dishwashing 3rd sink	
10% bleach (sodium hypochlorite) solution made fresh daily	Hard surface wipe	
Purell Food Surface Sanitizer	Food surfaces	84368-1
Vital Oxide (dilution 1 Vital Oxide : 9 water for food contact surfaces)	Food surfaces (dilute 1:9) contact time 1 minute	70627-74
Envirox Concentrate 118	Hard surfaces	69268-2
Disinfecting		
Clorox hydrogen peroxide disinfectant	Countertops, desktops, chairs, hard surfaces	67619-24
Vital Oxide/Oxivar 1	Countertops, desktops, chairs, hard surfaces	70627-74
Bleach solution (see below)	Countertops, desktops, chairs, hard	

	surfaces	
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***Bleach as a Disinfectant per the CDC:**

Diluted household bleach solutions may also be used if appropriate for the surface. Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date.* Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.

Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

5 tablespoons (1/3rd cup) bleach per gallon of room temperature water

OR

4 teaspoons bleach per quart of room temperature water

Bleach solutions will be effective for disinfection up to 24 hours.

Alcohol solutions with at least 70% alcohol may also be used.

Prepare a bleach solution by mixing:

- o 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
- o 4 teaspoons bleach per quart of room temperature water

Bleach solutions will be effective for disinfection up to 24 hours.

Step one

Wearing gloves, carefully measure the bleach and add it to the water solution.

Step two

Wearing gloves, apply the solution to the hard surface, such as doorknobs or non-porous countertops.

Step three

To properly disinfect, the solution needs to be in contact with the surface for at least 1 minute.

Step four

Discard the solution by adding water and pouring it down a sink drain after 24 hours as it can lose potency quickly.

***Bleach loses efficacy with time and exposure to heat and light.** So, after one year unopened on a shelf, if stored incorrectly in direct sunlight, or at a temperature above 77°F, it begins to degrade and continues to deteriorate.

Once the product loses potency, it can no longer disinfect properly, and you need to dispose of it properly by diluting the remaining bleach with a large amount of water before it pouring into a sink drain.

Bleach code dates are usually a 7 digit # on the bottle.

The first two characters tell us the facility the company manufactured the bleach. The second two numbers, tells us the year the company manufactured the bleach. The last three numbers tell us the day of the year the company manufactured the bleach. So, code **E619337** tells us a bottle of bleach was manufactured at facility **E6** in **2019** on the **337** day of the year, which is December 3.

D. Schedule & Responsible Party

Janitorial Service

The third party Janitorial Service cleans and disinfects the areas on the schedule as outlined in Appendix A. Janitorial staff wear masks and gloves when cleaning, sanitizing and disinfecting.

Facilities Staff

On a regular basis, facilities and other staff can be called upon during the school day to address emergency cleaning in the buildings. They shall follow cleaning and disinfecting guidelines within this document. PPE should be worn as product label instructions recommend. Products shall be used as label instructions recommend.

When in a Level 1, 2 or 3 pandemic outbreak as outlined in the PWS Communicable Disease Plan, PWS Facilities Staff will clean and disinfect using products and procedures outlined in this document all “high-touch” surfaces in **indoor public areas** including stair rails, tabletops, door handles, fountains, faucets and light switches at least once every day. PPE including gloves and masks shall be worn.

Teaching Faculty

On a regular basis, teachers assigned as room keepers should, **in their assigned room**, dust and wipe all surfaces including window sills, desks, countertops, and shelves, sweep floors, empty trash and also clean sinks and faucets. Some classroom floors (whether carpet or hard surface) are cleaned once a week by the janitorial service as outlined in Appendix A.

When in a Level 1, 2 or 3 pandemic outbreak as outlined in the PWS Communicable Disease Plan, teachers assigned as room keepers will clean and disinfect inside assigned classrooms using products and procedures outlined in this document all "high-touch" surfaces including desks, chairs, countertops, doorknobs, faucets, light switches and shared items (e.g., toys, games, art supplies) between uses multiple times per day including end of day disinfection.

Teachers can also increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. PWS does not have a ducted HVAC system in classrooms.

Other Faculty/Staff

Areas NOT cleaned or disinfected by groups or individuals listed above. Those listed below are responsible for these areas::

Office residents, EC & Gds class teachers for their own classrooms, HS teachers as assigned to rooms by HS Chair,

Librarian: dusting and disinfecting of offices, classrooms & library

AD & Games Teacher: all cleaning of lockerrooms offices

HS & Gd Language Teachers: all cleaning of language Office

Handwork Teacher: all cleaning of handwork office

Woodwork Teacher: all cleaning of woodworking room

Handwork Teacher: all cleaning of handwork room

Lead Music Teacher: all cleaning of music room office

Facilities Mgr: all cleaning of boiler room

Store Mgr: all cleaning of store (with the exception of cleaning of the restrooms)

Aftercare Teachers: dusting & daily sweep of aftercare room

Games Teacher & AD: all cleaning of gym

Games Teacher & AD: all cleaning of back stairs of gym

EC Teachers and/or Assistants as assigned: vacuuming carpets in EC and Parent Child

"All" includes dusting and wiping of surfaces and sweeping and mopping/vacuuming of floors - no third party or other facility cleaner steps into these rooms)

See <https://docs.google.com/document/d/1cWQsSY7RNEB7A7bxKjS51JGrWLHewqSVPPIQGvGsgAI/edit>

Appendix A: Janitorial Service Cleaning Schedule

<https://docs.google.com/spreadsheets/d/1JPFPyYNBe1tB2oHY6EylgkPA8xNQ3AoY/edit#gid=663064080>

Appendix B: Routine Cleaning Chart (especially for EC/AC)

<https://docs.google.com/spreadsheets/d/1veVxDuyLNFTfPSfgF2LI-efQm3MqVV8Mo9FvO3OhJg/edit#gid=0>

See also updated guidelines from ELD August, 2020: Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19, Section 10: https://oregonearlylearning.com/wp-content/uploads/2020/08/Health-and-Safety-Guidelines_August-14-2020_English_Web.pdf

Additional Resources:

<https://www.cdc.gov/flu/school/cleaning.htm>

https://www.cdc.gov/flu/pdf/freeresources/updated/cleaning_disinfecting_schools.pdf?fbclid=IwAR0UtSkv2Jr3w-tl6Sj9oLkY9S9iwyKPAoVil40pUxWVtgk9XNfK5pDFG00