



Facilities Cleaning & Disinfectant Practices and School Bus Transportation

New Providence School District

**356 Elkwood Avenue
New Providence, NJ 07974**

August 17, 2020

Facilities Cleaning/Disinfectant Practices

The following plan is for the following locations:

Allen W. Roberts School	80 Jones Drive, New Providence
Salt Brook School	40 Maple Street, New Providence
New Providence HS/MS	35 Pioneer Drive, New Providence

Facilities Cleaning and Disinfectant Procedures

The building principal in consultation with the head custodian shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include targeted areas to be cleaned while students and staff are in the building.

Implementation of this plan will require the custodians and maintenance department work schedules to be altered in order to clean appropriately during school hours when students and staff are present.

Adjusted Work Schedule:

Elementary Schools

Day Shift- Two Custodians

Night Shift- Two Custodians; 11:00 a.m. to 7:30 p.m.

High/Middle School

Day Shift- Three Custodians

Night Shift- Four Custodians; 11:00 a.m. to 7:30 p.m.

A. Clean and disinfect surfaces and objects that are frequently touched during the school day while students and staff are in the building. Examples of frequently touched areas:

1. Classroom desks and chairs
2. Lunchroom tables and chairs
3. Door handles and push plates
4. Handrails
5. Kitchens and bathrooms
6. Light switches
7. Handles on equipment (e.g. athletic equipment)

8. Buttons on vending machines and elevators
9. Shared telephones
10. Shared desktops
11. Shared computer keyboards and mice
12. Drinking fountains
13. Countertops

B. Use cleaning products in accordance with directions on the label. For disinfection, most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are EPA-approved for use against the virus that causes COVID-19 (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) shall be followed.

Elementary Schools

- Bioesque; Botanical Disinfectant Solution (used for cleaning)
- 64H Disinfectant/Cleaner (used as a daily wipe and spray)
- Dish Detergent (Very mild for surface cleaning)

High/Middle School

- Bioesque (Botanical disinfectant solution) (used for cleaning)
- 64H Disinfectant/Cleaner (used as a daily wipe and spray)
- Bru Tab (Used for disinfecting door knobs, handles, window sills, urinal flushers, walls and etc.)

- C. Sanitizing bathrooms as per A above, as well as, daily cleaning and disinfecting after the school day shall be completed.
- D. Staff and students are to bring their own water as water fountains will not be available for use by staff and students
- E. Maintaining hand-sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol or higher as recommended by the CDC):
1. In each classroom
 2. At main entrances of buildings
 3. Near lunchrooms and bathrooms
- F. For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol or higher as recommended by the CDC)
- G. Providing cleaning disinfectant in a spray bottle to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down

before use

- H. On a daily basis, all schools shall be cleaned after the school day
- I. All doors, except for air-conditioned areas and special circumstances, should be left opened to avoid touching handles

Additional training shall be provided to the personnel responsible for cleaning and sanitizing facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g., ensuring adequate ventilation while cleaning and sanitizing).

Ventilation Systems

All ventilation systems shall be checked by the maintenance department and maintained as per the District's Indoor Air Quality Plan.

All District indoor facilities shall have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for HVAC units must be maintained and changed according to manufacturer recommendations.

There shall be no rental of any school facilities by outside organizations for the first four months of the school year (September-December). Reservations can be made after January 1st with the understanding that it can be cancelled due to the COVID-19 pandemic.

Clean/Disinfect After COVID-19 Positive Case in Building

Cleaning and disinfecting a school building after a person(s) have been identified as COVID-19 positive:

The District may need to implement a short-term closure (in consultation with the Department of Health) of a school if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:

1. Close off areas used by a sick person and do not use before cleaning and disinfection
2. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible
3. Open outside doors and windows to increase air circulation in the area
4. Cleaning staff will clean and disinfect all areas used by the ill person(s), focusing especially on frequently touched surfaces

School Bus Transportation

District Owned School Buses

To the maximum extent practicable, the District shall ensure that students and adults comply with appropriate social distancing practices (at least six feet between riders) while on the school bus.

A sign shall be posted in the school bus with social distancing and mask requirements.

Students, bus drivers and staff must be required to wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP or medical documentation.

Hand sanitizer shall be available at the school bus entrance for each student to use when boarding.

Bus drivers shall follow personal hygiene actions (e.g., frequent hand washing) and be afforded the opportunity to do so between routes.

District vehicles will be cleaned and disinfected including seats, rails, and highly touch surfaces before each run. This procedure will include cleaning, which removes dirt and germs from surfaces; and disinfecting, which kills germs on surfaces that remain after cleaning.

Contracted Transportation Providers

Contracted transportation providers are to submit a detailed plan that includes cleaning/disinfecting process as well as social distancing and mask requirements.

Providers shall be required to clean and sanitize seats, rails and highly touched surfaces before each run. Also, the contracted transportation providers shall ensure that the procedures included in the plan are consistently followed. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols.

Any field trips should not occur for the first four months on the school year (September-December). Field trip bus reservations can be made after January 1st with the understanding that it can be cancelled due to the COVID-19 pandemic.