



Facility Cleaning Protocols - 2020-2021 School Year

Health and safety of our students and staff is our top priority. This guidance is intended to aid administration as we reopen for the 2020-2021 school year, as well as inform staff on how we can best protect the health and well-being of our students, staff, and families in our school buildings.

Facility Cleaning Policy

The Waunakee Area School District is committed to the health and safety of all employees, students, and visitors. Effective immediately, all District employees, regardless of position or authority, shall comply with the following [facility cleaning policy](#).

Importance of Hand Washing

To help prevent the spread of COVID-19, WCSD will continue to educate students and staff about proper handwashing and hygiene. Please remember that proper hand washing is an important preventative method to stop the spread of infection. If soap and water are not available, an alcohol-based hand sanitizer will be readily available. Student use of alcohol-based hand sanitizers will be supervised by adults.

Expectations at our School Buildings

The following items define our safety goals for each building. Most items are in place and we expect additional supplies to arrive soon. When they arrive, they will be immediately deployed to necessary locations. View our [Stay Safe to Stay Open](#) plan.

- Consistent district-wide signage (please wear a mask, maintain social distancing, do not enter with symptoms, etc.)
- Touchless hand sanitizer dispenser at each building main entrance
- Extra disposable masks at each main entrance
- Wipes and hand sanitizer at each Raptor system in each building
- Wipes and hand sanitizer by every copy machine
- Wipes and hand sanitizer by staff mailboxes
- Wipes and hand sanitizer in each staff workspace
- Wipes and hand sanitizer in each conference room
- Wipes and hand sanitizer in each staff lounge/shared space
- Arrows to be included on the floor for the flow of traffic, especially in the office areas, at Elementary and Intermediate levels

Our Focus

Working together and using proper mitigation strategies to reduce risk/spread of COVID-19, our focus as we return additional grades back to our school buildings will be:

1. Face coverings for all students and staff
2. Encouraging proper hand washing, and having adequate hand sanitizer readily available
3. Adhere to social distancing guidelines



COVID-19 Cleaning and Sanitizing Supplies

Cleaning and sanitizing supplies include hand sanitizer, disposable masks, disinfectant wipes, etc. We ask that staff become familiar with where these cleaning items are located in each building. If items are low or need to be restocked, the Head Custodian of each building can restock COVID-19 related needed supplies. Staff is asked to submit a SchoolDude if there is a specific request or item that they are in need of. The Head Custodian will be in contact with John Cramer, Director of Facilities, if there are questions about needed supplies or additional building needs.

What is the difference between cleaning, disinfecting, and routine cleaning?

Cleaning removes germs, dirt and impurities from surfaces or objects, while disinfecting kills germs on surfaces or objects.

Cleaning: Always clean surfaces prior to the use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Cleaning can be very effective in reducing bioload and viral mass on surfaces; however, cleaner may not kill viruses at the same rate or effectiveness as that of a disinfectant. We understand that 85% of viral mass may even be eliminated by merely using plain water and a microfiber cloth to wipe surfaces.

Disinfecting: Cleaning of soiled areas should be completed prior to disinfection to ensure the effectiveness of the disinfectant product. A disinfectant kills viruses and other microorganisms. Disinfectants are registered with the Environmental Protection Agency and typically require PPE (personal protective equipment).

Routine Cleaning: As part of standard infection control practices in school settings, **routine cleaning will be continued**. This includes trash disposal, dust control through cleaning of floor surfaces (vacuuming, mopping) and other surfaces, kitchen and cafeteria cleaning, etc.

Examples of Frequently Touched Areas in Schools

- Classroom desks and chairs
- Door handles and light switches
- Handrails
- Bathroom faucets
- Locker handles
- Equipment handles
- Elevator buttons

Please note! Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission. Locations with community use computers should provide posted signs regarding proper hand hygiene before and after using the computer to minimize disease transmission.

Air Versus Surface Transmission

Throughout the COVID-19 pandemic, we have learned more about the virus and the spread of the virus. There has been much research on how the virus lives on surfaces versus being an airborne transmission. With the focus on safety for our students and staff, we do not want to minimize the transmission of the virus on surfaces, but we do know that the virus is believed to be more transmissible through the air.



Disinfectant (Covid-killer)	“Green” Cleaner	Water
<ul style="list-style-type: none"> ● Blue bin with pre-charged blue towels in each classroom ● System will drastically reduce use of disposable disinfectant wipes ● Disposable wipes may still be used for smaller items (pens, keyboards, phones, etc) ● For use by custodians/trained adults ● Blue bins will be replenished with pre-charged towels on Monday mornings ● Gray bins containing soiled towels will be emptied daily 	<ul style="list-style-type: none"> ● Green colored bin with pre-charged green towels in each classroom ● Precharged towels with “green” non-toxic cleaner ● For use by any adult classroom/school building ● Green cleaner will be refreshed daily. ● Soiled towels to be placed in gray bin in each classroom. 	<ul style="list-style-type: none"> ● Towels to be used with water and spray bottle and microfiber cloth ● For use by anyone in classroom/school building, including students

Elementary/Intermediate (K-6)	Middle/High (7-12)
<ul style="list-style-type: none"> ● Normal routine cleaning and disinfecting will still take place after school, as normal, by custodians. ● Utilize a system of microfiber charged towels: <ul style="list-style-type: none"> ○ Economical ○ Cheaper in cost ○ Less waste ● Between AM/PM classes, custodial staff and/or other adults will disinfect and/or clean highly-touched surfaces in classrooms between groups to the extent possible, using blue colored pre-charged disinfectant towels or green colored pre-charged towels containing the cleaner “Suprox”. ● Custodians and other trained adults may use a pre-charged disinfectant towel or a pre-charged “green” cleaner towel to wipe high-touch surfaces, such as desks and tables that were occupied, and other surfaces. ● No soiled towel may be used in another room. Soiled towels go into grey bins located in each classroom after one-time use. 	<ul style="list-style-type: none"> ● Normal routine cleaning and disinfecting will still take place after school, as normal, by custodians. ● Utilize a system of microfiber charged towels: <ul style="list-style-type: none"> ○ Economical ○ Cheaper in cost ○ Less waste ● The focus will be on proper hand washing and using hand sanitizer when entering/exiting the classroom. ● Teachers (7th-12) to the extent possible may disinfect and/or clean highly touched surfaces in classrooms between groups, using blue colored pre-charged disinfectant towels or green colored pre-charged towels containing the cleaner “Suprox”. ● Custodians and other trained adults may use a pre-charged disinfectant towel or a pre-charged “green” cleaner towel to wipe high-touch surfaces, such as desks and tables that were occupied, and other surfaces. ● No soiled towel may be used in another room. Soiled towels go into grey bins located in each classroom after one-time use. ● Microfiber towels and spray bottles filled with water will be provided for any person to use, including students.



What system will be used to track the cleaning processes in our school?

Deep Clean Assurance will be used by our Head Custodians and custodial staff at each building. This program purchased from AkitaBox is an application used to ensure a safe return to facilities, and will provide accountability and reporting. It includes a checklist that provides clear instructions on disinfection and cleaning practices to maintain healthy and safe facilities that follow recommendations of the CDC and EPA. The system will be in place for each and every student-occupied room.

The following two documents will be used by staff and custodial teams at school buildings to guide their workload each day/night:

- [Classroom Flowchart](#)
- [Classroom Routine Tasks](#)

What are our HVAC Enhancements?

Needlepoint Bipolar Ionization (NPBI) enhancements have been installed in each district building, including all schools, the TLC building, the Middle School mobiles, and the Bethel District office. Increased ionization works to eradicate volatile organic compounds like viruses, bacteria, mold, and soiled and dirty smells. Air flow, fresh air, and return air rates have been adjusted to the maximum levels recommended.

More Information

- [WCS District Facility Cleaning Policy](#)
- [Centers for Disease Control and Prevention](#)
 - [Cleaning/Disinfecting](#)
 - [Surface Versus Air](#)
- [Public Health Madison & Dane County](#)
- [World Health Organization](#) - Transmission of SARS CoV-2: implications for infection prevention precautions
- [AkitaBox Deep Clean Assurance](#)
- To access the Safety Data Sheets (SDS) for any products, please navigate to our [district website](#).
 - > Staff > Employee Resources > Safety Data Sheets