

## MARSD COVID Cleaning Procedures

The following is meant for informational purposes as a guide to general procedures a custodian would follow in the identified area. It is not a comprehensive list of procedures and tasks for all spaces and is subject to changes as new information and data emerges. Time on task and in rooms is dependent on conditions of the room at the end of the day with an emphasis on the disinfection steps to ensure a sanitized learning and work environment.

### Classroom Desktop and Flat Surface Cleaning

- Frequency: Daily
- 1. Place 11" blue microfiber pads in 2.5 gallon bucket (1 per classroom to be cleaned)
- 2. Fill bucket with Multimicro 200 (yellow) or approved disinfectant solution to 1/3 height of the pads in the bucket
- 3. Fit lid on tightly and turn upside down for 5 minutes to charge pads
- 4. Once pads are charged use 1 pad per classroom to clean desks with trowel.
- 5. Place used pad in a plastic liner and repeat process for next classroom
- 6. At end of shift, use backpack sprayer with mist head or handheld sprayer set on mist to spray classroom furniture with Multimicro 200 or approved disinfectant. Do not hand wipe, allow to air dry.

### High Touch Point Disinfection

- Frequency: Hourly
- Note: Each cloth has 8 cleaning sides, fold cloth in 1/2 and in 1/2 again
- 1. Using a red microfiber cloth, spray clean side with Multimicro 200 (yellow) or approved disinfectant solution
- 2. Use a new cleaning side per fixture being cleaned
- 3. When all sides have been used, place cloth in plastic liner and replace cloth

### White Board Cleaning

- Frequency: Weekly
- 1. Using blue microfiber cloth, spray with MultiSurface Cleaner (blue) solution and wipe board
- 2. When cloth becomes soiled, place in plastic liner for washing and replace cloth

### Trash and Recycling Removal

- Frequency: Daily
- 1. Pick up any large debris off the floor.
- 2. Empty all trash and recycle containers
- 3. Empty all pencil sharpeners

## Classroom Floor Cleaning

- Frequency: Daily
1. Place 18" blue flat mop in 6 gallon bucket (one per classroom)
  2. Fill bucket with Multimicro 200 (yellow) or approved disinfectant solution to 1/3 height of the pads in the bucket
  3. Fit lid on tightly and turn upside down for 5 minutes to charge the pads
  4. Sweep all large debris from floor
  5. Once pads are charged open lid and secure pad to mop holder (use 1 pad per classroom)
  6. Mop entire classroom floor starting on the left side desk isle and looping to the right finishing across the front of the classroom and out the door
  7. Step on top of mop and pull to release mop
  8. Place dirty mop head in plastic bag for cleaning

## Restroom Cleaning

- Frequency: Daily
1. Sweep all large debris from floor
  2. Spray all bowls, urinals, sinks, fixtures, and dispensers with Multimicro 200 (yellow) or approved disinfectant solution and let sit 5 minutes
  3. Empty trash, disinfect trash can and replace liners when needed. Empty sanitary napkin receptacle (if present).
  4. Use bowl brush and scrub inside of bowls and urinals. Use SparCling or Non-Acid Bowl Cleaner when heavily soiled. Replace urinal blocks/pads every 30 days.
  5. Wipe outside of bowls and urinals with red microfiber cloth and Multimicro 200 (yellow) or approved disinfectant solution using one clean side per fixture.
  6. Wipe sinks and counters with red microfiber cloth and Multimicro 200 (yellow) or approved disinfectant solution. Use a different cleaning side for each counter and sink.
  7. Clean mirrors with red microfiber cloth and Multimicro 200 (yellow) or approved disinfectant solution. Buff with dry cloth until streak free.
  8. Refill and clean all dispensers
  9. Disinfect all common touch points (handles, flushers, light switches, stall doors and locks) use red microfiber cloth and Multimicro 200 (yellow) or approved disinfectant solution
  10. Wet mop floors with 18" flat mop and Multimicro 200 (yellow) or approved disinfectant solution
  11. Inspect your work and report any repairs as needed to your supervisor

## Window Cleaning

- Frequency: Ongoing with high touch point disinfection as needed

1. Using MultiSurface Cleaner (blue) solution, mist surface to be cleaned (do not over spray)
2. Use blue microfiber cloth, wipe in a circular motion
3. Using a dry blue microfiber cloth, buff until streak-free
4. Wipe any ledges underneath clean of dust and debris
5. When cloth becomes overly soiled, place in plastic liner for washing

#### High Reach Window Cleaning

- Frequency: Weekly
1. Use swivel pad holder in locked position and attach to telescopic handle
  2. Using MultiSurface Cleaner (blue) solution, spray blue pad (do not over wet)
  3. Extend handle to proper height and clean surface until pad becomes dry
  4. When pad becomes overly soiled, place in plastic liner and replace