

COVID19 Standard Operating Procedures- Executive Summary

This guidance document represents products, methods and procedures to assist in fulfilling the requirements as per the [NJDOE Restart and Recovery Plan for Education](#), specifically as it relates to Facilities Cleaning Procedures. Please note that procedures are subject to modification based on updated guidance from NJ Department of Health (NJDOH), Centers for Disease Control (CDC), NJ Department of Education (NJDOE), etc. This document only includes guidance for cleaning and disinfection of surfaces.

The goals of an SOP are to assist with developing and implementing a cleaning and disinfecting plan. Key points discussed in an SOP are:

- 1) Developing a routine cleaning and disinfection plan
- 2) Establish protocol in response to suspected or confirmed COVID19 illness
- 3) Ensure that cleaning staff are properly trained
- 4) Identify Resources

Cleaning and Disinfecting

The [CDC guidance Cleaning and Disinfecting Your Facility](#) has the following description of cleaning vs disinfecting: "Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces." This is especially important when choosing a disinfectant as it is critical to ensure that the product(s) are listed on [the E P A's N List of products for use against SARS-CoV-2, the virus that causes COVID-19](#) (be sure to only enter the first two parts of the registration number, (ex. 12345-67) when searching products).

Criteria for Custodial Cleaning

Step 1: Determine the different areas of the building

- Touch Points Throughout Building
- Classrooms & Instructional Areas
- Restrooms
- Offices
- Staff/Faculty Break Rooms
- Kitchens
- Cafeteria
- Athletic Areas
- Visitor and Contractor Areas

Other Considerations

- Outside facilities
- Athletics
- Trailers
- Busses and transport vehicles

Step 2: Identify the surfaces and objects in each area

Student/Teacher desks
Doorknobs
Push bars
Light switches
Handrails
Tables
Chairs

Step 3: Identify specific products for cleaning and disinfecting each area

Cleaning

- ES72C Hydrogen Peroxide Multi-Purpose Cleaner, ECO LOGO Certified

Disinfecting

- ES64H Neutral Disinfectant Cleaner, EPA REG #1839-169-68138
- ES364 Neutral Disinfectant, EPA REG #6836-366-64900
- [Registered on EPA's N List of Products Approved for Use Against SARS - COV-2/COVID19](#)
- Bioesque Botanical Disinfectant EPA REG #87742-1-52595
- [Registered on EPA's N List of Products Approved for Use Against SARS - COV-2/COVID](#)

Step 4: Consider equipment or additional resources that may be needed for each area

Products such as electrostatic sprayers, auto scrubbers and restroom cleaning equipment are all useful tools to assist in effective cleaning and disinfection.

Step 5: Give detailed strategy utilizing the products, equipment or resources identified for each area including frequencies and special instructions:

The CDC has provided a [guidance document for Cleaning and Disinfecting Your Facility](#). For routine cleaning, it is suggested to follow the **"7 Step Cleaning Process" (Appendix A3)**

Step 6: Describe protocols for response to suspected or confirmed COVID19 cases ([reference Appendix A13: Protocols for response to suspected or confirmed COVID19 cases](#)).

The CDC has [written guidance on how to clean and disinfect your building if someone is sick](#). Below is a summary of their guidance. Be sure to review the NJDOE Guidance Document *"The Road Back: Restart and Recovery Plan for Education"* for the minimum standards for Screening, PPE, and Response to Students and Staff Presenting Symptoms.

Step 7: Implementation and documentation

- **Training and Education of Cleaning Staff**

The products and tools that your cleaning staff are expected to use should include comprehensive training and support. In-service days for basic and COVID19 training will be provided by ATRA.

- **Training and Education of Non-Cleaning Staff**

As districts begin to consider the products and procedures which will be put in place, it is important to acknowledge that teachers, office staff, etc. may be provided with products to routinely clean and disinfect their personal areas and even their classrooms. As such, it is imperative that they are given the proper instruction and PPE if necessary to do

- **Community Communication**

The COVID19 pandemic has impacted every aspect of our lives. It is important to consider that while parents and guardians may be ready to send their children back to school, they will still have questions and concerns. Making the community aware of the steps your district has taken from the products you choose, to the procedures you have implemented will set everyone at ease. School is as much about social interactions as it is curriculum.

Step 8: Revise as needed

Evaluations will be performed with input from cleaning personnel, administration as well as your students and parents. Key factors will include the end users who are responsible for following the plan in addition to change in conditions in your facility or updates in guidance from key sources such as the Department of Health, CDC or the Department of Education.

Resources

1. New Jersey Department of Education - Restart & Recovery Plan: The Road Back
<https://www.nj.gov/education/reopening/>
2. Environmental Protection Agency (EPA) - List N: Tool COVID-19 Disinfectants
<https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>
3. Environmental Protection Agency (EPA) - Hazard Communication Standard for Chemical Labels and Safety Data Sheets In GHS Format
<https://www.epa.gov/saferchoice/hazard-communication-standard-chemical-labels-and-safety-data-sheets-ghs-format>
4. Environmental Protection Agency (EPA) - Six Steps for Safe Disinfectant Use
<https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use>
5. Centers for Disease Control Coronavirus 2019 (COVID-19)
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
6. Centers for Disease Control Coronavirus 2019 (COVID-19) - FAQ's
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
7. Centers for Disease Control Coronavirus 2019 (COVID-19) - Cleaning and Disinfecting Your Facility
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
8. Centers for Disease Control Coronavirus 2019 (COVID-19) - Considerations for Schools
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
9. Centers for Disease Control Coronavirus 2019 (COVID-19) - Cleaning and disinfecting your building or facility if someone is sick
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
10. Centers for Disease Control Coronavirus 2019 (COVID-19) - Using Personal Protective Equipment (PPE)
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
11. New England Journal for Medicine - Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1
<https://www.nejm.org/doi/full/10.1056/NEJMc2004973>
12. Centers for Disease Control Coronavirus 2019 (COVID-19) - Preparing K-12 School Administrators for a Safe Return to School in Fall 2020
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>
13. Centers for Disease Control – Environmental Infection Control Guidelines
CDC Guidelines for Environmental Infection Control In Health Care page 116 updated July 2019
<https://www.cdc.gov/infectioncontrol/guidelines/environmental/index.html>