



Policy #10: General Cleaning

Policy Overview

This policy is intended to describe how staff can reasonably and practically support the maintenance of a clean and hygienic environment. Mill Neck recognizes that this policy cannot describe every possible circumstance or situation, and we ask that staff support this policy to the best of their understanding and capability. Mill Neck will provide all necessary and approved cleaning supplies and equipment.

Mill Neck has evaluated the school and other campus buildings to determine what kinds of surfaces and materials make up each area. Most surfaces only require routine cleaning with soap and water to remove germs and dirt from surfaces. Mill Neck uses EPA-approved disinfectants after surface cleaning to further lower the risk of spreading infection. Routine disinfection will be done throughout the day by all staff members.

If you have any questions about this policy, or what to do in a particular situation, or need supplies, please contact Kathleen Lagalante at Klagalante@millneck.org.

General Procedures

1. Staff must use disinfecting wipes after touching any of the following items:
 - Tables
 - Doorknobs
 - Company vehicles (after each use)
 - Light switches
 - Countertops
 - Handles
 - Desks
 - Phones
 - Keyboards
 - Toilets faucets and sinks
 - Touch screens on copiers and printers—remember to use stylus
2. Typically, cleaning/disinfecting should occur during natural transitions of the day, such as between each class or activity. Some items should be cleaned immediately following completion of their use, such as vehicles and toilets.
3. Cleaning staff will conduct daily cleaning/disinfecting of each building and all surfaces.
4. Within each staff person's office or work room, the staff person is responsible for removing any unnecessary materials such as wall pictures, area rugs, and other materials to reduce the challenges of cleaning and disinfecting. You are to adhere to a clean desk policy throughout this current pandemic.



5. Every staff person is responsible for cleaning any surface in any room after using them. Throughout bathrooms, kitchen and offices, disinfecting wipes and other materials are available for use. Please discard materials in your trashcan that is fitted with a trash bag. At the end of each day, tie the trash bag closed, and, leave the tied trash bag in hallway outside your office. Custodial/cleaning staff will dispose of the used trash bag.
6. In event someone becomes ill and uses an Isolation Room, please note for the safety of all custodial personnel, deep cleaning cannot be done until at least 24 hours has elapsed. At that time, all areas touched by sick person shall be deep cleaned and disinfected.

Housekeeping Procedures

All custodial staff must wear approved Personal Protective Equipment (PPE) when cleaning and disinfecting. This is for their protection as well as others they may come in contact. Custodial staff undergo relevant CDC and/or OSHA training on cleaning for business settings. Custodial staff will maintain a daily cleaning schedule that is posted on bathroom doors and other heavily traffic areas to provide staff with necessary information.

1. Cleaning schedules will be as frequent as necessary, depending on the area of the school, the type of surface to be cleaned, and the amount and type of contamination present. High-use surfaces should be cleaned more frequently.
2. Cleaning logs will be posted in each restroom, classroom and suites.
3. General cleaning involves soap/detergent and water. Cleaning with soap and water with wiping, particularly with microfiber cloths, will remove dirt and organic matter and the majority of microorganisms. In cases of contamination with body fluids, bathrooms, and high-touch surfaces, registered disinfectants or appropriate bleach solutions will kill most of the organisms which are left.
4. Bleach solutions for disinfection or sanitizing must be prepared fresh daily. Bleach is a disinfectant, not a cleaner. Surfaces must be cleaned with soap and water before the bleach solution is used. Bleach rapidly loses efficacy in the presence of organic material. Do not mix soap/detergent in with bleach. After application of the bleach solution, the surface does not need to be rinsed, but does need to be dry before using.
5. A 1:10 bleach solution of household (5-6 percent) bleach with a one minute wet time is necessary to kill noroviruses. Eye protection, in addition to gloves, may be necessary when mixing or diluting chemicals – read and follow the labels.
6. Fogging machines that use antimicrobials are recommended for daily use on hard inanimate surfaces and objects to kill or inactivate infectious organisms. Sanitizers reduce the level of microorganisms to levels considered safe for general purposes.
7. If a surface is visibly dirty, it should be cleaned first (using friction) with a product that combines cleaner and disinfectant *or* it must be cleaned with a cleaner first, then rinsed, then disinfected.



8. Disinfectants should be used in well ventilated areas. Product shelf life for disinfectants and expiration dates should be followed.
9. Disinfecting wipes, particularly alcohol wipes, are recommended for electronic items that are touched often. Make sure the wipe is suitable for the surface and the surface will stay wet the required contact time.

Athletics Procedures

During athletic contests or practice, special precautions should be followed to prevent the possible spread of infectious diseases.

1. An ample supply of clean towels should be available. Disposable towels and tissues are recommended for clean-up, cloth towels for showering or bathing. Disposable towels must be used for one individual only and then disposed of in an appropriate receptacle.
2. Gloves must be worn when handling blood or objects contaminated with blood.
3. During sporting events or practice, competitors who are bleeding, have an open wound, or blood on the uniform shall not participate in an event until proper treatment is administered and contaminated surfaces cleaned and disinfected. This may mean the player may be kept out of play.
4. The bloodied portion of a uniform must be properly disinfected or the uniform changed before the athlete may participate.
5. Mats should be cleaned and disinfected before and after practice and matches and immediately following any release of bodily fluids. When mats are rolled up, all sides of mats should be cleaned before they are rolled up. Mats must be smooth and intact to be cleaned and disinfected effectively. Repair or dispose of torn or eroded mats.
6. Mops, buckets, and cleaning clothes should be designated for athletic areas. Microfiber clothes and mops have been shown to be more effective, easier to clean, and use, than the old cloth ones. Mop heads should be laundered at least weekly.
7. Those who are cleaning should wear non-latex or utility gloves or other protective equipment and should avoid exposure of open skin or mucous membranes to blood or body fluids.
8. Wet contact time must be met for adequate disinfection.
9. Excess dust, dirt, hair, and particulates must be removed with designated push brooms or dust mops prior to cleaning, looking for tears or loose tape.
10. At least every two weeks, tape on floors or surfaces should be removed to allow thorough cleaning underneath.
11. Bleach disinfection solution must be made fresh daily.
12. All equipment and mats where athletes have skin contact, must be cleaned and disinfected.



Cleaning of Carpets/Rugs Procedures

Soiled rugs or carpets should be cleaned and disinfected promptly after a blood or body fluid spill. Feces-contaminated carpet should be disposed of.

1. If necessary, mechanically remove body fluid with disposable towels or an appropriate wet vacuum extractor. Avoid aerosolization of material.
2. Apply a sanitary absorbent agent on soiled area (follow manufacturer's directions). Let dry and re-vacuum.
3. Spray with white vinegar solution (one ounce vinegar to one quart cool water).
4. Blot area with paper towels.
5. The area should then be disinfected with an EPA approved disinfectant followed by an application of bacteriostatic rug shampoo.
6. The vacuum bag or sweepings should be disposed of in a plastic bag.
7. Disinfect vacuuming and other equipment used in clean up.
8. Dispose of non-reusable cleaning equipment.

Disposal of Blood-Containing Materials Procedures

If a towel, cloth, or item of clothing is so saturated with blood it would drip blood if compressed, then it should be disposed of in a biohazard bag or container.

1. Place items which contain bodily fluids or excretions in a plastic bag, tie it, and place it in a second plastic bag. The second bag should then be tied.
2. Double bagging prior to handling, storing, and/or transporting infectious waste is necessary if the outside of a bag is contaminated with blood or other potentially infectious materials.
3. Equipment contaminated with blood or other potentially infectious materials must be checked and decontaminated, if possible, prior to servicing or shipping.
4. Equipment which cannot be effectively disinfected must be labeled with the international biohazard symbol and contaminated parts documented.
5. Waste, such as bloody tissues (not saturated with blood), should be disposed of properly in a plastic-lined trash can. It is not considered hazardous material, so it can be thrown away in the school dumpster.
6. Dispose of all regulated waste according to applicable state and county regulations.



Cleaning Equipment Procedures

Cleaning equipment must also be periodically cleaned.

1. Soak mops in disinfectant after use and rinse thoroughly, or wash in a hot water cycle before rinsing.
2. Place disposable cleaning equipment in a plastic bag as appropriate.
3. Dispose of water down the sewer system.
4. Rinse non-disposable cleaning equipment (such as buckets) thoroughly in disinfectant.
5. All bins, pails, cans, and similar receptacles intended for reuse and have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials, must be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately, or as soon as feasible, upon visible contamination.
6. Dispose of used disinfectant solution down the sewer system.
7. Promptly remove gloves and discard in appropriate receptacles.
8. Wash hands.

Clothing and Linens Procedures

Soiled linens should be handled as little as possible and with minimal agitation.

1. All soiled linens should be placed in plastic bags at the location where they were used.
2. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry must be placed and transported in bags or containers, which prevent soak-through and/or leakage of fluids to the exterior.
3. Reusable PPE and other non-disposable items (towels used to wipe up body fluid, etc.) soaked through with body fluids should be placed in plastic bags labeled with the international biohazard symbol or color-code.
4. Required labels are to be affixed as close as feasible to the container by string, wire, adhesive, or other method, which prevents their loss or unintentional removal. Red bags or containers may be substituted for labels.
5. If the school does its own laundry (gym towels, sports uniforms, etc.) or sends it out, the goal is to remove infectious agents by the use of soap and water (140-160 degrees F) AND dry bleach (which will not affect fabric colors). To work effectively, the washing machine must not be overloaded. Clothing soaked with body fluids should be washed separately from other items. Pre-soaking may be required for heavily soiled clothes.



6. Student clothing that is soiled with body fluid, including feces, should be bagged and sent home for washing with appropriate directions to the parent/guardian.
7. Clean laundry should never be placed in baskets or other receptacles that have held dirty laundry unless they are cleaned and disinfected between dirty and clean use.

Related Policies

All staff should be familiar with related policies to ensure a clean and hygienic work environment, including but not limited to:

- Policy #1: COVID-19
- Policy #4: Well Being
- Policy #5: Isolation
- Policy #9: Infectious Disease Control