

Stage 2 Safe Work Instructions for Custodian Operations during Pandemic COVID 19

Purpose:

To outline the safe work instructions for custodians during pandemic influenza COVID 19. **This document is to be read in conjunction with the Stage 2 Exposure Control Plan for Pandemic Influenza – COVID 19.**

Scope:

This work instruction applies to all SD 19 custodians working at any SD 19 sites.

Related Documents on the district website.

Stage 2 Exposure Control Plan for Pandemic Influenza – COVID 19

Stage 2 Safe Work Instructions for Site Operations during Pandemic COVID 19

Stage 2 Safe Work Instructions for Mobile Staff during Pandemic COVID 19

Definitions:

1. Cleaning means removing germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
2. COVID -19 means the illness resulting from an infection by the novel coronavirus SARS-CoV-2 (2019-nCoV)
 - a. COVID -19 signs and symptoms
 - i. cough
 - ii. fever
 - iii. difficulty breathing
 - iv. pneumonia in both lungs
3. Enhanced environmental cleaning means increased frequency of cleaning using microfiber with a cleaner equal to or greater than twice per day on high touch points.
4. Routine cleaning means cleaning of surfaces and touch points once per day with microfiber and cleaner.
5. Intensive or decontamination cleaning means applying a disinfectant to all touchpoints and work surfaces, accessible items or equipment in an area affected. Ideally, using an electrostatic applicator as available.
6. **Physical Distancing** (social distancing) means minimizing close contact with others including:
 - a. Avoiding crowded places and non-essential gatherings.
 - b. Avoiding common greetings, such as handshakes, hugs and kisses.
 - c. Limiting contact with people at higher risk (e.g. older adults and those in poor health).
 - d. Keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.

Instructions

1. Supervisor must:
 - a. Ensure that all workers are informed of these related instructions and the Exposure Control Plan for Pandemic Influenza – COVID 19.
 - b. Ensure that the appropriate personal protective equipment is available as necessary.
 - c. Ensure that the appropriate cleaning supplies, including equipment, cleaners and materials are available.

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2. Custodians must:
 - a. Stay home when sick, see item 4 – Illness response.
 - b. ensure they have been signed in and out of the site they are working at
 - c. Practice physical distancing as defined.
 - d. Plan accordingly to limit coming and going from the site.
 - e. Review the information found in the “Exposure Control Plan for Pandemic Influenza-COVID19” prior to initiating work.
 - f. Not participate in mass gatherings greater than 50 people.
3. Hygiene
 - a. Thorough washing of hands with soap and water is the best protection against illness. Follow this instruction for handwashing:
 - i. Check that the paper towels are accessible from the dispenser,
 1. If not adjust dispenser until paper towels are accessible.
 - ii. Wet hands with running water.
 - iii. Apply a small amount of liquid soap. Antibacterial soap is not required.
 - iv. Rub hands together for at least 20 seconds (sing the ABC’s). Rub palms, backs of hands, between fingers and under nails/creating a lather.
 - v. Rinse off all soap with running water.
 - vi. Dry hands with a clean, disposable towel.
 - vii. Turn off taps, using the paper towel – if required
 - viii. If door is not propped open, use paper towel to open door.
 - ix. Discard the used towel in the waste container.
 - b. Custodians must wash their hands
 - i. When they arrive at a school and before they leave a school.
 - ii. After sneezing or coughing into hands or tissue.
 - iii. Before handling food
 - iv. After cleaning
 - v. After handling deliveries
 - vi. After using the toilet
 - vii. After contact with body fluids (i.e., runny noses, spit, vomitus, blood)
 - viii. After removing gloves
 - ix. After handling garbage
 - x. Whenever hands are visibly dirty
4. Illness response
 - a. Cough/sneeze etiquette:
 - i. Cough and sneeze into the crease of the elbow or tissue.
 - ii. Throw tissues into a lined receptacle immediately after use,
 1. Wash hands
 - b. If a custodian starts showing symptoms of what could be influenza or COVID-19, it is important to:
 - i. Custodian

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1. Notify your supervisor of your symptoms.
 2. Go home and self-monitor.
 - a. If symptoms persist self-isolate and call 8-1-1
 - b. Follow the instructions of Interior Health (IHA)
 3. If a symptom is part of your baseline health (ie: a headache that regularly occurs with no other symptoms or regular allergies), you are allowed to attend school/work
 4. Update your supervisor of your condition.
- ii. Supervisor
1. Request an intensive cleaning of the spaces where the ill worker was deployed.
 2. If the case is confirmed as, COVID 19 VCH will inform the employee of the required steps, and notification requirements.

5. Use of Personal Protective Equipment (PPE)

a) Non-medical masks

- Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside their learning group or household.
- Staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in high traffic areas such as buses and in common areas such as hallways, or anytime outside of the learning group whenever physical distancing cannot be maintained (e.g., itinerant teachers/specialists interacting with multiple learning groups). Staff can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, this PPE will continue to be used when performing these tasks.
 - i. Surgical masks are not recommended for custodians

b. Gloves

- i. Gloves are recommended for custodians while cleaning.
 1. follow the doffing gloves instructions
 2. wash hands after removing gloves
 3. Doffing gloves instructions

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6. Emergency Evacuations
 - a. In the event of a fire alarm or evacuation while on site
 - i. Evacuate using your nearest safe exit
 - ii. Proceed to the gathering area and confirm your head count with your supervisor.
 - iii. Maintain your physical distancing while remaining in an orderly fashion.
7. Cleaning
 - a. For areas of the building in use, enhanced environmental cleaning must take place including:
 - i. main entrances and all interior doors
 1. Push plates and push areas above the door handles, door handles and crash bars both sides
 - ii. reception offices
 1. countertops in desktops
 2. light switches
 3. cabinet handles
 4. copiers printers touch screen and lid handles
 5. Telephone
 - iii. handrails and elevators
 1. staircase handrails
 2. guardrails
 3. elevator push buttons
 - iv. drinking fountains
 1. They will be disabled
 - v. washroom
 1. faucet
 2. toilet and urinal flush buttons and handles
 3. toilet stall locking mechanisms, pulls, and areas around both sides
 4. soap dispenser
 - vi. classrooms
 1. light switches
 2. cabinet handles
 3. teacher's chair (top back and armrest)
 4. student chairs and stools (top back)
 5. desks and tables tops and immediately under the side
 6. countertops
 7. telephone
 - vii. libraries and computer labs
 1. light switches
 2. cabinet handles
 3. countertops and desktops
 4. Copier touch screens and touch pads

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5. lid edges on copier printers
6. telephones
- viii. staffroom
 1. light switches
 2. cabinet handles
 3. faucet
 4. Appliance handles
 5. countertop tables and areas immediately under
 6. chairs (top back and armrest)
- b. WHMIS
 - I. All disinfectants, detergents, hand sanitizers must be safely stored out of reach of children.
 - II. Material Safety Data Sheets for all cleaning products are available through the Operations Department and the school office.
 - III. Soap and water are the preferred method of sanitizing hands. Hand sanitizers should only be used with children under the direct control of supervising staff.
 - IV. All chemicals must be properly labelled in accordance with WHMIS requirements.
 - V. The Operations Department will provide, readily accessible, spray bottles with approved and properly mixed disinfectant and cleaning wipes and or paper towels for this purpose.
- c. Isolation / Decontamination After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility
 - i. Close off the areas visited by the ill persons, so that others do not go in before the cleaning is completed.
 - ii. There is minimal risk for airborne particles once the person has left.
 - iii. Clean and then disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls, used by the ill persons, focusing especially on frequently touched surfaces.
 - iv. How to Disinfect
 1. Remove any rings and watches that could damage gloves.
 2. Don protective gloves.
 3. Generate the cleaning solution as per the manufacturer's instructions
 4. Generate the disinfection solutions as per the manufacturer's instructions.
 5. Leave all equipment outside of the room to be decontaminated.
 6. Wipe down all touch points using the cleaning solution to remove general dirt and grease.
 7. Wipe down all touch points using the disinfecting solution to remove general dirt and grease.
 - a. Soft (Porous) Surfaces

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- i. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - ii. If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
8. Electronics
 - a. For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present.
 - b. Follow the manufacturer's instructions for all cleaning and disinfection products.
 - c. Use of alcohol-based wipes or district supplied sprays to disinfect touch screens.
 - d. Dry surfaces thoroughly to avoid pooling of liquids.
9. Clothing, microfiber cloths and other items that go in the laundry
 - a. minimize shaking of dirty laundry.
 - b. wash items as appropriate in accordance with the manufacturer's instructions.
 - c. using the warmest appropriate water setting for the items and dry items completely.
 - d. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
10. Remove any waste from the room
11. Mop the floor using the cleaning and disinfecting solution
12. Close the door when complete as applicable.
- d. Agents effective against coronavirus:
 - i. Bleach: sodium hypochlorite (5.25%)
 1. 550 ppm (10mL bleach to 990mL water) - Used for disinfecting surfaces and medical equipment. Allow surface to air dry naturally.
 2. 1000 ppm (20mL bleach to 980mL water) - Used for disinfecting surfaces contaminated with bodily fluids and waste. Use only after cleaning with soap and water first. Allow surface to air dry naturally.
 - ii. Accelerated hydrogen peroxide (0.5%) - Used for cleaning and disinfecting surfaces and equipment.
 - iii. Quaternary Ammonium Compounds (QUATs) - Used for cleaning and disinfecting of surfaces.
 - iv. Applicable products for SD19
 1. *Oxivir Disinfectant*
 2. *Perdium General purpose cleaner*
 3. Other items - [Health Canada list of approved for COVID 19](#)