

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

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### 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 site.

### 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  
The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include:
    - Cough
    - Loss of sense of smell or taste
    - Fever
    - Chills
    - Difficulty breathing  
You should stay home and request testing if you have one or more of these symptoms.
    - Sore throat
    - Loss of appetite
    - Extreme fatigue or tiredness
    - Headache
    - Body aches
    - Nausea or vomiting
    - Diarrhea Symptoms may appear 2-14 days after exposure.  
You should stay home until you feel better if you have one of these symptoms. If you have two or more of these symptoms, you should stay home, wait for 24 hours and get tested if not better after the 24 hours.
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.

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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.
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.

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- 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
    - iii. Wash hands
  - b. If a custodian starts showing symptoms of what could be influenza or COVID-19, it is important to:
    - i. Custodian
      - 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.

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5. Use of Personal Protective Equipment (PPE)
  - a. Masks
    - i. Masks are to be worn at all times in schools and the district offices except:
      1. When working alone
      2. When a physical barrier is in place
      3. When outdoors
      4. When eating and drinking
    - ii. Masks are not a substitute for physical distance which must be practiced whenever possible

Where PPE has been identified for tasks prior to COVID-19 pandemic, this PPE will continue to be used when performing these tasks.

## Coronavirus COVID-19

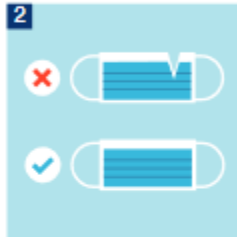
BC Centre for Disease Control | BC Ministry of Health



### How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



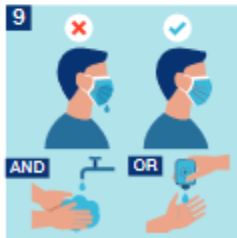
6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

### Removing the Mask

1 Perform hand hygiene.

2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.

3 Discard the mask in a waste container.

4 Perform hand hygiene.



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### 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/water bottle filling stations
      1. Their use will be restricted. Bottle filling stations are recommended.
    - v. washroom
      1. faucet
      2. toilet and urinal flush buttons and handles
      3. toilet stall locking mechanisms, pulls, and areas around both sides
      4. hand towel, toilet paper, and soap dispenser
    - vi. classrooms
      1. light switches
      2. cabinet handles
      3. teacher's chair (top back and armrest)
      4. multi-use student chairs and stools (top back)
      5. multi-use 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

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4. Copier touch screens and touch pads
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. For areas of the building in use, routine cleaning (once in 24 hours) must take place including:
  1. Single-use desks
  2. Single-use chairs
  3. Teacher's Chair – top and armrest
  4. Teacher's Desk
  5. Any surface that is visibly dirty
- c. 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.
- d. Garbage
  - i. Waste receptacles required in each classroom for disposal of tissues and paper towels
  - ii. Waste receptacles require liner and to be removed daily
- e. 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.
    - a. There is minimal risk for airborne particles once the person has left.
  - ii. Clean and then disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote



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controls, used by the ill persons, focusing especially on frequently touched surfaces.

### iii. 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
      - 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 containing at least 60-70 % alcohol 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.
- f. 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.

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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](#)
- g. How to use spray bottle disinfectant. This neutral, no-rinse sanitizing disinfectant is suitable for use in schools, hospitals, medical and dental offices, nursing homes, fitness facilities, and public restrooms. It is a broad spectrum anti-bacterial, virucide and fungicide. It is a Health Canada recommended product for COVID-19. Perdium has a 5-minute dwell time.
  - i. Use a wet paper towel or cloth to clean the larger debris off of the surface of the item to be cleaned.
  - ii. Spray the disinfectant onto the hard surface.
  - iii. Let the product dwell on the surface for 5 minutes
  - iv. If necessary, the residual product may be wiped off with a paper towel or cloth after the dwell time has lapsed.
  - v. Read the label for safety precaution
- h. Always refer to the workplace label and Safety Data Sheet for full information on usage and hazards on any cleaning product and /or WHMIS controlled product.