

4
5 Facility Cleaning and Maintenance

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7 District personnel shall routinely both clean by removing germs, dirt and impurities and, when
8 necessary, disinfect by using chemicals to kill germs on all surfaces and objects in any school
9 building and on school property that are frequently touched. This process shall include cleaning
10 objects/surfaces not ordinarily cleaned daily.

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12 Personnel shall clean with the cleaners typically used and will use all cleaning products
13 according to the directions on the label. When necessary, personnel shall disinfect with common
14 EPA-registered household disinfectants. Personnel shall follow the manufacturer's instructions
15 for all cleaning and disinfection products.

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17 When necessary, the District shall provide EPA-registered disposable wipes to teachers, staff,
18 and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls)
19 can be wiped down before use. The superintendent or other staff approved by the superintendent
20 are required to ensure adequate supplies to support cleaning and disinfection practices.
21 Specifically, the District shall comply with the following cleaning and maintenance
22 requirements:

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24 (a) Daily cleaning and maintenance services will be provided whenever the school is in
25 use.
26 (b) Each janitor room will be kept clean, ventilated, lockable, and free from odors.
27 (c) Soiled mop heads will be changed frequently, using laundered replacements.
28 (d) Toilets, lavatories, and showers will not be used for washing and rinsing of mops,
29 brooms, brushes, or any other cleaning device.
30 (e) Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and
31 floors will contain fungicides or germicides.
32 (f) Deodorizers and odor-masking agents will not be used
33 (g) Toilet bowl brushes, mops and sponges will be used only for cleaning toilet bowls and
34 urinals and will be stored separately from other cleaning devices. Cleaning devices
35 used for lavatories and showers may not be used for any other purposes.
36 (h) Dry dust mops and dry dust cloths for cleaning purposes are prohibited, except for use
37 on gymnasium floors. Only treated mops, wet mops, treated cloths, moist cloths or
38 other means approved by the DPHSS or local health authority which will not spread
39 soil from one place to another may be used for dusting and cleaning, with the
40 exception of gymnasium floors.
41 (i) All furnishings, fixtures, floors, walls, and ceilings will be clean and in good repair
42 as outlined in this Policy.
43 (j) Cleaning compounds and pesticides will be stored, used, and disposed of in
44 accordance with the manufacturer's instructions.
45 (k) Safety data sheets will be kept with all cleaning supplies in the area where the
46 cleaning supplies are located.
47 (l) As current non-green cleaning supplies are depleted it is recommended that they are

replaced with cleaning products that are "Green Products."

(m) All cleaning supplies need to have an EPA registration number, a "use by" reading letter, be stored with approved ventilation, and stored out of the reach of students.

(n) All vomit, blood, and fecal matter including diarrhea will be cleaned using appropriate personal protective equipment. Cleaning supplies and personal protective equipment used for vomit, blood, and fecal matter clean-up will be disposed in accordance with disposal of medical equipment in Policy 3416, if applicable. All affected areas will be disinfected in accordance with this Policy.

(o) All therapeutic whirlpools will be constructed and maintained for easy cleaning. Whirlpools will be drained and sanitized after each use. Individuals with open sores or infections are prohibited from using therapeutic whirlpools.

Assigned Cleaning and Disinfecting

Personnel shall evaluate and identify surfaces and objects to be cleaned and disinfected in accordance with their knowledge, experience, and applicable guidance from federal, state, tribal, and local health officials. Personnel shall have access to or the opportunity to access the latest available guidance upon request to their supervisor.

Personnel shall coordinate with colleagues and supervisors to develop a plan, schedule, and routine to regularly clean identified surfaces and objects. Personnel shall honor this plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to change in school schedule, absence of colleagues, availability of equipment and supplies, and federal, state, tribal or local health directives and guidance. If adjustment is necessary, personnel shall again coordinate with colleagues and supervisors to improve the plan, schedule, and routine. Personnel shall solicit and accept perspectives from colleagues and other school officials when considering improvements to the plan.

Personnel shall prioritize cleaning frequently touched and indoor surfaces. Hard and non-porous surfaces and objects that are touched daily shall be the top priority for cleaning on a daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been occupied for seven days shall be routinely cleaned. Personnel shall always use chemicals, products, and substances in a manner consistent with the applicable instructions.

Personnel shall thoroughly clean or launder soft, porous, or fabric-based materials as permitted by location and substance. During evaluation and identification of surfaces, personnel shall consider removing soft and porous materials in high traffic areas that may increase risk of exposure.

Personnel shall establish and maintain safe work practices in accordance with these procedures and School District policy in order to reduce the risk of exposure. If disinfection of any surface

or item is necessary, disinfection shall occur in accordance with stated guidance and substance instructions.

Physical Barriers and Guides

Personnel shall review school buildings and identify areas where installation of physical barriers, such as sneeze guards and partitions, shall assist or protect students and staff. Personnel shall coordinate with building or district administrators to complete or install any identified physical barrier.

Legal References: 37.111.841, ARM Cleaning and Maintenance
10.55.701(s), ARM Board of Trustees

Policy History:

Adopted on:

Reviewed on:

Revised on: