



## Cleaning and Disinfection Guidance for Chicago Public Schools Primary and Secondary Schools for COVID-19

### BACKGROUND

In December 2019, a new respiratory disease called Coronavirus Disease 2019 (COVID-19) was detected in China. COVID-19 is caused by a virus (SARS-CoV-2) that is part of a large family of viruses called coronaviruses.

To help prevent the spread of COVID-19, schools should continue to educate students, faculty and staff about proper hand and respiratory hygiene.

Hand hygiene:

- Regular hand washing with soap and water for at least 20 seconds should be done. **\*Preferred**
- If soap and water are not available, use a hand sanitizer that contains at least 60-95% alcohol.

Respiratory hygiene:

- Covering coughs and sneezes with tissues or the corner of elbow; and
- Disposing of soiled tissues immediately after use.

Illness hygiene:

- Actively encourage sick students and employees to stay home.

This guideline provided by CPS is based on the recommendations of the CDC, CDPH and industry best practices. According to the CDC's "Interim Environmental Cleaning and Disinfection Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)" document, cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. The CDC's guidance document provides recommendations on the cleaning and disinfection of rooms or those with suspected or with confirmed COVID-19 have visited. It is aimed at limiting the survival of SARS-CoV-2 in key environments. Again, their recommendations are the basis of CPS' cleaning efforts.

Refer to <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

### CDC Key Definitions

**Cleaning.** Removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

**Disinfecting.** Use of chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.



## Cleaning and Disinfection Guidance for Chicago Public Schools Primary and Secondary Schools for COVID-19

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### ROUTINE CLEANING PROGRAM & ENHANCED ROUTINE CLEANING & DISINFECTION PROGRAM

Soiled and frequently touched surfaces can be reservoirs for pathogens, resulting in a continued transmission to people. Therefore, for pathogenic microorganisms that can transmit disease through indirect contact (transmission through contaminated surfaces), extra attention must be paid to surfaces that are touched most often by different individuals. As part of standard infection control practices in school settings, routine cleaning is the minimum expectations. The Routine Cleaning programs and Enhanced Routine Cleaning & Disinfection programs involves a **DAILY** cleaning turnover of each facility.

Notably, according to CDPH guidance, all schools are to perform a “**Routine Cleaning (RC)**” program. This effort includes:

- Routinely clean all frequently touched surfaces in the school. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down before each use.

In light of the current COVID-19 outbreak, the CPS Facilities Department has selected to exceed the typical routine cleaning program and develop an “**Enhanced Routine Cleaning & Disinfection (ERCD)**” program to be utilized with school is in session. These enhanced cleaning protocols are for the prevention of the spread of the virus, and enacted **when school is in session** on a daily basis. We will enhance nightly cleaning, increase daytime porter presence, and develop a COVID-19 breakout plan with a trained response team. Full Cleaning (FC) activities will be scheduled daily versus once a week pre-COVID19, and Spot Cleaning (SC) will be performed as needed throughout the day. The ERCD of open school settings includes:

1. Clean and Disinfect - All custodians clean their sections with a full weekly clean.
  - a. Use all cleaning products according to the directions on the label.
    - i. Refer to the CDC and EPA for approved disinfectants. Regardless of cleaner/disinfectant that is being utilized, Contractor shall follow the manufacturer’s instructions for the proper, effective, and safe use of the product.
  - b. All dirty surfaces shall be cleaned using a detergent or soap and water prior to disinfection.
  - c. Sanitize all touch points, including but not limited to: door handles, light switches, elevator buttons, banisters, pencil sharpeners, IT equipment, dispensers and railings. Custodians will use a disinfectant on all hard surface high touch points.
  - d. Wipe down all desks, chairs, and hard surfaces.
  - e. Wipe walls in corridors.
  - f. Wipe down all glass (windows, doors, etc.).



## Cleaning and Disinfection Guidance for Chicago Public Schools Primary and Secondary Schools for COVID-19

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- g. For soft (porous) surfaces such as carpeted floors, rugs, and drapes, clean with appropriate cleaners suitable for the use on these surfaces.
- h. Disinfect and clean all restrooms and associated dispensers such as toilet paper, paper towel, soap, menstrual hygiene dispensers and receptacles.
- i. Ensure all soap dispensers are clean, disinfected, and full with soap, toilet paper, paper towels.
- j. Replace any CDC Handwashing posters that have been damaged, or hang up any posters that haven't been hung yet.
- k. Cleaning staff should wear disposable gloves and all other PPE for all tasks in the cleaning process, including handling trash.
- l. Closely adhere to all OSHA guidelines.

### Cleaning Tasks by Areas

#### 1. Classrooms:

- a. Routine Cleaning: Four times a week (Day and Evening)
  - i. Clean and disinfect all high touch surfaces
  - ii. Empty trash and spot clean trash containers
  - iii. Sweep and Mop floors
  - iv. Restock
  - v. Inspect
- b. Full Cleaning: Once a week (Evening)
  - i. Clean and disinfect all high touch surfaces
  - ii. Empty trash
  - iii. Clean and disinfect trash containers
  - iv. Sweep, mop and disinfect floors
  - v. Restock
  - vi. Inspect

#### 2. Bathrooms and Locker Rooms:

- a. Routine Cleaning during the day
  - i. Clean and disinfect all high touch surfaces
  - ii. Empty trash and spot clean trash containers
  - iii. Sweep and Mop floors
  - iv. Restock
  - v. Inspect
- b. Full Cleaning: Every evening
  - i. Clean and disinfect all high touch surfaces
  - ii. Empty trash

### Key Difficult to Clean Areas

**Computer Keyboards.** Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission. Besides being cleaned, locations with community use computers can assist by providing posted signs regarding proper hand hygiene before and after using the computers to minimize disease transmission. Also, consider using keyboard covers to protect the hardware against spills and facilitate cleaning.



## Cleaning and Disinfection Guidance for Chicago Public Schools Primary and Secondary Schools for COVID-19

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- iii. Clean and disinfect trash containers
  - iv. Spray and disinfect all surfaces and fixtures including floor, sinks, toilets and urinals
  - v. Restock
  - vi. Inspect
- 3. Common Spaces:**
- a. Routine Cleaning: Four times a week (Day and Evening)**
    - i. Clean and disinfect all high touch surfaces
    - ii. Empty trash and spot clean trash containers
    - iii. Sweep and Mop floors
    - iv. Restock
    - v. Inspect
  - b. Full Cleaning: Once a week (Evening)**
    - i. Clean and disinfect all high touch surfaces
    - ii. Empty trash
    - iii. Clean and disinfect trash containers
    - iv. Sweep, mop and disinfect floors
    - v. Restock
    - vi. Inspect
- 4. Trash Removal**
- a. Porter presence increased coverage for trash removal**
- 5. Care Rooms**
- a. Full Cleaning daily (Evening)**
    - i. Clean and disinfect all high touch surfaces
    - ii. Empty trash (1 in the Care Room and 1 outside the Care Room)
      - o Trash bags will be changed daily
    - iii. Clean and disinfect trash containers
    - iv. Sweep, mop and disinfect floors
    - v. Restock (paper towels, soap, sanitizers)
    - vi. Inspect
    - vii. Mister Sprayer – the custodian will be notified if the room was used during the day by the Care Room Attendant – if used, after full cleaning, the custodian will spray the room using the Mister Sprayer with EPA approved disinfectant.
- 6. COVID19 Response Team**
- a. A response team will be trained in the event of a suspected or confirmed case.**

**CPS commits to hire 400 additional custodians to support the current workforce in completing the above extended responsibilities. This program included focus on key high-risk locations within each facility that warrant cleaning and disinfection before a confirmed case of COVID-19 occurs in the schools. Examples include:**



## Cleaning and Disinfection Guidance for Chicago Public Schools Primary and Secondary Schools for COVID-19

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- Lunchroom. Clean and disinfect lunch tables regularly (at least once daily).
- Athletic Rooms. Establish a regular cleaning schedule for shared environmental surfaces.
- Stairwells. Clean and disinfect stairwell handrails.
- Classrooms. Clean and disinfect desks and chairs.
- Added to the daily routine cleaning will be designated one or more custodians (depending on school size) to be dedicated to cleaning and disinfecting high touch points in high use areas throughout the school (restrooms, classrooms, common areas, cafeteria).
- Inspection and restock of products will occur throughout the day and in the evening.

Custodial Shifts (Developed distinctly for each school)

<b>630-1400</b>	<b>10-1830</b>	<b>1430-2300</b>
1st Shift	2nd Shift	3rd Shift

### DEEP CLEANING PROGRAM

Deep Cleaning (DC) protocols are for the prevention of the spread of the virus, and enacted when **school is NOT in session** on a daily basis during the entire period of closure. The DC Program involves a **SYSTEMATIC** cleaning turnover of each facility within a period of time (Summer Break, Spring Break, Winter Break, and now School Closure Break). Our DC Program during this School Closure period is scheduled to conclude April 20th (prior to the current April 21st School Re-Open date), barring any COVID-19 contributed delays. In the event of an exposure at a facility, CPS may institute a separate set of procedures (i.e. environmental cleaning/clearing).

1. Open outside doors and windows to increase air circulation in the area.
2. Clean and Disinfect.
  - a. Use all cleaning products according to the directions on the label.
  - b. Refer to the CDC and EPA for approved disinfectants. Regardless of cleaner/disinfectant that is being utilized, Contractor shall follow the manufacturer's instructions for the proper, effective, and safe use of the product.
3. All custodians deep clean their sections with a full weekly clean.
4. Custodians work in teams, ensuring 6' of distance between each other, moving from room to room.
5. In classrooms, this includes:
  - a. Burnish all floors, shifting small furniture to accommodate
  - b. Wipe down all desks and chairs
  - c. Wipe down all chalk or whiteboards
  - d. Clean all windows and ledges



## Cleaning and Disinfection Guidance for Chicago Public Schools Primary and Secondary Schools for COVID-19

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- e. Detail clean baseboards
- f. Clean and disinfect all garbage cans and recycling bins
- g. Disinfect touch points (door handles, light switches, railings, pencil sharpeners, desktops, etc.).
- h. Wipe down walls (where applicable).
- i. High and low dust.
- j. Clean all carpets, mats, and area rugs
  - i. For area rugs and mats, move to a centralized location for ease of cleaning.
  - ii. Vacuum all rugs/carpets.
  - iii. Where necessary, spot clean using Carpet Spotting chemical.
  - iv. Where necessary, extract rugs.
6. In bathrooms, this includes:
  - i. Disinfect and clean all dispensers (TP, paper towel, soap, menstrual hygiene). Ensure all dispensers are fully stocked.
  - ii. Disinfect all partitions and remove graffiti.
  - iii. Detail clean undersides of all toilets, urinals, and sinks.
  - iv. Kaivac restrooms using a disinfectant with 10 minutes of dwell time. Use brush to fully scrub floors.
  - v. Clean all soap dispensers, hand dryers, and paper towel dispensers
  - vi. Clean mirrors
  - vii. Scrub floors
  - viii. Wipe down walls
7. All custodians work on full disinfection and high detail clean of all common spaces (common spaces include: gyms, auditoriums, entryways, stairwells, lunchrooms, main offices, corridors, and pool areas), including:
  - a. Wash and disinfect walls, hit all trim, remove dust and cobwebs through out
  - b. Wipe down all touch points (banisters, railings, door handles/knobs, elevators, light switches, etc.).
  - c. Remove gum from all furniture and clean furniture.
  - d. Clean all entry mats and carpets.
  - e. Scrub or power-wash all stairwells (treads, railings, overhangs, banisters, etc.); remove gum from floors; remove gum from floors.
  - f. Fully clean and burnish floors, where applicable.
  - g. Buff main hallways
  - h. Sweep and mop all floors
  - i. Using Kaivac with pool water inside, Kaivac pool area surfaces; wipe down all touch points in pool areas.



## Cleaning and Disinfection Guidance for Chicago Public Schools Primary and Secondary Schools for COVID-19

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- j. Windows on landings; all ledges to be scrubbed and windows washed
  - k. All hallway floors to be scrubbed, special attention on corners: use base board stripper and scrapers to get at corners
  - l. Detail clean all water fountains and strainers
  - m. Wipe down and disinfect all lockers
  - n. High dusting
  - o. Wipe down and disinfect walls
  - p. Disinfect armrests
8. Clean all carpets, mats, and area rugs.
  9. Remove and clean the garbage and recycling cans inside and out.
  10. Clean vents, baseboards, light fixtures, and windows.
  11. Clean IT technology, including keyboards, etc.
  12. Remove clutter, wherever possible.
  13. Cleaning staff should wear disposable gloves and all other PPE for all tasks in the cleaning process, including handling trash.
  14. Closely adhere to all OSHA guidelines.

\*At the conclusion of the DC in each room/space, the Building Manager will close off the room from access and place an identifier on the door (or local area) indicating scope is complete.

During the period when school is Not in session/closure, Building Engineers should be focus on the following tasks:

1. Check/repair all emergency lighting.
2. Check/repair all battery operated clocks.
3. Check/repair all outdoor lighting fixtures.
4. Check/repair indoor lighting fixtures.
5. Check/repair all plumbing fixtures - fountains, toilets, sinks, faucets, urinals, building pipes, showers in locker rooms (this is really to address all of the leaks).
6. Check/change all filters.
7. Check/repair all door handles/closing mechanisms.
8. Check/repair all bathroom fixtures (hand dryers, stall doors, bathroom doors, etc.).

### ENVIRONMENTAL CLEANING PROGRAM

Environmental Cleaning (EC) protocols are for the mitigation of the virus in impacted areas or schools as designated by CDPH, and may be enacted if a laboratory confirmed case of COVID-19 was symptomatic while in the school setting. At that juncture, school is suspended with limited to no access to the building, and undergoes a period of closure.





## Cleaning and Disinfection Guidance for Chicago Public Schools Primary and Secondary Schools for COVID-19

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1. Strict adherence to CDPH direction.
2. School is closed.
3. Restrict entry, and close off areas used by the ill person(s) and wait as long as practical before beginning cleaning and disinfection.
4. EC is contracted and performed by licensed and bonded environmental mitigation organizations.
5. Work plan protocols are developed by managing environmental consultants (in consultation with CDPH) on a situation by situation basis.
6. EC staff should wear disposable gloves and all other PPE for all tasks in the cleaning process, including handling trash.
7. Closely adhere to all OSHA guidelines.

### CONCLUSION

In each of the above cleaning programs, it requires the coordination and partnership between School Leadership, School Staff, Office of Student Health & Wellness (OSHW) and the Facilities Department. This includes clear a line of communication regarding expectations, overall & incremental progress achieved, and deficiencies when applicable. In this critical period, it is essential that we in Facilities also seek clear guidance from the OSHW, CDPH and the CDC to assure we are taking the necessary precautions, particularly when there is a laboratory confirmed case of COVID-19.

Disinfecting is the responsibility of school custodial staff. They are trained to use disinfectants in a safe and effective manner. Staff are reminded to ensure procedures for safe and effective use of all products are followed. In terms of the RC/ERCD and DC, staff do not need to wear respiratory protection (e.g., masks) while cleaning. Safety instructions are listed on product labels and include the personal protective equipment (e.g., gloves) that should be used, all staff know to wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled. In all forms of cleaning, all staff are trained on the following:

- Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
- For disinfectants that come in concentrated forms, staff should carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.





## Cleaning and Disinfection Guidance for Chicago Public Schools Primary and Secondary Schools for COVID-19

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**More information:**

- CPS' COVID-19 Webpage: <https://www.cps.edu/OSHW/Pages/HealthyCPS.aspx>
- CDPH's COVID-19 Webpage: <https://www.chicago.gov/city/en/sites/covid-19/home.html>
- CDC and Prevention Webpage: <https://www.cdc.gov/coronavirus/2019-ncov/>
- WHO's COVID-19: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

If you have questions regarding this time of School Closure, please reach out to the CPS Command Center at 773-553-KIDS (5437), which is staffed Monday through Friday 8 a.m. to 5 p.m. Otherwise, contact your facilities assigned Building Manager.

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