

Big Lift Inspiring Summers Campus Safety Operating Guidelines and Protocols

The Big Lift Inspiring Summers program (BLIS) will follow the guidelines for childcare programs, including summer camps, as described in the [San Mateo County Health Officer Order Revising for Shelter in Place](#), [San Mateo County Office of Education \(SMCOE\) Pandemic Recovery Framework](#), [CDC Considerations for Youth and Summer Camps](#), County of San Mateo COVID-19 Workplace Readiness and Safety Guide and SMCOE Cleaning and Disinfection Procedures Manual, including:

- Bubble Cohort is a stable group of maximum 12 scholars.
- Scholars may not join a group, or move from one group to another once the program has started.
- Each Bubble Cohort is in a separate classroom.
- Cohorts may not mix with each other.
- Adult staff will remain solely with one cohort during the duration of the program.
- Scholars may not participate in any other childcare program, summer camp or other group activity while attending BLIS.

Please note: As conditions and public health orders change, the content and guidelines in this document may change.

Health and Hygiene

- **Daily Hygiene Routine:**
 - All scholars and staff must stay home if experiencing flu-like symptoms.
 - Any scholar or staff who develops symptoms during the program must be sent home immediately.
 - Any child who is absent for health reasons must be cleared for re-entry by program health staff. A doctor's note may be requested if deemed necessary by program health staff.
 - Any child who is absent from BLIS due to a fever, or other symptoms of COVID-19 (cold or flu symptoms, cough, vomiting, diarrhea, sore throat, fatigue) may not return to the BLIS program in 2020.
 - Exceptions: If a child's symptoms are clearly due to another cause, such as strep throat, the child may return to camp with a doctor's note and permission of health staff. The child must be fever free for 72 hours without the use of medicine to lower fever, such as acetaminophen or ibuprofen.
 - Any child who is removed from the program for exposure to COVID-19 may not return to the program.
 - Signage and other messages reinforcing daily hygiene routines such as hand washing, are posted, disseminated, and encouraged through various methods of communication.

- Teachers and the school nurse will explicitly teach and reinforce prevention behaviors of handwashing and cough/sneeze etiquette.
 - Scholars should use hand sanitizer before entering the classroom and when leaving the classroom.
 - Teachers will establish classroom routines for hand washing and create regular cleaning practices for desks, equipment, writing utensils, and other classroom materials.
 - Hand soap, hand sanitizer, and spray disinfectant are provided for each classroom daily use.
 - Suggested staff and parent daily health questionnaire:
 - Do you or your child live with anyone or have you or your child had close contact with anyone with signs of communicable illness including, but not limited to: fever, cough, difficulty breathing, or any flu-like symptoms?
 - Do you or your child live with anyone or have you or your child had close contact with anyone who has been diagnosed with COVID-19 within the last 14 days?
 - Do you or your child have a fever, cough and/or shortness of breath? (Fever is 100.4F/ 38C or above measured using a forehead thermometer).
 - Has your child taken any fever reducing medications in the prior 24 hours?
 - Do you or your child have any other signs of communicable illness such as a cold or flu?
 - Have you or your child experienced diarrhea or vomiting within the past 24 hours?
 - Has your child participated in any other child care, extracurricular or camp programs?
- **Temperature Taking:**
 - Temperature and health checks are conducted daily for staff and scholars. Scholar temperature screenings may be conducted at the start of each day once scholars are on campus and inside their assigned classroom.¹
 - Temperature data does not need to be recorded. If an individual (staff or scholar) registers a temperature above 100F the individual will be referred to the school nurse and asked to go home. Each site must have an isolation room for transitioning individuals from school to home.
- **School Nurse:**
 - Trains staff on proper health and hygiene techniques, including hand washing and temperature taking.
 - Trains staff on when and how to properly clean and disinfect classrooms and workspaces.
 - Cares for any scholar who shows signs of illness and monitors scholar until parent/guardian pick up.
 - School nurse will provide any staff or scholar who is sent home for illness with information regarding testing sites and resources.

¹ San Mateo County Office of Education Pandemic Recovery Framework

- Provides support for staff and parents when health questions arise.
- Sites will provide a designated nurse office/isolation room, with a sink if possible.
- **Personal Protective Equipment (PPE)**
 - Sites are provided with:
 - Disposable face masks (for emergency use only)
 - Gloves (various sizes)
 - Hand sanitizer (minimum 4 bottles per classroom)
 - Hand soap
 - Non-contact thermometers
 - Oxivir disinfectant concentrate
 - Spray bottles
 - Disinfectant wipes (limited number, more will be distributed if/when available)
 - Scholars and staff are expected to provide their own reusable cloth mask.
- **Bathroom Use:**
 - To the extent possible, each site should minimize the number of Bubble Cohorts/scholars sharing a bathroom.
 - Only one student should use the bathroom at a time, if possible.
 - Specific bathrooms are designated for each cohort to use.
 - Scholars and Bubble Cohorts must not mingle when using the bathroom. Sites should consider alternating schedules for cohort use, or limiting the number of scholars entering the bathroom at one time. Physical distance must be maintained between scholars when waiting to use the bathroom.
 - Insist on good bathroom hygiene, including thorough hand washing. Post hand washing instructions in visible locations.
 - Scholars must wear face coverings when using a bathroom outside of their classroom.
 - Refer to the “Cleaning & Disinfection Procedures Manual” (See Appendix) prepared for the San Mateo County Pandemic Recovery Framework for Schools by Professional Service Industries, Inc. and the San Mateo County Schools Insurance Group (SMCSIG) for specific cleaning instructions.

Program

- **Clothing and Items from Home:**
 - Scholars must not bring any personal items to school, except for a labelled mask, hat, reusable water bottle and sweater/jacket.
 - No backpacks, tote bags or other bags may be brought to campus.
 - Each scholar must provide an alternate set of clothing, including a sweater or jacket, in a Ziploc baggie. Scholars may not share any clothing at any time. Within the classroom each scholar must have a labelled cubby or individual storage spot for personal belongings.

- **Shared Equipment and Supplies**

- Each cohort has their own set of outdoor play equipment. Cohorts may not share equipment.
- Large outdoor play equipment is closed until further notice.
- BLIS recommends that each site provide scholars with individual supplies (i.e. labelled pencil box with pencils, crayons, scissors, etc.) that are stored separate from others (i.e. in a personalized cubby).

- **Indoor/Outdoor Time:**

- Doors and windows must be kept open as much as possible to facilitate air flow. Scholars should be encouraged to dress warmly and have a jacket in case of cool weather.
- Program should spend as much time as possible outdoors.
- Bubble Cohorts must maintain integrity when outside of the classroom (maintain physical distance from all other cohorts and scholars).

Physical Distancing

BLIS follows the Bubble Cohort physical distancing model. The *Bubble Cohort* follows the state and county guidelines for emergency child care which requires that a group of no more than 12 children, plus classroom teachers and assistants, exists within a defined location with no mixing between any other groups or individuals for a period of three weeks. Teachers and staff must remain solely with their Bubble Cohort, and if a child is absent, their space may not be filled by another child new to the cohort. **If a bubble is intact, then children do not need to wear face coverings or practice physical distancing; children may engage with each other as in typical play.**² When scholars and staff are not isolated in their Bubble Cohort, physical distancing of 6 feet must be followed to the maximum extent possible and face coverings must be worn.

Drop Off and Pick Up

- Each site has established staggered drop off and pick up schedules and protocols to minimize interactions. If possible, use multiple entrances to avoid crowding at points of entry.
- Drop off and pick up schedules and protocols are communicated to parents/guardians prior to the program start day.
- Parents and guardians may not remain on campus during program hours. Adults may be on campus 5 minutes before and after scheduled drop off and pick up times.
- Physical distancing is enforced during drop off and pick up.
- Families who drive to school may do curbside drop off/pick up. Adults will remain in the vehicle at all times.

² SMCOE Pandemic Recovery Framework

- Late drop off or early pick up is strongly discouraged. If a child cannot remain at the program for the full morning they must not attend BLIS on that day. If a child must leave early, parents/guardians are required to inform the school by telephone. Parent/guardian must remain outside of school campus and scholar will be brought to them. Physical distance must be maintained at all times and face coverings worn.

Face Coverings

- All staff must wear face coverings, inside and outside of the classroom. Staff are expected to provide their own masks and are responsible for laundering personal masks. Disposable masks are available at each site, in case of emergency only.
- Scholars are not required to wear a face covering when inside the classroom or when engaged in outside activities with their Bubble Cohort and physically distanced from all other cohorts. Sites may encourage scholars to wear face coverings at all times.
- All scholars, staff, parents, and guardians must wear face coverings to campus, while walking across campus grounds and in common areas.
- Note: per CDC guidelines, face coverings should NOT be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance. People with autism or other sensory processing disorders may not be able to safely wear a face covering.³

Nutrition Services

- All food except for mid-morning snack must be consumed off site. Lunch and breakfast is provided as “take and go”. Each district has specific food distribution systems in place and families must be informed of the procedure for picking up food.
- Snacks are provided in individual packaging and must be consumed within the Bubble Cohort.
- Water and disposable “dixie cups” are provided in each classroom.

Assemblies/Visitors/Guest Speakers

- All assemblies/community time must be virtual.
- No visitors are allowed on campus.
- Guest speakers and field trips must be virtual.

Health and Safety for Staff

- If any staff member is experiencing flu-like symptoms they must notify site leaders and remain home.
- Temperature checks and health questionnaires will be conducted daily by school nurse and/or site leadership prior to starting work.
- Workplace Conditions
 - Physical distancing must be maintained for all staff interactions before, during and after the program.
 - Staff must wear face coverings at all times.

³ SMCOE Pandemic Recovery Framework

- Work stations must provide a minimum of 6 feet distance.
- All high-contact surfaces must be regularly disinfected.
- It is suggested to provide plastic shield at Nurse's desk or other areas of high interaction.
- Staff must only use the staff designated bathrooms. Staff are asked to wipe down all hard surfaces post use with the provided disinfectant spray. Custodial staff will regularly clean staff bathrooms during program hours.
- For matters related to COVID-19 health and safety decisions:
 - All credentialed teaching staff report directly to program manager.
 - Facilitators report to library coach.
 - Library coach reports to program manager.
 - Program manager and school nurse report to PPL.
 - PPL reports to Big Lift leadership.

Substitute Teachers

- In the event that a staff member (teacher or facilitator) is delayed in the classroom due to assisting with student check-in, traffic, or something similar, or must leave the classroom early to assist with student pick-up, the remaining staff (teacher or facilitator) will provide supervision and instruction to the cohort. During that time, on-site support staff (instructional coach, library coach, program manager, PPL) will provide additional support via virtual means or outside of the classroom.
- Even with virtual/telephone support, facilitators should not be left alone in the classroom to supervise students by themselves, for more than 60 minutes during the program day.
- If a teacher is unavailable, the program manager and PPL must make arrangements for cohort coverage.
 - Short term (up to 4 days) coverage should be provided by on-site staff (PPL, Program Manager, Instructional Coach).
 - Long term coverage (remainder of the program) may be provided by the regular substitute pool, provided that:
 - Sub has not had regular contact with another program in the past 14 days
 - Is available and willing to work the remainder of the program
 - Sub has had no known contact with positive-COVID-19 patients in the past 14 days.

Cleaning Procedures

- All staff should refer to the "Cleaning & Disinfection Procedures Manual" (See Appendix) prepared for the San Mateo County Pandemic Recovery Framework for Schools by Professional Service Industries, Inc. and the San Mateo County Schools Insurance Group (SMCSIG) for specific cleaning instructions.

Exposure and Contact Tracing

- Public health uses the words Case, Contact, and Contacts to Contact to mean the following within a pandemic context, which applies to the current COVID-19 situation:
 - Case: A case refers to a person who tests positive
 - Contact: A contact refers to a person who has come in close contact with a case
 - Contacts to Contact: Contacts to Contact are people who may have been in proximity to a contact



If scholars, teachers, or staff present with symptoms of fever and/or respiratory infection, they must be sent home immediately. Separate them from others in an isolation space or “sick room” established on campus until they go home.

- If a site has a confirmed **Case**: San Mateo County Health recommends school administrators take the following steps if **one** student, teacher or staff member is confirmed positive for COVID-19:
 - Provide the district/school leader and Big Lift leadership with a formal exposure notice
 - Close the Bubble Cohort that may have been exposed. All parents/guardians within the Bubble Cohort must be immediately notified that the program is cancelled. Recommend that all scholars and staff in the cohort self quarantine for 14 days and monitor symptoms
 - Work with the infected individual to confirm they are under medical care and have a plan to self isolate according to the county health department protocol
 - Confirm other members of the household who are also part of the school community remain at home in self-quarantine per the county health department guidelines
 - Take immediate measures to sanitize and disinfect the site property impacted by the case
 - Determine whether cleaning measures can be implemented without temporarily closing the school campus or if temporary closure is necessary
 - Consult with Health Department officials if needed
 - Communicate with the school community that a confirmed **Case** has been identified and outline the actions being taken to ensure a safe return to school (suggested communication in Appendix)
 - Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws

- Once steps of the protocol are completed, resume site operations.
- When a school community has a confirmed **Contact**: San Mateo County Health recommends school administrators take the following steps if **one** student, teacher or staff member is confirmed to have been in **direct and close Contact** with someone who is confirmed positive for COVID-19:
 - Send student home immediately. Student will not be allowed to return to the BLIS 2020 program.
 - Work with the Health Department and the Contact Tracing team to confirm the **Contact** will remain at home in self-quarantine per the county health department guidelines
 - Take immediate measures to sanitize and disinfect the school property impacted by the **Contact**
 - Determine whether cleaning measures can be implemented without temporarily closing the school campus or if temporary closure is necessary
 - Consider moving the Bubble Cohort affected to a different classroom so that the potentially exposed classroom can be cleaned and sanitized
 - Consult with Health Department officials if needed
 - Communicate with the school community that a confirmed Contact has been identified and outline the actions being taken to ensure a safe return to school (suggested exposure notice attached in Appendix)
 - Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws
 - Once steps of the protocol are completed, resume site operations
- When a school community has individuals who suspect they may be **Contacts to a Contact**, San Mateo County Health recommends the following steps:
 - The site principal or district administrator should gather enough information from the individual to confirm their status as a **Contact to a Contact**
 - Advise the individual identified as a **Contact to Contact** to continue practicing hygiene protocols and to closely monitor their health, staying alert to onset of fever or flu-like symptoms
 - If the person is not feeling well or is experiencing cold, flu, or other symptoms, they should stay home from school or work and contact their primary care provider⁴

⁴ SMCOE Pandemic Recovery Framework

Communication Structure

If a case, contact of a case or a contact of a contact of a case occurs in the BLIS program the following communication structure will be followed.

Information about cases and contacts (parents, staff, others)



Site Principal/Program Manager



PPL



District Office



Big Lift Leadership (Christine)



SMCOE Office of the Superintendent



SMC Health Department

Any communication that is sent to parents and staff regarding COVID-19 case or contact must be reviewed by Big Lift leadership (point person = Christine Thorsteinson).

Pre Launch Guidelines

Must Do

- Communicate with families to inform them if they are approved or denied.
- Inform families which cluster/ teacher their child has been assigned to.
- Create a scholar waitlist (if needed).
- Communicate with families program start/end dates/times, program Health and Safety Guidelines.
- Communicate with staff about program Health and Safety Guidelines.

Recommendations

- Hold a Parent Orientation on zoom live or prerecorded facilitated by the PPL, Program Manager, Teacher, or all three!
- Host a pre program materials pick-up. Material suggestions: Zip Loc for an extra set of clothes, Zip Loc for medicine (inhaler, epi-pen, etc.), include doctor paperwork, lanyard with student name and bubble # to be worn daily, copy of the Safety and Health Guidelines, note from their teacher, etc.

Resources:

Wash Your Hands (English) <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

Wash Your Hands (Spanish)
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-spanish-508.pdf>

Wash Your Hands (Other Languages)
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Page=2>

Stop the Spread of Germs (English)
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Stop the Spread of Germs (Other Languages)
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

Resources for Families (English)
<https://first5sanmateo.org/wp-content/uploads/2020/04/English-COVID-19-Resources-for-Families-SMC-1.pdf>

Resources for Families (Spanish)
<https://first5sanmateo.org/wp-content/uploads/2020/04/Spanish-COVID-19-Resources-for-Families-SMC.pdf>

Resources for Families (Chinese)
<https://first5sanmateo.org/wp-content/uploads/2020/04/Chinese-COVID-19-Resources-for-Families-SMC.pdf>

San Mateo County Office of Education COVID-19 Response Resources
<https://www.smcoe.org/other/covid-19-response-and-resources/>

San Mateo County COVID-19 Posters, Signage and Graphics
<https://cmo.smcgov.org/covid-19-graphics-and-images-social-media-and-other-uses>

PBS Kids Virus Information and Prevention Resources
<https://ca.pbslearningmedia.org/collection/virus-information-and-prevention/>

CDC Clean Hands Save Lives Materials
<https://www.cdc.gov/handwashing/materials.html>

Appendix A:



CLEANING & DISINFECTION PROCEDURES MANUAL

Prepared for:

San Mateo County Office of Education
Coalition for Safe Schools & Communities

Prepared by:

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Table of Contents

Background

Training

PPE

Cleaning Chemicals

Cleaning Methods

Appendix

Cleaning Forms

BACKGROUND

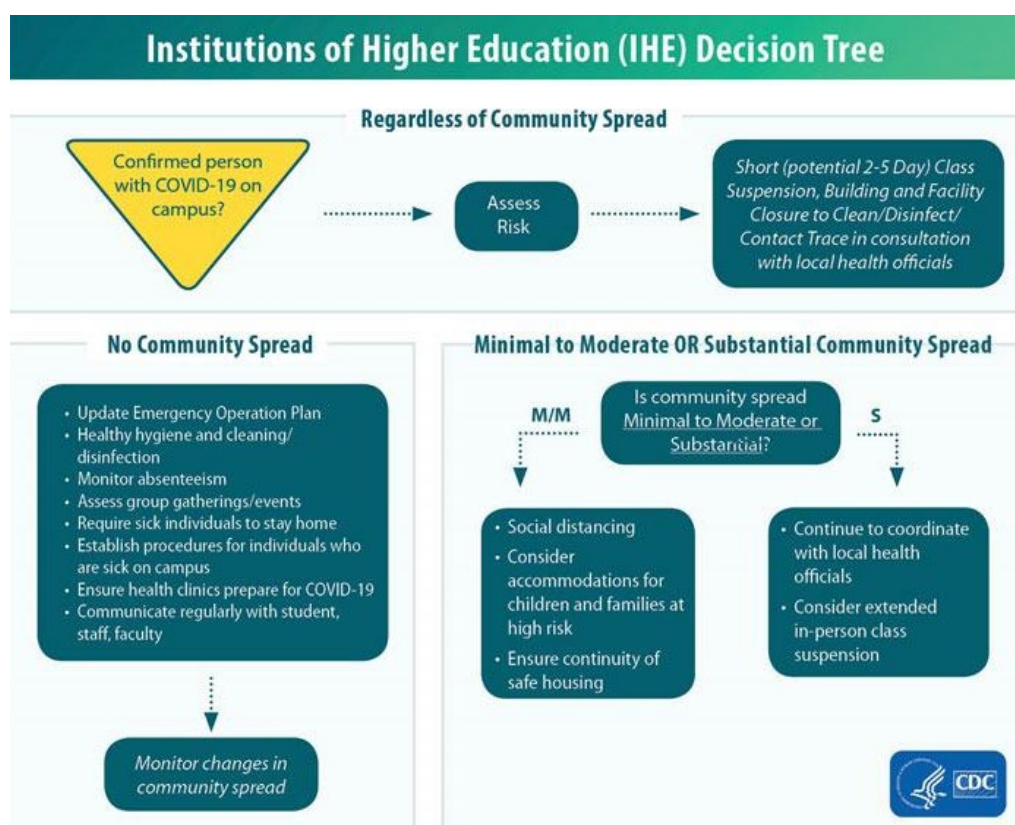
The SARS-CoV-2 virus is a coronavirus responsible for causing the COVID-19 disease. It is contagious in humans and has resulted in the World Health Organization (WHO) declaring a pandemic, with over 680,000 confirmed cases and over 30,000 confirmed deaths worldwide by late-March 2020.

The virus spreads primarily through close contact and respiratory droplets caused by coughing and sneezing, and by people touching a contaminated surface and then touching their face. Symptoms may take between 2 to 14 days to appear after a person has become infected, but typically appear around 5 days. Symptoms include fever, coughing, and shortness of breath. No vaccine is currently available.

Globally, efforts intended to slow the spread of the virus have included travel restrictions, quarantines, and business and school closures. Recommendations from advisory bodies has also included the frequent disinfection of frequently touched objects and surfaces. Health officials are currently taking steps to prevent the introductions and spread of COVID-19 into US communities.

School Districts play an important role in this effort. This manual is intended to establish procedures for maintenance staff to assist District reduce the potential transmission of COVID-19 among students, faculty, and staff.

The following guidance provides considerations to assist administrators plan for the continuity of teaching, learning, during the COVID-19 pandemic.



TRAINING

In an effort to maintain the building in a welcoming, clean, and safe manor all custodians shall be trained on best practices use of, personal protective equipment (PPE), the proper use of District prescribed cleaners, the proper use of mechanical equipment, universal hazard communication classifications, and hazardous contaminants to include COVID-19 . In addition, the training must Inform staff of the specific hygiene practices that must be followed. Additional safety training may be required based on federal, state or local regulations.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE shall be selected and used to maintain workers health and safety. Personal protective equipment must be worn before entering spaces to be decontaminated. Recommended PPE items:

- Face Coverings. Face coverings must comply with Center for Disease Control (CDC) applicable Federal, State and Local requirements. Face covering may include disposable masks, washable masks or bandanas. Face coverings must be assigned to individual staff and shall not be shared.
- Eye Protection. Eye protection is required during cleaning activities and may consist of face shields or goggles.
- Hand Protection. Disposable gloves are required and may consist of either nitrile, rubber or latex.

Note: All disposable masks, gowns and gloves must be disposed of after use. **Do not reuse.** PPE should be removed in a manner that minimizes the potential for exposure to mucous membranes (e.g., to the eyes, face, mouth) and placed into sealed bags (preferably red biohazard waste bags).

DISTRICT PRESCRIBED CLEANERS & DISINFECTANTS

Following is a list of cleaners and solvents approved for use by District. Ensure that product is used for its intended purpose. Using a cleaner or solvent for something other than its original intent could provide for a hazardous and possible risk to human health.

All Purpose Cleaner

Use: Product Central 130 Peroxide Multi-Surface Cleaner

Method: Daily use on most surfaces such as counter tops, desktops, floors, walls, etc.

All Purpose Degreaser

Use: Stetson Product Central 106 Citrus Degreaser

Method:

1. For everyday use on floors/walls, desktops, counters, etc.
2. Dispense concentrated amount of solution from dispensing system and proceed with cleaning.
3. General-purpose heavy-duty cleaner for graffiti, petroleum and food grease, smudges, ball point ink, rubber marks and most other soil films.
4. Dispense concentrated amount of solution from dispensing system, proceed with cleaning.
5. No rinsing required, just spray and wipe.

Glass Cleaner

Use: Product Central 101 Neutral and Glass Cleaner

Method: Daily use on glass and other surfaces. Cleans grease, grime, soap film, finger marks and smoke. Dispense concentrated amount of solution from dispensing system proceed with cleaning. No rinsing required, just wipe clean.

Disinfectant

Use: Product Central 103 Disinfectant

Method: Daily use, a broad-spectrum hospital grade disinfectant for use in bathrooms, showers, nurses' quarters, desktops and floors. Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinsing.

Absorbing Deodorant

Use: Saving Scent 24 x 11oz

Method:

- As needed for vomit, garbage, wet ashes, urine, feces, etc.
- Apply on damp or wet surface. After removal of large debris use point of use carpet extractor with Neutral Disinfectant to properly clean remaining area.

Scale and Lime Remover

Use: Kaboom Pro Descaling Cleaner

Method: Follow manufacturer's instructions for initial de-liming or dishwashing machines, steam tables and all areas that have lime build-up.

Mar and Spray Paint Remover

Use: Motsenbacher #3 Graffiti Remover

Method:

- As needed for removal of ink, crayons, spray paint, etc.
- Spray on surface and wipe with a clean cloth.

Stainless Steel Cleaner

Use: Product Central 120 Peroxide Multi-Surface Cleaner

Method:

- As needed for removal of water or oil-based stains, grease. Spots, spills and smudges on stainless steel equipment and appliances.
- Spray on surface and wipe with a clean cloth.

GENERAL CLEANING PROCEDURES

Clean minimal hand-contact hard surfaces:

- Clean hard surfaces that have minimal contact with a disinfectant
- Methods for disinfecting hard floors include wet mopping and wet vacuuming.
 - Disinfectant solutions used for mopping must be replaced regularly, after every three or four rooms, at no longer than one-hour intervals.
 - Replace soiled cloths and mop heads with clean ones every time the disinfectant solution is replaced, after every three or four rooms.
 - A source of contamination in the cleaning process is the cloth or mop head. Never leave cloths or mop heads to soak in dirty cleaning solutions.
 - Cloths and mop heads must be decontaminated by immersing in 10 percent bleach solution for a contact time of 20 minutes. Then rinse mop heads and cloths with cool water and allow to dry completely before reuse.
 - Single-use, disposable cleaning cloths and mop heads can also be used as an alternative. If using disposable cleaning cloths and mops, place into a plastic bag before disposal.
- After cleaning, remove all disposable PPE and place into a plastic bag before disposal.
- Wash hands and forearms thoroughly, or scrub, for at least 20 seconds with soap and warm water after removing PPE.

Disinfect frequent high hand-contact surfaces:

- For counters, doors, handrails, bathrooms and other hard surfaces such as plastic, glass or metal, pour an EPA-registered disinfectant gently into a cleaning cloth or use disinfectant wipes and wipe down the surfaces. Allow the surfaces to dry completely.
- Place disposable wipes in plastic bags for disposal.
- After cleaning or disinfecting, remove all disposable PPE and place in a plastic bag for disposal.
- Wash hands and forearms thoroughly, or scrub, for at least 20 seconds with soap and warm water after removing PPE.

Cleaning soft surfaces

- Surfaces that are soft or made of cloth, such as furniture maybe cleaned using an EPA disinfectant applied using a hand or back-back type of sprayer.
- The cloth surfaces are sprayed and allowed to dwell per manufacturers recommendations. Excess disinfectant may be removed after the specified dwell time has been achieved.

Trash and recycling receptors

- PPE is required to empty trash and recycling receptors.
- Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag.
- Replace plastic liners only when soiled or otherwise needed.
- Wipe clean receptors with a disinfectant
- Note: Remove lunch trash immediately following lunch.

CLEANING PROCEDURES – FUNCTIONAL AREAS

This section discusses cleaning procedures by function. It provides information on daily, weekly, and other cleaning procedures in these areas:

1. Entrances, lobbies, and corridors.
2. Classrooms and laboratories.
3. Offices, lounges, and conference rooms.
4. Restrooms, locker rooms, showers and dressing areas.
5. Cafeterias and lunch areas.
6. Shops and other services areas.

Entrances, Lobbies and Corridors

Entryways and corridors should be swept as often as necessary to avoid buildup of dirt. Entryway floor mats must be cleaned periodically with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying.

Daily:

- Empty waste receptacles, remove debris.
- If floor is resilient tile, dust mop the floors. Pick up soil from floor dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Disinfect drinking fountains. (*see following procedures*)
- Clean entrance door glass and handles.

Weekly:

- Dust the tops of fire closets, extinguishers and window casings. (Low dusting, below 5 feet.)
- Clean glass partitions, display cases, and interior door glass.
- Spot-clean, using a disinfectant, finger marks and smudges on walls, door facings, and doors.
- Dust furniture.
- Restore floor finish on non-carpeted floors.

Monthly:

- High dust vents, lights, pipes, venetian blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5 feet.)
- Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean, as necessary.

Classrooms and Laboratories

Daily

- Tables and desks must be wiped clean with a disinfectant.
- Empty waste receptacles and replace liners.
- Vacuum traffic patterns on carpet floors; remove gum and soil spots.
- Dust-mop and wet-mop tiled floors.
- Disinfect door handles and light switches
- Clean whiteboards and trays.

Weekly

- Dust furniture surfaces and damp clean desk and tabletops. (Low dusting, below 5 feet.)
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Vacuum upholstered furniture

Office, Lounge and Conference Rooms

Daily

- Empty waste receptacles and damp clean.
- Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
- Dust-mop and wet-mop tiled floors
- Disinfect door handles and light switches

Weekly:

- Dust furniture surfaces and damp clean desk and tabletops. (Low dusting, below 5 feet.)
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Vacuum upholstered furniture

Restrooms

Daily:

- Empty waste receptacles and change liners.
- Thoroughly clean and disinfect toilets and urinals. (*see following procedures*)
- Thoroughly clean and disinfect shower rooms and dressing rooms.
- Restock dispensers: soap, paper towels, toilet tissues and dressing rooms.
- Clean mirrors; clean basins; polish stainless steel and chrome surfaces.
- Dust mop and wet mop floors with disinfectant solution.

Weekly:

- Damp clean and polish partitions thoroughly.
- Pour at least one gallon of water down floor drains.
- Dust wall and ceiling vents.

- Clean doors and wall tile.

Cafeterias and Lunch Areas

Daily:

- Empty waste receptacles and replace liners.
- Dust-mop and wet-mop tiled areas.
- Vacuum carpeted areas and mats; remove gum and soil spots.
- Disinfect drinking fountains.
- Thoroughly clean furniture and benches with a disinfectant.

Weekly:

- Clean glass partitions, display cases, and interior door glass.
- Spot clean walls.
- Dust furniture, fire closets and extinguishers. (Low dusting, below 5 feet)
- High dust vents, lights, pipes, venetian blinds, and connecting vertical and horizontal wall surfaces. (High dusting, above 5 feet.)

Shop Areas

Daily:

- Empty waste receptacles and replace liners, dust-mop and spot-mop floors.
- Students and Instructors to clean equipment using disinfecting cleaners
- Hand tools are cleaned after use with disinfecting cleaners

Weekly

- Mop floors with detergent solution.

CLEANING PROCEDURES – FIXTURES

Drinking Fountains

Daily:

- Use spray bottle or bucket with water and disinfectant solution to spray over all surfaces.
- Agitate with clean cloth, small brush, or paper towel.
- Rinse.
- Use a clean cloth or paper towel to wipe dry and polish chrome and other surfaces.

Sinks and Wash Basins

Daily:

- Use spray bottle with disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
- Let it sit a minute, and then scrub with paper towel.
- Use a small amount of fine cleanser if necessary.
- Rinse as necessary and polish with clean cloth or paper towel.
- Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
- Clean pipes underneath sink daily as part of the procedure.

Mirrors

Daily:

- Spraying lightly with a glass cleaner with a disinfectant solution and wiping dry and/or polishing with a clean paper towel.

Urinals and Toilet Bowls

Daily:

- Flush toilet and/or urinal.
- Use disinfectant and toilet brush and swab inside of bowl using solution.
- Flush toilet and rinse swab or brush in clean water before proceeding to next fixture.
- Spray germicidal/disinfectant solution on toilet seat (both sides), and all the outside surfaces of the fixtures (toilets and urinals).
- Let stand a minute or specified dwell time.
- Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

Note: Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Benches

Daily:

- Spray with disinfectant solution and scrub or wipe dry with clean cloth.

Showers

Daily:

- Wipe down walls with disinfectant solution and cloth, wedge mop, sponge mop, or brush. Let solution stay on walls a minute or manufactures specified dwell time.
- Scrub or agitate solution to loosen soil and scum. Rinse with clean water.
- Polish handles, shower heads, and other hardware and wipe dry.
- Clean hair, etc. from shower drain.

Appendix A

Cleaning Forms

RESTROOM CLEANING INSPECTION CHECKLIST

Building: _____

ROOM NUMBER: _____

Direction: Please initial and date any of the tasks you have completed in this room. Note floor cleaning and finishing is on the other side of the checklist.

Task	Initial	Date
1. Dust and clean ceiling and corners		
2. Replace burned out light bulbs		
3. Submit work orders for ballasts that need replacing		
4. Wash light covers/grates		
5. Wash and clean exhaust and intake vents – remove grates		
6. Clean and disinfect walls / shelves		
7. Clean blinds – take down and wash		
8. Wash, clean and disinfect counter tops sink / faucet		
9. Wash and clean windows (inside/outside)		
10. Clean and disinfect soap, paper towel and toilet paper dispensers		
11. Clean and disinfect partition doors		
12. Clean and sanitize trash cans / re-line with new trash liner		
13. Clean blinds / shades		
14. Dust / sweep floor		
15. Clean mirrors; chrome and glass		
16. Clean floor drains – refill with water		
17. Clean baseboards / corners		
18. Wash doors completely; (frame jams, tops, sides, glass inside and out, hinges, knobs)		
19. Clean and disinfect toilets; valves (change batteries if need be)		
20. Clean and disinfect urinals; valves (change batteries if need be)		
21. Dust and wash ledges and all horizontal surfaces		

22. Clean and disinfect sanitary dispensers		
23. Clean floors with bristle brush, pad or mop; follow up with a rinse		

Ladder Safety Tips

1. Never use a damage ladder.
2. Always face the ladder when working on same side.
3. Do not lean over the side of the ladder to over-reach.
4. Never stand above the third rung from the top.
5. Do not allow more than one person on a ladder at a time unless designed for two people.
6. Do not use a ladder if you are tired, dizzy, or fatigues.
7. Do not reach beyond a safe comfort zone.

Supervisor/Principal or Designee Signature _____ Date _____

GENERAL CLEANING INSPECTION CHECKLIST

BUILDING: _____

ROOM NUMBER: _____

Direction: Please initial and date any of the tasks you have completed in this room. Note floor cleaning and finishing is on the other side of the checklist.

Task	Initial	Date
1. Dust and clean ceiling and corners		
2. Wash light covers/grates		
3. Wash and clean exhaust and intake vents – remove grates		
4. Dust and clean walls – wash as needed		
5. Clean blinds – take down and wash		
6. Wash and clean windows (inside/outside)		
7. Wash and clean screens		
8. Dust and clean tops of lockers and shelves		
9. Wash and clean drinking fountains		
10. Vacuum mats / walk off rugs		
11. Change filters on all units as required		
12. Remove gum and graphite from floors, furniture, and walls		
13. Wash desks, tables, etc. thoroughly (top, bottom, inside)		
14. Wash doors completely; (frame jams, tops, sides, glass inside and out, hinges, knobs)		
15. Dust and wash as required hanging maps, corkboards and projection screens		
16. Dust and wash ledges and all horizontal surfaces		
17. Clean stairwells, under stairwells and stair trends / risers		
18. Reserve the carpet van to clean all carpeted area / extract carpet		
19. Clean and disinfect soap and paper towel dispensers / refill		
20. Clean and disinfect bleachers, sweep under bleachers		

21. Clean handrails, baseboards and corners		
22. Clean and disinfect trash cans / re-line with new trash liner		
23.		
24.		

Ladder Safety Tips

1. Never use a damaged ladder.
2. Always face the ladder when working on same side.
3. Do not lean over the side of the ladder to over-reach.
4. Never stand above the third rung from the top.
5. Do not allow more than one person on a ladder at a time unless designed for two people.
6. Do not use a ladder if you are tired, dizzy, or fatigued.
7. Do not reach beyond a safe comfort zone.

Supervisor or Designee Signature _____ Date _____

Appendix B:

Message to a school community when a student, teacher, or staff member has been identified as a case.

Dear members of the XXX School community,

We have learned that a staff member/student of XXX Big Lift Inspiring Summers Program has tested positive for COVID-19. The staff member/student did _____ did not _____ (check appropriate box) display any symptoms of illness while at school. Date of exposure _____.

While we know this news can be concerning, I wanted to reassure you that we are following our established protocol for addressing cases in the school community, which includes the following:

- County Health has been in touch with those people who are considered contacts of the individual with COVID-19 and those individuals have been instructed to self-quarantine for 14 days.
- Inspiring Summers response will be to cancel school for the entire classroom group that may have been exposed. Those parents will be notified that the program is cancelled. We recommend that all members of that particular classroom, including staff, self-quarantine for 14 days and monitor symptoms.
- We will confirm that the individual infected is under a doctor's care and is self-isolating at home.
- We will confirm that other members of the household are also in self-quarantine.
- Custodians are taking immediate measures to sanitize and disinfect all areas and surfaces of the school site with district prescribed cleaners and disinfectants.
- We are consulting the San Mateo County Health Department to determine whether cleaning measures are adequate to keep the school campus open, or if a temporary closure is necessary. We will provide information to all families about any schedule changes.
- We will be in communication with the school community that a confirmed Case has been identified and outline for them what actions are being taken for a safe return to school.
- Privacy for all student and staff health and medical information will be maintained at all times. We cannot share more information.
- Once all the steps for insuring a safe return to school are met, we will resume school.

Finally, there are concrete things we can all do to keep ourselves and families healthy and safe: practice good hygiene, wear face coverings and practice social distancing when outside of our homes, and avoid public gatherings. For more information about COVID-19, please go to:

www.coronavirus.gov

Appendix C:

Suggested message to a school community when a student, teacher, or staff member has been identified as a *contact to a case*.

Dear XXX School Big Lift Families,

We have learned that a child/staff of XXX Big Lift Inspiring Summers Program has been in contact with a person who tested positive for COVID-19 in Cluster (insert name/grade level of cluster). The child/staff was not sick and was without any symptoms while at school. Date of exposure was (insert date).

While we know this news can be concerning, we wanted to reassure you that we are following our established protocol for addressing contact cases in the school community, which includes the following:

- County Health has been in touch with those people who are considered contacts of the individual with COVID-19 and those individuals have been instructed to self-quarantine for 14 days.
- We have confirmed that the individual infected and the child/staff is self-isolating at home.
- We confirm that other members of the household are also in self-quarantine.
- Custodians are taking immediate measures to sanitize and disinfect all areas and surfaces of the school site with district prescribed cleaners and disinfectants.
- The scholars will be relocated to a different classroom as of (insert date) in order to complete the sanitization and disinfection process and will return to the classroom on (insert date).
- Our on-site health technician will closely monitor the health of all the children/staff in the potentially exposed cluster.
- We will be in communication with the school community that a confirmed contact has been identified and outline for them what actions are being taken.
- Privacy for all student and staff health and medical information will be maintained at all times. We cannot share more information.

Finally, there are concrete things we can all do to keep ourselves and families healthy and safe: practice good hygiene, wear face coverings and practice social distancing when outside of our homes, and avoid public gatherings.

For more information about COVID-19, please go to: www.coronavirus.gov. You can also visit our SSFUSD BLIS Website for more resources: <https://sites.google.com/ssfusd.org/blis2020/home>

Sincerely,

Estimadas Familias de XXX Big Lift,

Hemos sabido que un niño / personal del Programa de veranos inspiradores de XXX Big Lift ha estado en contacto con una persona que dio positivo con COVID-19 en el Grupo (insert cluster/grade level). El niño / personal no estaba enfermo y no tenía ningún síntoma mientras estaba en la escuela. La fecha de exposición fue (insert date).

Si bien sabemos que esta noticia puede ser preocupante, queríamos asegurarle que estamos siguiendo nuestro protocolo establecido para abordar los casos de contacto en la comunidad escolar, que incluye lo siguiente:

- El Condado de Salud ha estado en comunicación con aquellas personas que se consideran contactos de la persona con COVID-19 y esas personas han recibido instrucciones de ponerse en cuarentena por 14 días.
- Hemos confirmado que la persona infectada y el niño / personal se auto aíslan en casa.
- Confirmamos que otros miembros del hogar también están en cuarentena.
- Las personas de la limpieza están tomando medidas inmediatas para sanitizar y desinfectar todas las áreas y superficies del sitio escolar con limpiadores y desinfectantes autorizados por el distrito.
- Los estudiantes serán reubicados en un aula diferente a partir del (insert date) para completar el proceso de sanitización y desinfección y regresarán al aula (insert date).
- Nuestro técnico de salud en la escuela monitorea de cerca la salud de todos los niños / personal en el grupo potencialmente expuesto.
- Nos comunicaremos con la comunidad escolar cuando se haya identificado un contacto confirmado y les describiremos qué acciones se están tomando.
- La privacidad de toda la información médica y de salud de los estudiantes y el personal se mantendrá en privado en todo momento. No podemos compartir más información.

Finalmente, hay cosas concretas que todos podemos hacer para mantenernos saludables y seguros a nosotros mismos y a las familias: practicar una buena higiene, usar mascarillas y practicar el distanciamiento social cuando estamos fuera de nuestros hogares, y evitar las reuniones públicas.

Para más información acerca del COVID-19, por favor visite el sitio web: www.coronavirus.gov. Usted puede visitar nuestro sitio web de SFUSD BLIS para más recursos. Por favor visite: <https://sites.google.com/ssfusd.org/blis2020/home>

Sinceramente,