Appendix C: Sample Classroom, Nurse, and Custodial Guidelines and Posters

Appendix C.1. Sample Policy and Work Practice: Classroom

Introduction

Unauthorized cleaning products may contain hazardous ingredients that can pose dangers to the user and other building occupants. Disinfectants are not cleaning products, they are antimicrobial pesticides designed to kill microbes. Health dangers of cleaning and disinfectant products include but are not limited to triggering an asthmatic or allergic reaction, chemically burning skin, and causing blindness. Safety hazards include fire, chemical reactions if stored with an incompatible product (e.g., bleach and ammonia form a toxic gas), and spills.

Classrooms do not have the proper storage for these products, and teachers do not have the proper training and personal protective equipment (PPE) to use these products safely. Thus, __________ School District (School) has obtained products that are safe for the user, other building occupants, and the environment. Custodians are trained to use these products safely.

Cleaning Products for Staff Use in the Classroom

- **Provision of cleaning product:** The School will provide every school building with a third-party-certified, all-purpose cleaner for classroom use. Staff members are to use only this approved cleaning product and is prohibited from bringing in cleaning products, disinfectants, air fresheners, and pesticides from home.

- **Recipients of cleaning product:** All classrooms will receive a labeled spray bottle for use in the classroom, if requested.

- **Uses of cleaning product:** The cleaning product is for staff to use when cleaning surfaces and teaching aids in the classroom or office. This product can be used on any nonporous surface. For purposes of minimizing the dispersion of the cleaner, it is recommended that the product be sprayed onto a cloth, and the saturated cloth used to wipe the surface to be cleaned.

- **What to do for addressing disinfection and other cleaning needs:** If the classroom/office cleaner does not clean a particular item to staff satisfaction, or when staff members need a disinfectant or have a blood or body spill, the custodian (who is trained to select and use the appropriate product for the job) should be contacted. The cleanup may or may not take place after school hours.

- **Refill of product:** When a spray bottle is empty, staff members are to contact the building custodian to get it refilled. This bottle is not to be refilled with any other product or chemical, not even water.

- **Storage of cleaner:** The spray bottle should be kept out of the reach of children at all times, in a secure location.

- **Cleaning desktops:**
  1. Wash desks with a third-party-certified, all-purpose cleaner and a microfiber cloth.
  2. Rinse and/or wipe desks if required.
  3. Rinse cloth in clean water after each desk.
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4. Reapply the cleaning solution for the next desk.
5. After the cleaning process is complete, rinse out microfiber cloths and hang to dry, or leave for pick up by the custodial staff.

Disinfection in the Classroom

Guidelines for routine and special-event disinfection

- Staff members are prohibited from bringing in their own disinfectant products.
- Disinfection should be conducted by the custodial staff as part of their cleaning and disinfecting protocol, except in special circumstances approved by the principal.
- If there is a need for disinfection in a classroom, a teacher will contact a trained custodian to do the disinfection.

Protocols for staff use of disinfection

If the use of disinfectant products is allowed by teachers or other staff, the following guidelines apply:

1. The School will:
   a. Supply an approved disinfectant product in a properly labeled container.
   b. Train staff on the proper use and storage of disinfectants and on the Hazard Communication Standard Right to Know Law. Right to Know training will provide information on how to manage the product, what the health and safety precautions are, and how to respond to an exposure or spill in the classroom.
   c. Provide recommended PPE as specified on the product’s material safety data sheet (MSDS) or label, such as chemical-resistant gloves.

2. Teachers will:
   a. Use only products supplied and labeled by the School.
   b. Not allow students to use disinfectant products and will not use disinfectant products until students have left the building. The developing bodies of children are much more susceptible to the effects of chemicals than the bodies of most adults. Disinfectant sprays and wipes may contain ingredients that are recognized as asthmagens, and scented products may contain ingredients identified as hormone disruptors.
   c. Store disinfectants with compatible products in a secure area away from student access. The product’s MSDS directs how to safely store the disinfectant. Improper storage of disinfectants is a major problem in classrooms, where toxic combinations of products (e.g., bleach and ammonia) are typically stored together and accessible to students.
Appendix C. Sample Poster for Cleaning Surfaces for Infection Control: School Custodians

Introduction

Schools have several types of surfaces that require cleaning; only some surfaces need disinfecting, depending on specific circumstances. The Centers for Disease Control and Prevention recommends regular cleaning as a prevention strategy against H1N1 (Influenza A) and other flu types and germs. Best practice is to clean touch points more frequently rather than disinfect them. Disinfectants are antimicrobial pesticides that can be toxic and pose a hazard to students and staff. Custodians receive an occupational exposure from daily use. Unless specified, the following surfaces need to be cleaned only. The cleaning products recommended have been independently third-party certified by Green Seal and/or EcoLogo.

### Desks, Work Tables, and Computer Keyboards – Shared

**Products:** An all-purpose cleaning product and a high-quality microfiber cloth. Keyboard covers are more easily cleaned than the keys.

**Recommended cleaning schedule:**
- Routine: Clean daily.
- During outbreak of gastrointestinal illnesses or flu: Clean in between uses or after each group session.

### Desks, Work Tables, and Computer Keyboards – Not Shared

**Products:** An all-purpose cleaning product and a microfiber cloth.

**Recommended cleaning schedule:** Clean weekly or as needed.

### Cafeteria Tables and Floors

**Products:** A cleaning detergent that removes dirt and allergenic protein matter, and high-quality microfiber cloths/mops (instead of a sponges, which are not recommended due to their potential to spread contamination).

**Recommended cleaning schedule:** Clean after each use, before the next group arrives.

### Other Surfaces Touched by a Variety of Hands (phones, light fixtures, stair railings, door knobs and push bars, elevator buttons, water fountains, etc.)

**Products:** An all-purpose cleaning product and a high-quality microfiber cloth.

**Recommended cleaning schedule:**
- Routine: Clean daily.
- During outbreak of gastrointestinal illnesses or flu: Clean touch points in between classes or periodic events.

### Bathrooms, Showers, and Locker Rooms

**Products:** A bathroom cleaner for all bathroom surfaces and facilities, and a disinfectant approved for broad-spectrum use with claims for fungi and methicillin-resistant Staphylococcus aureus. Use disinfectant only on surfaces touched by a variety of people (sink and toilet handles, door knobs, toilet seat, soap and towel dispenser) and high-risk surfaces (shower room floors).

**Recommended cleaning and DISINFECTING schedule:** Clean and disinfect daily.

### Floors in Classrooms and Hallways

**Products:** A neutral floor-cleaning product specific to flooring material that removes dirt year-round and salt in the wintertime, and a microfiber mop.

**Recommended cleaning schedule:** Clean daily.
Appendix C: Sample Classroom, Nurse, and Custodial Guidelines and Posters

Appendix C.3. Sample Policy and Work Practice: School Nurse Disinfection and Sanitation Guidelines

Introduction

Hazardous materials are used throughout school buildings for cleaning, maintenance, curricular and office activities. These materials may present hazards to those using them and those exposed to them.

Disinfectants are not cleaning products, they are antimicrobial pesticides that are designed to kill microbes. Disinfectants do not clean, and cleaners do not disinfect. A surface must be cleaned and rinsed prior to being disinfected.

Disinfectants may be toxic, and exposure can occur through inhalation, skin contact, ingestion, or injection. The health dangers of disinfectant and sanitizing products include but are not limited to triggering an asthmatic or allergic reaction, chemically burning skin, and causing blindness. Safety hazards include fire, chemical reactions if stored with an incompatible product (e.g., bleach and ammonia form a toxic gas), and spills.

Often users of these products are not aware of the products’ hazards and related precautions. Even with awareness, there is still a potential for accidents to happen, such as inhalation of vapors and contact with skin or eyes. This section provides information that will help nurses prevent and respond to an emergency involving a hazardous cleaning or disinfectant product.

Responsibilities of the Nurse

- Know the types, locations, and hazard level of hazardous products used in the building.
- Be aware of student and staff allergies and other potential health and safety hazards that can result from the use of hazardous cleaning and disinfectant products.
- Be aware of correct roles and procedures for use of disinfectants, including what surfaces can be disinfected, and when and how to disinfect.
- Understand how to interpret use, management, and emergency first aid procedures located on the product label and in the product’s material safety data sheet.
- Know the locations, specifications, and proper use of an emergency eye wash station and deluge shower for use in responding to a chemical exposure.
- Educate staff about the location and use of a first aid kit and other safety equipment, where applicable.
- Educate staff about the differences between cleaning, sanitation, and disinfection. Provide staff with information about approved cleaning procedures and products and the correct application of disinfectants (for bloodborne pathogen spills, methicillin-resistant Staphylococcus aureus risk, or vomit or feces incident). Only trained staff members who have proper personal protective equipment (PPE) and approved products are allowed to disinfect.
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Important Considerations

• Unapproved cleaning products and disinfectants brought in from home, and institutional cleaning and disinfectant products used in the classroom may contain hazardous chemicals, which can cause severe health reactions. Staff should not bring in products from home for use in the school.

• Products used in curricular activities and for building maintenance may also be hazardous.

• Disinfectants should be used with adequate ventilation (the ventilation system needs to be on or a window needs to be opened).

• Disinfectants should be used only on nonporous surfaces after the object has been cleaned and rinsed.

Work Practice

• Protect Yourself
  o Use PPE as required by the label, such as chemical-resistant gloves and eye protection.

• Protect Yourself and Building Occupants
  o Schedule disinfection activities during periods of lowest occupancy, whenever possible.
  o Make sure that the heating, ventilating, and air conditioning system is running, or open a window during product use.

• Prepare Surface
  o Wash surface with a third-party-certified all-purpose cleaner.
  o Rinse surface.

• Disinfect Surface
  o Use the smallest possible amount of disinfectant as recommended by the manufacturer to obtain the desired level of microbe control. More is not necessarily better: it may be more hazardous and creates waste.
  o Spray or squirt product on cloth whenever possible instead of spraying into the air to prevent exposing yourself and building occupants.
  o Allow time for disinfectants to react with the microbes to kill them (listed as dwell, contact, or kill time on the product label). Follow label directions for time required for the disinfectant to be wet on the surface and in contact with the microbes, which varies from product to product.
  o Rinse all high-touch areas if the product label requires this step.
  o Wipe or dry surfaces if the product label requires this step.
Appendix C: Sample Classroom, Nurse, and Custodial Guidelines and Posters

Appendix C.4. Sample Protocol Poster: Cleaning Up Blood and Body-Fluid Spills

Cleaning Up Blood and Body-Fluid Spills

Applicable to spills of blood, feces, and vomit on porous and nonporous surfaces

1. Secure Area and Notify Staff and Other Responders
   - Notify and remove others located in the area of the hazard.
   - Notify nurse, principal, and other responders of the incident.
   - Secure area using caution tape and any physical means available.

2. Prepare to Clean Up
   - Bring spill kit and sharps container (from nurse, if needed for disposal of sharp objects such as glass) to spill site if there is blood.
   - Review clean-up procedures in spill kit.
   - Remove supplies from kit and double-line bucket with two 2-mil plastic trash bags.
   - Use a disinfectant registered by the U.S. Environmental Protection Agency for disinfecting blood spills (see product label). Select a carpet sanitizer or cleaner for carpets; a disinfectant for hard surfaces.
   - Put on personal protective equipment (PPE). Always wear gloves, and assess the level of other protection needed:
     
     | If...                     | Then put on...               |
     |---------------------------|-------------------------------|
     | You could be splashed in the face... | A face mask or shield, or splash goggles |
     | You could be splashed on the body...  | An apron                      |
     | You could step in it and track it round... | Booties                     |

3. Remove Contaminated Objects from Spill
   - Use nonporous equipment such as a dustpan or tongs (not hands or vacuum) to pick up contaminated sharp items such as needles and broken glass.
   - Place contaminated items in the double-lined bucket, and sharp objects in the sharps container.

4. Remove Spill and Spill Waste
   - Cover all spills with absorbent powder and/or disposable paper or cloth towels.
   - Remove contaminated absorbent powder or towels with the kit dustpan.
   - Soak up any liquid absorbed into porous surfaces with disposable rags.
   - Place contaminated spill materials and disposable equipment in the double-lined bucket.

5. Wash and Rinse Area
   - Wash and rinse area with detergent and a disposable paper or cloth towel.

6. Disinfect the Area
   - Method of Application (leave disinfectant on the surface for the required contact or dwell time)
     - For horizontal surfaces, pour the disinfectant on.
     - For vertical surfaces, spray the disinfectant on cloth and wipe onto surface.
   - Remove the residual disinfectant with paper towels or cloth rags, unless label directions state otherwise.
     - For surfaces that do not come into contact with skin, rinse with water and air dry.
     - For surfaces that do come into contact with skin, rinse with water and dry with paper towels.
7. **Clean and Disinfect the Spill Equipment**
   - Wash, rinse, and then disinfect nonporous equipment such as tongs for 10 minutes.
   - Dispose of used paper towels and cloth rags in the double-lined bucket.
   - Remove contaminated clothing, double-bag in 2-mil bags, label, wash separately in laundry in hot water, and dry on high setting.

8. **Remove PPE – Assume Gloves Are Contaminated**
   - With gloves still on, remove and dispose of all PPE in the double-lined bucket, except for goggles.
   - Clean goggles with soap and water, then disinfect for dwell time (e.g., 10 minutes), rinse, dry.
   - Remove gloves and dispose of in the double-lined bucket.

9. **Dispose Spill Waste**
   - If the outside of the double-layer trash bag becomes contaminated, close it, insert into two new 2-mil bags, and close and seal this so it does not leak.
   - If there is free-flowing blood in the waste, (1) dispose of it in a red biohazard bag or put a biohazard label on the outside of the 2-mil bags, (2) bring to the __________ for storage until it can be disposed as biohazardous waste, and (3) call ________ for a pick up.
   - If the blood cannot be wrung out of the spill materials (not free-flowing), use the 2-mil bags and immediately dispose of it in the dumpster.
   - Return the sharps container to the nurse’s office.

10. **Follow-Up**
    - Immediately after spill clean-up, wash hands and other areas of the body that may have come into contact with the disinfectant or contaminants.
      - Wash for 20 seconds with liquid soap under hot running water.
      - If soap and water are unavailable, use waterless hand sanitizer, and then wash hands as soon as possible. The hand sanitizer will not work effectively in the presence of blood.
      - If there has been an unprotected exposure, immediately contact __________ at __________.
    - Allow reentry when
      - All materials are removed.
      - Area is clean and dry.
    - Return spill kit to designated storage location.
      - Ensure that it is restocked.
      - If additional supplies or more information are needed, call ____________.
    - Record incident in ____________, Including
      - Date and location of incident, staff and/or students involved, and any exposures.
      - Type of incident and related waste (blood, feces, vomit, etc.).
      - Type and location of disposal.
Appendix C: Sample Classroom, Nurse, and Custodial Guidelines and Posters

5. Sample Memo: Blood Spill Kit

Memorandum

************************************************************************************************
TO: All Custodians, Nurses, Athletic Directors, Food Service Staff, Bus Drivers
FROM: 
DATE: 
RE: Blood and Body-Fluid Spill Clean-Up Kits
************************************************************************************************

Instructions

This kit contains the personal protective equipment and supplies you need to safely clean up and dispose of spill materials from bodily substances (feces, vomit, body fluids, and blood).

1. When you use items from this kit, be sure to request replacement supplies from ____________.
2. ________________ should take an inventory of this kit monthly.

************************************************************************************************

Inventory of Supplies

Personal Protective Equipment

- Apron
- Booties
- Splash goggles and paper face mask, or goggles with face mask
- Chemical-resistant gloves for the specific product used

Spill Supplies

- Clean-up procedures
- Bucket
- Absorbent spill powder
- Ready-to-use disinfectant for bloodborne pathogens
- Disposable dustpan and scraper
- Caution tape
- Disposal bags – several 2-mil polyethylene trash bags & red bags with biohazard symbol
- Tongs for picking up sharps
- Paper towels and disposable cloth rags

Alcohol-based hand sanitizer (62%–70% ethanol) is to be used only in situations where hand-washing facilities are not immediately available. Remember to wear the gloves, and then wash hands immediately after the clean up is complete or if you are exposed.