



Cleaning and Ventilation Protocols

Addendum to 2017 General Cleaning Guidelines - COVID-19

(Updated August 2021)

The operating guidelines contained herein serve as an addendum to the Administrative Procedures adopted by the School District of Philadelphia in 2017, and in support of the Board of Education's School Cleanliness and Classroom Management Policy #703, revised Dec. 2018. The overarching goal of this supplement is to put into practice recommendations to keep spaces, surfaces and materials free from potential COVID-19 contamination.

These guidelines are based on the most up to date information available from the [Centers for Disease Control \(CDC\)](#), the [Pennsylvania Department of Health \(PDH\)](#), the [Pennsylvania Department of Education \(PDE\)](#), the [Philadelphia Department of Public Health \(PDPH\)](#) and the [CHOP Policy Lab](#). Guidelines are subject to modification as new information becomes available.

While completing these guidelines, custodial staff should wear gloves and required PPE as defined in the Health And Safety Protocols.

DEFINITIONS

- *Disinfecting* means using chemicals to kill germs on surfaces or objects. Disinfecting will be done using EPA registered cleaning supplies.
- *General Cleaning* means using OSHA or CDC cleaning agents to physically remove germs, dirt, and other impurities from surfaces and objects. This process does not necessarily kill germs, but lowers their numbers and the risk of spreading. General cleaning is most appropriate for all contact surfaces, especially high-touch surfaces.
- *High Touch* surfaces are surfaces that are handled frequently throughout the day by numerous people. These surfaces include doorknobs, light switches, phones, and bathroom fixtures. **These surfaces should be wiped down with an EPA registered disinfectant wipe, or with a towel and an EPA registered cleaning solution at least once a day or as often as needed (for example when visibly dirty).**

TYPES OF CLEANING

- *Summer Cleaning, including disinfecting (Schools)*
 - Summer cleaning is broad based cleaning performed at the end of the academic school year through August which includes deep cleaning and disinfecting of every accessible surface in the building.
 - Work is completed by custodial staff with the assistance/supervision of the Building Engineer.
 - This cleaning occurs July - August.
- *Preparatory Cleaning (Schools)*
 - Inspection of Summer Cleaning tasks by Building Engineer and recertification by Building Engineer of previous cleaning.
 - Custodial Staff will utilize equipment and antiviral/disinfecting supplies available to complete additional disinfection timed with initial re-entry to building.



- This cleaning will occur the week prior to re-opening a building.
- *Daily Cleaning (All Buildings)*
 - Occurs throughout the day, when the building is occupied.
 - Custodial Staff cleans the building following General Cleaning Guidelines.
 - Work is completed utilizing equipment and antiviral/disinfecting supplies that are available.
- *High Touch Cleaning (All Buildings)*
 - Custodial staff disinfect high touch points, at least once a day or as often as needed (for example, when visibly dirty).
 - Work is completed utilizing equipment and antiviral/disinfecting supplies that are available.
- *Specialized/Responsive Cleaning (All Buildings)*
 - Occurs when situations arise that require immediate custodial response. Examples include, but are not limited to, someone getting sick, a spill, etc.
 - Bodily fluid spill kits will be available along with all equipment and antiviral/disinfecting supplies.

HOW TO CLEAN AND DISINFECT

- *Hard (Non-porous) surfaces, ex: tabletops, doorknobs, bathroom fixtures, etc.*
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - For disinfection, use EPA registered disinfectant approved for use against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, and contact time, etc.
- *Soft (Porous) surfaces, ex: chairs, drapes, carpeting, etc.*
 - In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
 - Fog with EPA-registered disinfectant approved for use against COVID-19.
 - After disinfecting, if the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely (following instructions for whether they can be machine and/or air dried).
- *Electronics*
 - For electronics such as tablets, touch screens, keyboards, remote controls, etc, first remove visible contamination, if present.
 - Use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
 - If alcohol-based wipes are not available, pre-moisten a microfiber towel and wipe components with an EPA registered disinfectant approved for use against COVID-19. Dry surfaces thoroughly to avoid pooling of liquids



DAILY ENHANCE CLEANING STANDARD OPERATING PROCEDURES (SOPs):

- Increased disinfection of high touch surfaces in all buildings shall occur at least once a day or as often as needed (for example, when visibly dirty), including desks, doors/knobs, light switches, handrails, water fountains, bathroom fixtures, tables, chairs, etc. Custodial crews shall use an EPA registered cleaning agent, allow proper dwell time, and wipe clean as possible.
- Cleaning crews will mop all floor surfaces using EPA registered general floor cleaning agents.
- The custodial department will supply EPA registered disinfectant for the cleaning of tables or desks following breakfast and lunch periods.
- At the end of each operational day, after students and other staff have left the building, the custodial assistant or designee will fog/spray with EPA registered disinfectants in all classrooms, bathrooms, office spaces, hallways, elevators (if applicable), foyers, and vestibules.

SPECIALIZED/RESPONSIVE CLEANING SOPs

- When a situation arises during the day that involves a person being suspected of having the COVID-19 virus (whether due to presentation with one or more symptoms, and/or receipt of a positive test result for anyone symptomatic or asymptomatic), the following steps shall be taken:
 - Close off areas visited by the ill persons. If the area does not have a door, rope off the area to restrict access. Open outside doors and windows and, when possible, use ventilating fans to increase air circulation in the area. Exit the area and wait at least 24 hours before beginning cleaning and disinfection.
 - The ill person shall be contained in an isolation room until they can be exited from the building.
 - Following the 24-hour waiting period, cleaning staff should clean and disinfect all areas and items used by affected persons with EPA-registered disinfectants approved for disinfecting for COVID-19. Areas and items include, but are not limited to, classrooms, offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and copy machines), focusing especially on frequently touched surfaces.
 - When responsive cleaning occurs, the Custodial Assistant shall ensure that a cleaning checklist is completed and filed in the Building Engineer's office at the end of the cleaning shift.
- In accordance with and subject to change based on CDC guidelines, if it has been more than three (3) days since a person showing symptoms visited the building, additional cleaning and disinfection is not considered necessary. However, the District will conduct responsive cleaning following exposure to an individual who tests COVID-19 positive or after an extended building closure.

ADDITIONAL EFFORTS TO SUPPORT ENHANCE GUIDELINES:

- High Touch Cleaning - Personal Area/Work Area



- All employees and students will be required to disinfect high touch points in and around their work/personal space at least once a day or as often as needed (for example, when visibly dirty).
- These high touch points should be wiped down using a District supplied EPA registered disinfectant/antiviral wipe or towel and EPA registered disinfectant/antiviral cleanant.
- Staff and students who rotate to more than one location during the day should disinfect their work/personal space at the end of their time using the area.
- High touch points are defined as areas in the employee's or student's work space that are frequently touched. These items include, but are not limited to: desk, worktop surface, computer, including keys and mouse, telephone, and chair arms.
- EPA registered cleaning wipes or towels and EPA registered cleaning agent will be supplied for employees and staff to conduct high touch cleaning.
- EPA registered COVID-19 virucide and disinfectant cleaning supplies will be procured and maintained by the Department of Facilities Management and Services to support increased cleaning protocols in all buildings.
- Signage will be posted throughout the building identifying high touch areas and cleaning frequency.
- Cleaning/sanitizing checklist will be completed by the Custodial Staff responsible for the cleaning.
- Before students and staff return to school buildings, hand sanitizer dispensers with at least 60% alcohol based sanitizer will be placed at all the following locations:
 - entrances/exits
 - entryways of cafeterias
 - entryways of bathrooms
 - both ends of hallways
 - inside of Health Suites
- Hand sanitizing stations shall be maintained and functional at all times.
- Custodial staff will ensure that all handwashing sinks are operational and have clean running water, soap, and paper towels at all times.
- If a sink becomes inoperable, immediate steps will be taken to repair and a hand sanitizer will be provided in its place until the repair occurs.
- Each school building will be equipped with disinfecting equipment/supplies and custodial staff trained in daily cleaning practices, specialized/responsive cleaning, and enhanced disinfecting techniques. Custodial Staff will be trained to respond to emergency situations as they arise.



INCREASED VENTILATION

Following the guidance of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), dilution and filtration of air are the key fundamental focus measures for enhanced COVID-19 spread prevention. It is important to note that no two schools are alike and all of our more than 200 school buildings vary in design, complexity, and function.

Dilution and Filtration of Air

- In schools with central air conditioning or A/C units:
 - Outside air dampers will be adjusted to introduce more fresh air to blend with return air to increase air changes in rooms.
- In schools with no air conditioning:
 - Operable house fans will run during occupied hours.
 - Unit ventilators will be in operation during occupied hours.
- In schools with no air conditioning and inoperable house fans:
 - Bipolar ionization units will be provided for occupied areas as needed.

Specific measures include:

- Increase outdoor air ventilation (disable demand-controlled ventilation and open outdoor air dampers as indoor and outdoor conditions permit).
- Increase outside air mix with return air where possible without creating system damage.
- Disable DCV (Demand Control Ventilation) in systems equipped.
- Maintain proper building exhaust systems.
- Ensure proper function and security of windows.
- Improve central air and other HVAC filtration to the highest level achievable, when feasible.
- Seal filters to minimize bypass air.
- Additionally, air purifiers will be installed in all instructional spaces, gyms, cafeterias, and offices.

Additional System Enhancements Preparing for Building Re-Entry Include:

- Running outside and building exhausts for a minimum of 4 hours prior to occupancy.
- Conducting pre-flush-outs for air and water systems and ensuring HVAC systems are operating properly prior to occupancy.
- Maintaining humidity control with maximum indoor relative humidity < 60%.
- Maintaining minimum system performance during reduced occupancy conditions.
- Continuing cooling tower water treatment with appropriate adjustments.
- Keeping P and U traps filled with water and flush all water systems.
- Returning all control setbacks and set points to normal operating mode.
- Where possible, installing filters with minimum efficiency reporting values (MERV) 13, or the highest compatible with the filter rack.
- Confirming proper HVAC system operating parameters and establishing weekly inspection by the Building Engineer of ventilation system filters replacing at needed intervals.
- Monitoring building pressurization and exhaust daily.
- Reviewing HVAC measures implemented previously and assessing continuing needs.



CLEANING FREQUENCIES BY LOCATION

ENTRANCES, LOBBIES, RECEPTION, FOYERS –	FREQUENCY
Floors - swept and damp mopped/washed	Daily
Carpeted areas - vacuumed and spot cleaned	Daily
Waste receptacles - emptied and cleaned	Daily
Doors, including frames and handles Cleaned and disinfected on both sides	Daily or as needed
Stainless steel kick plates - wiped down	1 day per wk

STAIRS AND LANDINGS – COVID Enhanced Cleaning	FREQUENCY
Stairs and landings - swept and damp mopped/washed	Daily
Handrails - dusted and disinfected	Daily or as needed
Walls - spot cleaned to 6' high	Daily
Stainless steel kick plates - wiped down	1 day per wk

CORRIDORS, HALLWAYS - COVID Enhanced Cleaning	FREQUENCY
Floors - swept and damp mopped/washed.	Daily
Carpeted floors - vacuumed and spot cleaned.	Daily
Waste receptacles - emptied and cleaned.	Daily
Hydration Stations will be cleaned.	Daily or as needed
Walls - spot cleaned to 6' high.	Daily
Doors, including frames and handles - cleaned and disinfected on both side	Daily or as needed

ELEVATORS – COVID Enhanced Cleaning	FREQUENCY
Floors will be dust mopped and damp mopped/washed	Daily or as needed
Doors and walls - cleaned and disinfected	Daily or as needed
Glass ceiling panels - cleaned and disinfected	1 day per month
Stainless steel panels - wiped down	Daily or as needed

LOUNGES, STAFF ROOM – COVID Enhanced Cleaning	FREQUENCY
Upholstered furniture - vacuume	1 day per wk
Tables - cleaned and disinfected	Daily or as needed
Receptacles - emptied and cleaned	Daily



Walls - spot cleaned to 6' high	Daily or as needed
Stainless steel sinks - cleaned and disinfected	Daily or as needed

OFFICES – COVID Enhanced Cleaning	FREQUENCY
Floors - swept and damp mopped/washed	2 days per wk
Carpets - vacuumed and spot cleaned	3 days per wk
Wastebaskets and recycling bins will be emptied and cleaned.	Daily
Walls - spot cleaned to 6' high	Daily or as needed

BATHROOMS – COVID Enhanced Cleaning	FREQUENCY
All fixtures (ex: bowls, urinals, chrome surfaces, partitions) - cleaned and disinfected	Daily or as needed
Waste receptacles - emptied and cleaned.	Daily or as needed
All supplies replenished	Daily or as needed
Walls - spot cleaned floor to ceiling	Daily or as needed
Floors - swept and damp mopped/washed	Daily

LIBRARIES AND COMPUTER LABS – COVID Enhanced Cleaning	FREQUENCY
Carpets - vacuumed and spot cleaned.	Daily
Floors - swept and damp mopped/washed	Daily
Waste receptacles - emptied and cleaned	Daily
Desk, counters, sills and ledges - cleaned and disinfected	Daily or as needed
Doors, door glass and any partition glass - cleaned and disinfected	Daily or as needed
Walls, stairwells, railings, landings - spot cleaned to 6'	Daily or as needed

CAFETERIA SEATING AND CIRCULATION AREAS – COVID Enhanced Cleaning	FREQUENCY
Floors - swept and damp mopped/washed	Daily
Walls - cleaned and disinfected	Daily
Waste will be removed to outside container	Daily
Doors, door glass and any partition glass - cleaned and disinfected	Daily or as needed
Chairs, tables and table legs will be damp wiped	Daily or as needed
Waste containers - cleaned to include wiping of outside and washing inside with disinfectant.	Daily
Walk-off mats - vacuumed	1 day per wk



MEETING ROOMS, CONFERENCE ROOMS, MULTI PURPOSE ROOMS - COVID Enhanced Cleaning	FREQUENCY
Waste receptacles - emptied and cleaned	Daily
Carpets - vacuumed and spot cleaned	Daily
Upholstered furniture - vacuumed	1 day per wk
Tables - cleaned and disinfected	Daily or as needed
Walls- cleaned and disinfected	Daily
Chairs - disinfected	Daily or as needed

CLASSROOMS - COVID Enhanced Cleaning	
Floors - swept and damp mopped/washed	Daily
Waste receptacles - emptied and cleaned	Daily
Carpets - vacuumed and spot cleaned	Daily
Walls- cleaned and disinfected	Daily
Doors, door glass and any partition glass - cleaned and disinfected	Daily or as needed
Chairs - disinfected	Daily or as needed

NURSE'S SUITES AND ISOLATION ROOMS – COVID Enhanced Cleaning	FREQUENCY
All fixtures (sinks, basins, chrome surfaces) - cleaned and disinfected	Daily or as needed
Waste receptacles - emptied and cleaned as per medical waste disposal regulations.	Daily
Walls - spot cleaned to 6'	Daily
Floors - swept and damp mopped/washed with disinfectant	Daily
Sinks and fixtures - cleaned and disinfected	Daily

References:
[Latest CDC Guidelines](#)