

# Custodial Operations: High Touch Point Cleaning Procedure Personal Precautions during COVID-19



COVID-19 is a new virus that is spread by the respiratory droplets of an infected person to another who have close contact. The current information that has been provided by public health officials indicates that this virus is spread through droplet transmission involving:

- Close personal contact, such as touching or shaking hands.
- Contact with nose and throat secretions (e.g., coughing and sneezing).
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

Typically, droplets do not remain suspended in the air and will usually travel less than 2 metres.

## Symptoms of COVID-19

The 3 most common symptoms associated with COVID-19 are fever, cough and shortness of breath.

To access a DDSB workplace, staff must be:

- a. Symptom free of respiratory illness (fever, cough, runny nose, and shortness of breath).
- b. Have not been outside of Canada within the last 14 days from the date of entry to the school
- c. Have not cared for or had known contact with an individual with confirmed COVID-19 or COVID-19 like symptoms (fever, new cough, runny nose, difficulty breathing).

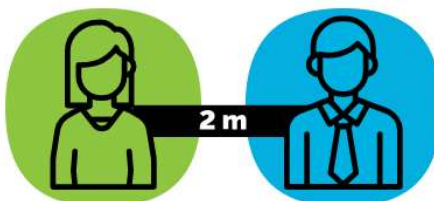
**If any of the conditions apply, then staff must not report to their school. Report the absence through the custodial absence reporting line. If employees start to develop symptoms while at work, they are to leave to go home and report it to their supervisor.**

If you are experiencing symptoms, the Ministry of Health self-assessment is found here: [self-assessment](#)

## Personal Precautions

### Keep a physical distance

If there are other staff in the building with you, maintain a physical distance of at least two metres.



### **Avoid sharing spaces and items**

If there are other people in your building with you, avoid the use of shared spaces wherever possible. Assign individual work in separate sections of the facility and stay in this assigned area for all of your breaks and when using the washroom. Ensure break areas and washrooms areas are disinfected daily. Utilize the staff room as an additional lunch/break area.

There are enough desktop computers in every school (e.g. custodial office, library) that each custodian can have access to their own computer. There is no need for anyone to share a computer.

If something does need to be shared, ensure it is cleaned and disinfected prior to another staff member using it.

### **Wash your hands**

Wash your hands with soap and water for at least 20 seconds frequently. This includes immediately after gloves are taken off, prior to eating, and before and after using the bathroom.

If you are unable to wash your hands, use hand sanitizer.

Review the following video for how to properly wash your hands:

<https://www.youtube.com/watch?v=ZLLzhpODUE8&t=2s>

### **Use respiratory etiquette**

These are measures intended to minimize the dispersion of large particle respiratory droplets when a person coughs or sneezes. This can involve coughing or sneezing into a tissue and disposing of it in a waste container and immediately washing hands or coughing and sneezing into the bend of your arm.

### **Keep the exterior doors locked**

Outside doors must remain locked at all times. No visitors or other staff are permitted to enter the facility (with the exclusion of supervisors) without permission from senior staff. You will be informed of any staff member expected to be in the building. Any contractor access will be scheduled and arranged with staff at the facility prior and contractors will work in isolation from board staff.

### **PPE**

When using cleaning products, always wear the disposable gloves and protective goggles (if splashes are likely). Clean hands before putting on gloves and immediately after taking them off.

When wearing gloves, it is very important to be cautious with what you are touching, as gloves can provide a false sense of security. Do not touch your face or your phone while wearing gloves. Ensure any surfaces that you touch while wearing gloves are disinfected.

Follow the proper techniques for removing gloves: <https://www.publichealthontario.ca/-/media/documents/ect-gloves-doffing.pdf?la=en>

\*Gloves are NOT a substitute for proper hand hygiene. Always wash you hands after wearing gloves\*

## Preparing the Disinfectant Solution

Follow proper dilution requirements for ES65-CS

Use	Ratio	
Disinfectant	1:12	317 mL of ES65 (per Litre of Water)

### Applications Instructions:

Using your micro fiber cloths and disinfecting solution in a pail (**not a spray bottle**), liberally wash down all touchable surfaces, paying close attention to the high touch point areas. Allow for a 5-minute dwell time. Change the solution in the pail every 30 minutes of active cleaning so that the cloth remains disinfected. Floor should be dust mopped and then wet mopped as required.

Soak used cloths in a disinfectant solution for 5 minutes, rinse, and hang to air dry.

### Enhanced Disinfection of High Touch Points:

***During the school closure, focus on high touch points in areas of the building that have been accessed. The guidance from Public Health Ontario recommends that touch points are disinfected twice daily and when visibly dirty.***

High Touch Points in Washrooms (including class washrooms, health rooms, change rooms, staff & barrier free): Door knobs/handles, light switches, push plates, accessibility bars, faucet handles and buttons, flush handles, stall latches, hand dryer buttons, product dispensers, paper towel dispensers, and accessibility buttons.

High Touch Points in Rooms (including classrooms, portables, library, staff rooms, gym, cafeteria): Door knobs/handles, light switches, push plates, faucet handles, drinking fountains, phones (wipe only), and pencil sharpeners.

High Touch Points in Common Areas (including hallways, entrances, stairwells, main office): Door knobs/handles, light switches, push plates, hand rails, drinking fountains and water bottle filling stations, locks on lockers, alarm keypad and accessibility buttons.

Guidance from Ontario Public Health recommends the disinfection of high touch points twice per day and when visibly dirt: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

\*Counters, tables and desk tops and touch points on chairs are to be disinfected daily. \*

## Well-Being

It is not only your physical safety but your well-being that also matters. We are living and working in unprecedented times. Shifting our work environments to meet the same or different expectations can put a strain on even our best coping skills. Be kind to yourself - find a balance – it is important to stay tuned in to what is happening but also know when it is time to take a breather.

Support is available. Access your Employee and Family Assistance Program (EFAP) 24/7 by phone, web or app.

- [www.workhealthlife.com](http://www.workhealthlife.com) or 1 844 880 9142 (TTY 1 877 338 0275).
- Download MY EAP app now at your device app store