



OBJECTIVES

The objective of this policy is to implement safe systems of work to protect staff and students from the transmission of infection from the surfaces and equipment. Regular cleaning and disinfection of schools is an important part of preventing and minimizing the spread pathogens in the school environment.

To decrease the spread of pathogens in school environment, we need to follow:

1. Personal Hygiene
2. Regular cleaning procedures
3. Proper disinfection and sanitizing procedures

SCOPE

Any equipment used or any other products which comes in contact with staff and students, then their bodily fluids may be contaminated by micro-organisms, therefore constitute a risk of cross infection.

Effective decontamination of equipment and surfaces is essential in reducing the risk of cross infection. The whole process of decontamination should begin at purchasing and acquisition of disinfectants and equipment. It is essential to establish methods of decontamination at the earliest stage of acquisition.

Suppliers have a responsibility to provide information on safe decontamination methods and chemical compatibility.

POLICY STATEMENT

The aim of disinfection is the reduction in the numbers of pathogenic organisms that required causing infection.

The distinction of Cleaning, Disinfection and Sanitizing is as follows:

- **Cleaning:** - The physical removal of dirt, grease and organic matter that reduces the number of micro-organisms present. It is essential pre-requisite for any surface/products prior to disinfection and/or sanitization.

Cleaning works by using soap or other detergents and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them.

- **Disinfection:** - The process of killing or removing pathogenic micro-organisms, except for bacterial spores and prions.

Disinfection works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.





- **Sanitization:** - This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Since, sanitizing is based on quantitative number of microbes killed it is most often used by a regulatory agency to certify the effectiveness of product.

GENERAL PROTECTION

Low risk surface such as floors, windows, etc. , where the likelihood of pathogen transfer from the surface is low are cleaned on daily basis. Daily cleaning is also recommended for frequently touched surfaces like desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones and toys. Disinfection is recommended for food areas, bathrooms and other high-risk areas.

The spread of pathogens can be minimized in schools by employing good personal hygiene, regular cleaning and the proper use of disinfectants.

- **Personal Hygiene**

The use of good personal hygiene by students, staff and visitors can greatly reduce the spread of pathogens in the school. These can be done through the following process:

1. *Proper Hand-Washing Hygiene:* Make sure all building occupants have access to adequate soap, water and drying mechanisms like air dryers or paper towels. Supply adequate training and signage on proper hand-washing techniques throughout the school.
2. Ensure Building occupants practice proper sneeze and cough etiquette with ample signage and training. Coughing into the elbow is an alternative when tissues are not available. Use tissues when possible to capture droplets and dispose of them in a waste receptacle after use.
3. Train coughing or sneezing students/staff to leave a 3-foot buffer between themselves and others.
4. Provide training to building occupants on the importance of not sharing drinks, cups, food and paper towels.

- **Regular Cleaning**

Cleaning is the manual removal of microbes, dirt, dust and allergens from a surface. Cleaning surfaces with microfiber cloths and mops and an all-purpose cleaner can be effective at removing 99.9 % of microbes. Most pathogenic microbes cannot live on a clean and dry surface for very long therefore physical removal of the nutrients (including dust) and moisture needed to survive and multiply is an effective first-step in preventing the transmission of diseases.

Basic Surface Cleaning Procedures

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





Cleaning schedule

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: 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. Sponges 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: Clean daily.

During outbreak of gastrointestinal illnesses or flu: Clean touch points in between classes or periodic events.

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.

• Disinfection

Disinfecting is a process that kills or irreversibly inactivates microbes (bacteria, fungi, and viruses) present on a nonporous surface but does not necessarily kill their spores. The product label identifies which microbes it has been tested to kill or inactivate. Disinfectants accomplish this by breaking down the microbes' cell walls or by otherwise deactivating them.

Disinfectants should be used for bathrooms, showers, locker rooms, child-care facilities with diaper changing stations, food preparation surfaces where disinfection or sanitization is required, for blood borne pathogens cleanup and any other high-risk areas. High-risk areas are locations where there is a higher risk for blood borne incidents, skin contact (MRSA risk), or contact with feces and body fluids. Examples of high-risk areas include the nurse's office, athletic areas, and childcare centers. These surfaces and areas should be cleaned and disinfected daily.

Cleaning first and then applying the disinfectant for the recommended dwell time ensures that you are truly disinfecting the surface and not creating microbial resistance.

Disinfection

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Disinfection Protocol

1. *Select* – Identify the least product that will control the targeted. Look for an HMIS or NFPA Health Rating of 0-1 applied to the product as used. The rating may be found on the product's label and/or material safety data sheet (MSDS).
2. *Clean* – Clean the surfaces to be disinfected with a third-party certified all-purpose cleaner and a microfiber cloth first. Rinse or wipe the surface as required.
3. *Ventilate* - Make sure there is ventilation in the work area, e.g., an open window or an operating HVAC system.
4. *Use proper personal protective equipment (PPE)*-such as chemically resistant gloves, if required by the label. Other PPE such as respirators or coverall may also be required per the MSDS or the label
5. *Dilute the Product* - Follow the label instructions for the proper dilution ratio, if the product is a concentrate. Follow the manufacturer's instructions exactly. If using a concentrated product, do not add more concentrate hoping to create a more effective or stronger solution. This is wasteful, can actually be less effective and may leave a harmful residue behind that could cause skin rashes and other harmful health effects for students and staff.
6. *Apply to the Surface* - Use a pump-spray or squirt bottle to apply the product by:
 - a. Saturating the microfiber cloth with the disinfectant and wiping the surface leaving a wet film. Make sure there is enough disinfectant on the cloth to cover the surface to be disinfected and ensure that it will remain wet for the required dwell time. Spraying into the cloth first minimizes the dispersion of product into the air where it can be inhaled.
 - b. Directly squirting the solution on the surface and using a microfiber cloth to distribute evenly.
7. *Dwell Time* – Leave the disinfectant on the surface for the amount of dwell time (time needed for the disinfectant to kill the microbes) required on the product label.
8. *Remove Residue* - Rinse or wipe the surface, if required. Rinsing removes any toxic residue that may be left on the surface that could be transferred to skin. Not all disinfectants leave a residue.
9. *Allow to Dry* – Allow the surface to dry before use.