


**STATE OF HAWAII**  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

November 3, 2021

TO: Deputy Superintendent  
Complex Area Superintendents  
Principals (All)  
Vice Principals  
Administrative Service Assistants  
School Administrative Services Assistants

FROM: Randall M. Tanaka   
Assistant Superintendent

SUBJECT: **Use of School Facilities - Updated Interim COVID-19 Guidelines #6**

This Memorandum supersedes the Memorandum entitled "Use of School Facilities - Updated Interim COVID-19 Guidelines #5" dated April 19, 2021.

Schools shall continue the use of COVID-19 benchmarks and mitigation strategies to provide ample campus access. Please be advised that effective September 13, 2021, the Hawaii State Department of Education (Department) mandated COVID-19 requirements for visiting schools and offices. All individuals twelve (12) years and older, including the Department's volunteers, vendors, and contractors, must provide an attestation of being fully vaccinated, present a negative COVID-19 test result if not fully vaccinated, wear a mask at all times within the Department's facilities, and physically distance themselves from others (Office of the Superintendent, September 2021).

The following updated guidelines expand upon the use of school facilities in response to this plan of action and in accordance with the Center for Disease Control, State of Hawaii, and each County's Reopening Strategies.

### **Community Use**

An exception for Type II & III Community use of Department facilities for the following may be granted after careful consideration of COVID-19 benchmarks may be used in deciding whether to approve the use of school facilities at each site:

1. Private, non-profit, and/or community organizations that support the Department's curriculum and programs.
2. Private, non-profit, and/or community organizations providing direct supplemental educational, health and wellness programs to schools.
3. Private, non-profit, and/or community organizations directly contracted with the Department for the use of facilities.
4. County intercession and/or summer fun use of classrooms, cafeterias, and outdoor facilities.
5. Private School and/or University requests that adhere to the Department's allowable activities.
6. School and third-party fundraising activities that support school functions.
7. Community health and safety under the direction of the Department of Health for emergency operations and training.

Private league, athletic club tournaments, public competitions, and all other Type III Community use of the Department's facilities shall remain prohibited at this time.

### **Allowable Department and School-Related Activities**

Upon user consensus to comply with cleaning, safety, and health requirement conditions, site administrators may approve requests for the following type I and II activities:

#### Department-sponsored activities specific to school and educational programming

1. Use of common spaces
  - a. School Libraries
    - i. Use of the school library and scheduling should support cohorts. If the library is large enough and physical distancing of more than six (6) feet is possible with barriers to ensure separation between cohorts, multiple cohorts may be scheduled at the same time.
    - ii. The use of masks is mandatory.
    - iii. Handwashing with soap and water or sanitizer use before and after visiting the library. Clean and disinfect shared equipment in common areas between cohorts.
  - b. Assemblies (Indoor and Outdoor)
    - i. Maintain mitigation strategies of mandatory masking, staying within cohorts, and hand sanitizing before re-entering class. Create sections and walkways

- between cohorts that are clearly defined. Class cohorts are encouraged to be separated by at least six (6) feet distancing to the greatest extent possible.
- ii. For indoor assemblies, facilitate ventilation with outdoor air by opening doors and windows.
  - iii. Prioritize outdoor assemblies over indoor.
2. Playgrounds and County Parks
    - a. Please refer to the Department's memo dated April 15, 2021, from the Office of Facilities and Operations (OFO), Use of County Facilities - COVID-19 Update and School Year 2021 - 2022 Requests to Indemnify County for guidance.
      - i. This Memorandum memorializes the communications received from each of the County's Department of Parks and Recreation offices regarding the Department's use of County facilities for school-sponsored activities.
  3. Afterschool Programs and Other Extended Out of School Time Programs Beyond the School Day
    - a. Schools may plan for programs and services that extend beyond the school's learning opportunities and care beyond the school day for their enrolled students on their school campuses. Consideration of community transmission data, capacity to maintain essential strategies, and layering other mitigation strategies must be taken into account in order to safely conduct these activities.  
The use of private direct service providers will require documented commitment to adhere to these conditions and adjust to the learning models of the schools they serve. Before the commencement of these activities, the identification of shared spaces and expectations should be communicated with the school's staff.
  4. Athletic Play
    - a. Students participating in school-sanctioned athletics ages twelve (12) and over must attest to full COVID-19 vaccination, weekly proof of negative COVID-19 test results in lieu of receiving full vaccination, or provide negative COVID-19 test results on a weekly basis if religious or medical accommodations are applicable.
    - b. Students ages eleven (11) and younger shall not participate in inter-school athletic activities.

These programs may begin or continue *for schools with in-person and/or blended learning*. Priority is for school and educational programming activities essential to student services. These programs include the Out of School Time (OST) programs administered through the Community Engagement Branch (CEB) and are identified as the following:

1. These programs include the OST programs administered through CEB and are identified as the following:
  - 21st Century Community Learning Centers
  - After-School Plus
  - Resources for Enrichment, Athletics, Culture, and Health
  - Uniting Peer Learning, Integrating New Knowledge
2. College admission testing - Please consider imposing additional health and safety measures, recommended by public health agencies, the College Board, and ACT, as special conditions.
3. County intersession and summer fun programs - Careful consideration of COVID-19 benchmarks may be used in deciding whether to approve the use of school facilities for county intersession programs.
4. State and school-sponsored before, during, and after school child care programs - Please consider imposing additional health and safety measures recommended by the Department and public health agencies.
5. Extracurricular Clubs (school, for-profit, and nonprofit) - Please consider imposing additional health and safety measures as recommended by the Department and public health agencies.

### **Exceptions**

If your school is considering a request not on the list of allowable activities or has questions about a specific activity, please contact OFO for further guidance.

### **Form UOF and Capital Improvements Program Project Tracking System (CPT) Online Database Updates**

Please continue to review all applicant responses on Form UOF for accuracy and completeness before processing the application through the CPT online database. State agencies are exempt from the liability insurance requirements and do not need to sign the indemnification statement. Authorized users may access the CPT Use of School Facilities Database through this link <https://www.hidoefacilities.org/facilitiesUseAppSearch.php>.

Form UOF may be downloaded from <https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/FacilitiesandOperations/FutureSchoolsNow/Pages/Use-of-school-facilities.aspx> or on the Use of School Facilities Application in the CPT online database under the References tab.

Deputy Superintendent, et al.  
November 3, 2021  
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**Use of School Facilities Point of Contact Survey**

To better assist schools and offices, we request that school and office administrators complete the Use of School Facilities Point of Contact Survey by clicking on the following link <https://forms.gle/gP7dcgqDq6uLyjhJ9> (If you are not able to access the link above through this document, please copy and paste it directly into a browser such as Chrome or Firefox.)

The reopening of school facilities for all Type I, Type II, and Type III activities will be reassessed following updated guidance from the Governor and the Department of Health.

Should you have any questions or need further assistance, please contact Richard Kiyabu at richard.kiyabu@k12.hi.us or (808) 784-5062.

RMT:rk  
Attachment

- c: Superintendent
- Office of Curriculum and Instructional Design
- Office of Strategy, Innovation, and Performance
- Communications Branch
- Community Engagement Branch
- Hawaii State Department of Education A+ District Offices
- Office of Facilities and Operations
- Facilities Development Branch

DEPARTMENT OF EDUCATION - STATE OF HAWAII

Request & Agreement for Use of School Buildings, Facilities, or Grounds

Hawaii Revised Statutes §§ 302A-1148 & 302A-1148.5 • Hawaii Administrative Rules Title 8, Chapter 39

(Application must be received by the School at least 10 working days prior to requested date of use)

EVENT & CONTACT INFORMATION

Name of School \_\_\_\_\_ Date \_\_\_\_\_

Facility Type

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Auditorium (extra fees may apply) | <input type="checkbox"/> Gymnasium          | <input type="checkbox"/> Parking Lot   |
| <input type="checkbox"/> Cafeteria Dining Room             | <input type="checkbox"/> Library            | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Classroom                         | <input type="checkbox"/> Multi-purpose Room | <input type="checkbox"/> Other _____   |

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_  
 (Cannot exceed 12 consecutive months)

Dates/Days of Use: \_\_\_\_\_  
 (i.e., specific dates; every Saturday; after school hours every school day)

Total Days of Use: (not to exceed 50 days, except for State, including DOE, and County activities) \_\_\_\_\_ Expected Number of Attendees \_\_\_\_\_

Time of Use: From \_\_\_\_\_  A.M.  P.M. to \_\_\_\_\_  A.M.  P.M.  
 (Include time required for set-up, breakdown, and cleaning)

Name of Event or Description \_\_\_\_\_

Organization/Individual \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Please answer all questions and affix your signature

	Yes	No
1. Is this a DOE-sponsored activity? (School Administration: _____)	<input type="checkbox"/>	<input type="checkbox"/>
a. Is your organization a separate entity from the school (e.g., PTA, PTSA)?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will other vendors participate in the event?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is this educational programming for A+, 21CCLC, REACH, or UPLINK?	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the programming administered by a DOE contracted vendor?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is this a government-sponsored activity? (Sponsoring Agency: _____)	<input type="checkbox"/>	<input type="checkbox"/>
a. Is this a State-sponsored activity?	<input type="checkbox"/>	<input type="checkbox"/>
b. Is this a County-sponsored activity?	<input type="checkbox"/>	<input type="checkbox"/>
c. Is this a County Department of Parks and Recreation educational or recreational activity?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is your organization tax-exempt non-profit? (Tax.I.D. No.: _____)	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the activity involve student child-care services?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there an admission, fee/charge, tuition, donation, or contribution collected for the event/activity?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is this a personal or private for-profit business activity?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the activity involve fundraising?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the activity involve meetings, or services to promote a business, product, or religion?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the activity involve political campaigning?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is your organization a private school or university?	<input type="checkbox"/>	<input type="checkbox"/>
11. If the request is for auditorium use, do you employ union stage workers?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is this a non-DOE athletic event?	<input type="checkbox"/>	<input type="checkbox"/>
a. Will other vendors be participating in this event?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you plan to operate a carnival?	<input type="checkbox"/>	<input type="checkbox"/>
a. Do you plan to sublease the facility?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you plan to operate a fair (e.g., craft fair, farmers' market)?	<input type="checkbox"/>	<input type="checkbox"/>
a. Do you plan to sublease the facility?	<input type="checkbox"/>	<input type="checkbox"/>
15. Will you and/or your vendors/sub lessees commercially prepare food items (off-site or on-site) for sale?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you plan to use motor vehicle(s) on school property (car shows and exhibits)?	<input type="checkbox"/>	<input type="checkbox"/>

I, the undersigned, on behalf of the organization I represent, have provided truthful and accurate information. If the school facilities, equipment or grounds are not properly maintained by the user, the State of Hawai'i Department of Education will deny further use of the school facilities, equipment or grounds to the individual or organization and seek appropriate restitution for damages incurred. The applicant further understands that the school facilities and grounds are to be alcohol and tobacco free, meaning that the use of any alcohol or tobacco substances are prohibited at all times on school grounds or at any school activities. Furthermore, I understand that as a user of school facilities, the activity being conducted shall be lawful. Should disabled persons wish to participate in the requested use, applicants must make reasonable modifications and/or programmatic accommodations to permit such participation.

Signature of Authorized Agent

Date

Name of Organization

DISTRIBUTION: ORIGINAL - School; COPY - Requestor

**Agreement for Use of School Buildings, Facilities, or Grounds**

Hawaii Revised Statutes §§ 302A-1148 &amp; 302A-1148.5 • Hawaii Administrative Rules Title 8, Chapter 39

*(Application must be received by the School at least 10 working days prior to requested date of use)***PREEMPTION NOTICE • CIVIL DEFENSE NOTICE  
NATIONAL POLLUTANT DISCHARGE ELIMINATION NOTICE • DEPARTMENT OF HEALTH REGULATIONS****Preemption Notice**

To assure school uses are given priority over non-school uses, all approved requests are subject to preemption by the school for unanticipated school needs. Should an unanticipated school need arise, schools may preempt all or a portion of the requested use period for the school's needs.

**Civil Defense Notice**

In the event of a Civil Defense declared emergency during non-school hours, the undersigned is responsible for the safety of their program participants. The Department of Education is not obligated to provide for Civil Defense emergencies during non-school hours except when the applicable school is designated for use as a shelter by the American Red Cross.

**National Pollutant Discharge Elimination System (NPDES) Notice**

The National Pollutant Discharge Elimination System (NPDES) is a regulatory program administered by the United States Environmental Protection Agency that calls for the control and management of storm water pollution. In Hawaii, our storm water drainage systems were designed to prevent flooding by channeling storm water into drains that discharge through outlets along the coastline.

However, the storm water drainage systems were not designed for the disposal of waste or pollutants. In order to protect the environment and fulfill our pollution prevention (P2) responsibilities, the Department of Education must implement best management practices (BMPs) as part of a storm water management plan (SWMP).

The undersigned understands that every effort should be made to prevent pollution as a consequence of using school facilities. Waste and pollution if not curtailed will enter storm drains and eventually make its way to the ocean. Organizers and participants can help by preventing litter and minimizing the use of autos on campus by carpooling, riding bikes, and using public transportation. Report any illegal dumping and observed violations by calling the City Illegal Dumping Hotline at 768-3300 (Honolulu) or the respective county offices (neighbor islands).

**Department of Health Safety Code Requirements** (Hawaii Administrative Rules Title 11, Chapter 50)

Applicant responsible for complying with all Department of Health regulations for all food related events.

**Acceptance and Acknowledgment**

The undersigned hereby accepts and acknowledges the above requirements and notices, and to reading and understanding the statutes and administrative rules cited above.

\_\_\_\_\_  
Signature of Authorized Agent\_\_\_\_\_  
Date\_\_\_\_\_  
Name of Organization

**Agreement for Use of School Buildings, Facilities, or Grounds**

Hawaii Revised Statutes §§ 302A-1148 &amp; 302A-1148.5 • Hawaii Administrative Rules Title 8, Chapter 39

*(Application must be received by the School at least 10 working days prior to requested date of use)***LIABILITY REQUIREMENTS • INDEMNIFICATION STATEMENT****Liability Insurance Requirements (Per Department of Accounting and General Services Risk Management Office)**

1. Promoters and/or organizers of fairs and carnivals, and non-DOE sponsored athletic event users must have general liability insurance of no less than \$1 million per occurrence for personal injury and \$3 million in the aggregate. Non-DOE sponsored athletic event users with less than 100 attendees may obtain a general liability insurance policy for the lesser amount listed under requirement #2.
2. All users, including carnival and fair sub lessees and vendors at DOE/school sponsored events, and except those identified above, must have general liability insurance of no less than \$500,000 per occurrence and \$1 million in the aggregate.
3. Users selling food items, including carnival and fair sub lessees and vendors at DOE/school sponsored events, must also have products and completed operations coverage of no less than \$500,000 per occurrence and \$1 million in the aggregate.
4. Organizations operating motor vehicles, including carnival and fair sub lessees and vendors at DOE/school sponsored events, must have automobile liability of no less than \$500,000 per occurrence and \$ 1 million in the aggregate.
5. State of Hawai'i and Department of Education are to be named as additional insured.
6. Certificates of Insurance must be provided to the school.
7. Liability waivers and indemnification agreements are required from all users.

**Indemnification Statement\***

The undersigned individual(s), group and/or organization, his or their heirs, personal representative and assigns, or its officers, directors, members, agents, employees, successors and assigns, for and in consideration of the State of Hawai'i Department of Education permitting and allowing the use of the designated school rooms, buildings, and/or facilities jointly and severally agree(s) to indemnify and save harmless the State of Hawai'i Department of Education against any and all loss, liability, demands, claims, suits, action or proceedings of every name, character and description which may be suffered or incurred by or brought against the State of Hawai'i Department of Education for or an account of any injuries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of the facilities by the undersigned individual(s), groups and/or organization.

**Acceptance and Acknowledgment**\_\_\_\_\_  
Signature of Authorized Agent\_\_\_\_\_  
Date\_\_\_\_\_  
Name of Organization

\* (1) State agencies are not required to sign this indemnification statement and are not required to obtain a general liability insurance policy.

(2) Each vendor/sub lessee is required to sign this indemnification statement and is required to obtain a general liability insurance policy in the amounts stated above.



**Agreement for Use of School Buildings, Facilities, or Grounds**

Hawaii Revised Statutes §§ 302A-1148 &amp; 302A-1148.5 • Hawaii Administrative Rules Title 8, Chapter 39

*(Application must be received by the School at least 10 working days prior to requested date of use)***CLEANING, SAFETY AND HEALTH PROTOCOLS**

As a condition of approval, all applicants requesting use of school facilities must agree to comply with all Department of Education (DOE) requirements set forth herein.

**Safety and Health Protocols**

Applicant agrees to follow all current health and safety best practices recommended by the Centers for Disease Control and Prevention (CDC) and state health agencies.

User will continually monitor developments concerning COVID-19 and adhere to current federal and local public health practices paying close attention to social and physical distancing guidelines. While using school facilities, infection prevention measures will include, but are not limited to the spacing of participants to maintain proper physical distancing, wearing masks or other cloth facial covering if appropriate, frequent hand washing or sanitizing, and staying home when sick. User agrees to notify the principal of any suspected health cases immediately. User shall follow all protocols for reporting any suspected health cases to the Department of Health.

**Cleaning Guidelines**

Cleaning and disinfection shall be performed daily and at the end of each use. At the end of each use, User must remove all materials and personal belongings and return all furniture and other items to its original location. The principal or designee must agree to any arrangements pertaining to the opening and closing of the facilities.

**Cleaning and Disinfection of Facilities by DOE Custodians**

If DOE custodians are responsible for cleaning and disinfection, the User shall pay for all custodial support provided. Enhanced cleaning requirements may necessitate additional custodial fees.

**Cleaning and Disinfection of Facilities by User**

All cleaning performed or contracted by User, including cleaning of restrooms, must be performed routinely and in strict conformance with DOE standards (See Cleaning & Disinfecting Your Facility Guidelines). Routine cleaning responsibilities are, but not limited to, the following:

- Disinfect high touch surfaces (e.g., light switches, handrails, doorknobs, handles, and faucets)
- Clean hard non-porous surfaces (e.g., countertops, desktops, chairs, and dining tables)
- Remove visible contamination, if present, from soft porous surfaces (e.g., carpets) with EPA approved cleaners
- Spot clean walls
- Vacuum entryways of high traffic areas
- Clean and disinfect restrooms
- Sweep and mop floors
- Collect and remove the trash

User must designate an individual to monitor the daily maintenance and cleaning via a cleaning log.

To ensure compliance with DOE standards, User shall make the cleaning log available for inspection by the principal or designee. User agrees to pay for additional custodial labor required to confirm cleaning meets DOE standards.

**Cleaning and Disinfection of Facilities Due to Confirmed Case of COVID-19**

If there is a confirmed case of COVID-19, activities will be suspended until it is deemed safe to resume use of the affected facilities. Professional cleaners shall perform sanitization and disinfection of the site at User's expense.

Failure to comply with any requirement set forth herein may result in the cancellation of the use of facilities agreement.

**Acceptance and Acknowledgement**

The undersigned hereby accepts and acknowledges the requirements stated above.

\_\_\_\_\_  
Signature of Authorized Agent\_\_\_\_\_  
Date\_\_\_\_\_  
Name of Organization

**Agreement for Use of School Buildings, Facilities, or Grounds**

Hawaii Revised Statutes §§ 302A-1148 & 302A-1148.5 • Hawaii Administrative Rules Title 8, Chapter 39

(Application must be received by the School at least 10 working days prior to requested date of use)

Note to the school: Approved/signed CPT generated form replaces this page

**CHARGES • SPECIAL CONDITIONS • OTHER REQUIREMENTS**

**Actual Fees and Charges**

All Sections Below for Official Department of Education School Use Only

Type of Request	Type I	Type II	Type III	Org. I.D.	Source Object	Program I.D.
Rental:	N/A	N/A	\$ _____	____000	1240	37307
Custodial:	\$ _____	\$ _____	\$ _____	____468	2209	42113
Utilities:	N/A	\$ _____	\$ _____	____000	5001	37720
Totals	\$ _____	\$ _____	\$ _____			

**Collection of Payment**

Method of Payment: \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

(Make checks payable to the Department of Education)

**Special Conditions:**

**Other Requirements & Approval:**

- Principal approval of DOE-sponsored activity \_\_\_\_\_
- Number of police and/or lifeguards required \_\_\_\_\_  Police \_\_\_\_\_  Lifeguard(s) \_\_\_\_\_  
(User responsible for hiring and paying for police protection and lifeguards)
- Number of staff required to operate school-owned equipment (User responsible for paying additional charges) \_\_\_\_\_
- Installation of necessary electrical service lines and meters, if needed and approved, shall be provided by and paid by applicant
- Connection of electrical lines to school's system is prohibited

**Certificate(s) of Insurance (attach)**

1.  General liability for the applicant of no less than \$1 million per occurrence for personal injury and \$3 million in the aggregate.
2.  General liability for the carnival company of no less than \$1 million per occurrence for personal injury and \$3 million in the aggregate.
3.  General liability of no less than \$500,000 per occurrence and \$1 million in the aggregate.
4.  General liability for vendors of no less than \$500,000 per occurrence and \$1 million in the aggregate.
5.  General liability for sub lessees of no less than \$500,000 per occurrence and \$1 million in the aggregate.
6.  Food sellers - Products and completed operations coverage of no less than \$500,000 per occurrence and \$1 million in the aggregate. Applicant (except DOE) and each vendor/sub lessee must provide its own certificate of insurance.
7.  Vehicle users - Automobile liability of no less than \$500,000 per occurrence and \$1 million in the aggregate. Applicant (except DOE) and each vendor/sub lessee must provide its own certificate of insurance.

**Application Status:**

- Request Approved  Request Disapproved  
(Appeals may be made with Complex Area Superintendent. All decisions shall be final.)
- Facility requested not available  Custodian/staff not available  Other \_\_\_\_\_

Signature of principal or designee \_\_\_\_\_

Date \_\_\_\_\_

**Acceptance and Acknowledgment**

The undersigned hereby accepts and acknowledges the charges, special conditions, and other requirements stated above.

Signature of Authorized Agent

Date

Name of Organization

DEPARTMENT OF EDUCATION – STATE OF HAWAII

Daily Cleaning Log\*

Name of Organization \_\_\_\_\_  
 Designated Person Responsible for Cleaning \_\_\_\_\_ Dates of Use: \_\_\_\_\_

CLEANING ACTIVITIES									
Disinfect high touch surfaces	Clean hard non-porous surfaces	Remove visible contamination, if any, from soft porous surfaces (e.g., carpets) with EPA approved cleaners	Spot clean walls	Vacuum entryways of high traffic areas	Clean and disinfect restrooms	Sweep and mop floors	Collect and remove the trash		
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\*Print copies as needed

OFFICE OF  
**Facilities and Operations**

**Cleaning & Disinfecting  
Your Facility**  
**Based on CDC Recommendations for  
COVID-19**





## Agenda

- Cleaning & disinfecting facilities during normal operations
- Focus on high touch surfaces
- What happens if there is an active COVID-19 case identified on campus



## Cleaning & Disinfecting

- Normal cleaning practices would be the routine cleaning set forth by your Principal and the Head Custodian
- Practice routine cleaning, with a focus on cleaning and disinfecting frequently touched hard surfaces
- Wear disposable gloves to clean and disinfect



## Frequency of Disinfection Cleaning

- Make it a routine to disinfect and clean school hardware as often as possible
- Principal with the Head Custodian might develop a schedule for the Custodial Staff to disinfect school hardware and high touch surfaces throughout the day.
- Disinfecting of school hardware might occur during before school, recess, lunch recess, and afterschool.
- When classes are in session, Custodians might walk past classrooms and disinfect doorknobs, handrails, and water fountain handles.



## When Cleaning

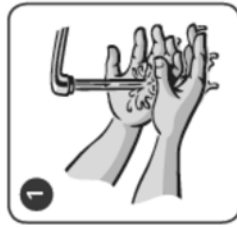
- Wear disposable gloves for all tasks in the cleaning process, including handling trash
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash
  - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area
- **Wash your hands often with soap and water for 20 seconds**
  - Always wash immediately after removing gloves and after contact with a person who is sick



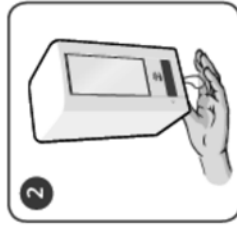


# How to Wash your hands

Process...



1  
Wet hands with water.



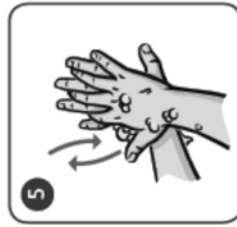
2  
Apply enough soap to cover all hand surfaces.



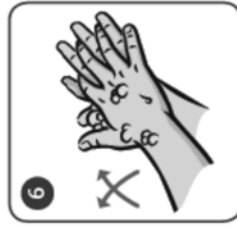
3  
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



4  
Rub hands palm to palm.



5  
Right palm over left dorsum with interlaced fingers and vice versa.



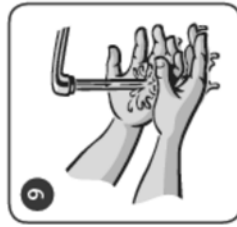
6  
Palm to palm with fingers interlaced.



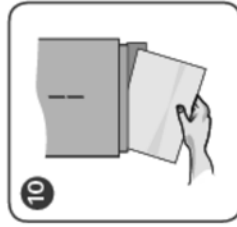
7  
Backs of fingers to opposing palms with fingers interlocked.



8  
Rotational rubbing of left thumb clasped in right palm and vice versa.



9  
Rinse hands with water.



10  
Dry hands thoroughly with a single use towel.



11  
Your hands are now safe.



12  
Use towel to turn off faucet.

Fig. 1



## Disinfectant Reminder: READ THE LABEL

- It is important to read the labels and safety data sheet of any chemical you use in your daily work
- It's important to the read label of any disinfectant you may have in stock before using the product
- Disinfectants are most effective if surfaces are pre-cleaned prior to disinfection
- Be aware of the "contact" time for your disinfectant to be effective



# Disinfectant Reminder: READ THE LABEL

**NEW & IMPROVED**  
**Oxivir® Tb Wipes**  
Virucidal • Bactericidal  
Fungicidal • Tuberculocidal

1 min  
bactericidal • virucidal

Not a baby wipe  
Not for personal use

One-step cleaning  
and disinfection

For hard, non-porous  
surfaces

**KEEP OUT OF REACH OF CHILDREN**

**ACTIVE INGREDIENT:**  
Hydrogen Peroxide 0.5%

**OTHER INGREDIENTS:**  
99.5%

**TOTAL:**  
100.0%

**Net contents:** 13.3 oz. (395 g), 60 Wipes,  
7.0 in. x 8.0 in. (17.8 cm x 20.3 cm)

**SKU: 101101516**

Designed for use on all hard, non-porous washable surface where disinfection is required.

- Hospitals
- Nursing homes
- Day care centers
- Health clubs
- Restrooms
- Plastic surfaces
- Laminated surfaces
- Tables
- Gazed tile
- Tubs
- Non-food contact countertops
- Office buildings
- Cruise ships
- Pet shops
- Correctional facilities
- Chromes
- Floors
- Chairs
- Sinks
- Shower rooms
- Toilet exteriors
- Schools
- Athletic facilities
- Public areas
- Painted surfaces
- Glazed ceramic
- Ceilings
- Fixtures
- Faucets
- Athletic equipment
- Exercise equipment
- Raked enamel surfaces associated with floors

Do not use on glass, dishes and utensils. Not recommended for use on brass, copper or marble.

**Virucidal, Bactericidal**

**Virucidal**

**Contact Time**

**Know proper storage and disposal**

**Disinfectants are most effective if surfaces are pre-cleaned prior to disinfection**

**70627-60\_Oxivir Tb Wipes\_20190130\_82\_70627\_.pdf**  
When used as directed, this product is effective against a broad-spectrum of pathogenic microorganisms.

**HOSPITAL DISINFECTANT**  
BACTERICIDAL - 1 minute contact time  
Bactericidal Activity:

- Pseudomonas aeruginosa
- Aerobacterium baumannii
- Staphylococcus aureus
- Escherichia coli O157:H7
- Staphylococcus aureus
- Salmonella enterica, formerly known as Salmonella choleraesuis
- Mycobacter pneumoniae

**Antibiotic-Resistant Bacteria:**

- Enterococcus faecalis (VRE)
- Escherichia coli with extended beta-lactamase resistance (ESBL)
- Staphylococcus aureus (MRSA)
- Staphylococcus aureus (CA-MRSA, (NARSA NRS 384)
- Staphylococcus aureus (NARS 123)

**\*TUBERCULOCIDAL - 1 minute contact time**

**Viruses:**

- Hepatitis B Virus
- HIV-1, Strain HTLV III
- Influenza A/Hong Kong
- Poliovirus WA
- Poliovirus Type 1, Strain Brunhilde
- Adenovirus Type 8
- Measles Virus
- Human Coronavirus
- Neorovirus
- Avian Influenza A
- Rhinovirus Type 14

**TUBERCULOCIDAL - 5 minute contact time**

- Mycobacterium bovis

**FUNGICIDAL - 10 minute contact time**

- Trichophyton mentagrophytes

See reference sheet for a complete list of organisms.

**ALL SURFACES MUST REMAIN WET FOR:**

- 1 minute - Bacteria & Viruses
- 5 minutes - Tuberculi
- 10 minutes - Fungi

**DIRECTIONS FOR USE:**

It is a violation of Federal Law to use this product in a manner inconsistent with its label.

Not for personal cleansing. This is NOT a baby wipe. Do not flush in toilet. This product is to be used on hard, non-porous surfaces. High level disinfection is achieved by allowing the product to remain wet on the surface for the full contact time. Do not use on porous surfaces. Do not use on electrical outlets or normally sterile areas of the body or (2) contacts that mucous membranes but which do not ordinarily penetrate the blood barrier or otherwise enter normally sterile areas of the body. This product may be used to pre-clean or decontaminate critical or semi-critical medical devices prior to sterilization or high level disinfection.

**Dispenser Directions:** Remove lid to expose dispenser and seal film. Remove film. Pull wipe up from center of roll and thread through lid. Replace lid. Pull wipe at angle toward you to dispense one wipe at a time. Separate wipe at perforation. When finished, close lid to retain moisture.

**For Use as a One-Step Cleaner/Disinfectant:** Pre-clean heavily soiled surfaces. Pull towellette from dispenser and wipe hard, non-porous environmental surfaces. All surfaces must remain visibly wet for 1 minute. Use a 5 minute contact time for Tuberculosis. Use a 10 minute contact time for fungi. Allow to air dry or rinse with potable water if necessary.

**NOTE:** All food contact surfaces must be rinsed with potable water.

Do not use on glassware, utensils, or dishes.

**\*KILLS HIV AND HCV AND HBV ON PRE-CLEANED ENVIRONMENTAL SURFACES OBJECTS PREVIOUSLY SOILED WITH BLOOD/BODY FLUIDS** in health care settings (Hospitals, Nursing Homes) and other settings in which there is an expected likelihood of soiling of inanimate surfaces/objects with blood/body fluids, and in which the surfaces/objects likely to be soiled with blood/body fluids can be associated with life threatening infections (HIV, Hepatitis B Virus, Hepatitis C Virus, HCV, and Hepatitis A Virus).

**SPECIAL INSTRUCTIONS FOR CLEANING AND DECONTAMINATING AGAINST HIV-1 (AIDS Virus), HBV OR HCV OF SURFACES/OBJECTS SOILED WITH BLOOD/BODY FLUIDS:**

**Personal Protection:** Disposable latex or vinyl gloves, gowns, face masks, and eye coverings as appropriate, must be worn during air cleaning of body fluids, blood, and decontamination procedures.

**Cleaning Procedures:** Blood/body fluids must be thoroughly cleaned from surfaces/objects before application of this product.

**Contact Time:** Allow surface to remain wet for 1 minute to kill HIV-1, HBV and HCV. Use 5 minute contact time for Tuberculosis and a 10 minute contact for fungi.

**Disposal of Infectious Material:** Blood/body fluids must be autoclaved and disposed according to Federal, State and local regulations for infectious waste disposal.

**Use as a Tuberculocide:** Pre-clean heavily soiled areas. Pull towellette from dispenser and wipe hard, non-porous environmental surfaces. Allow the surface to remain wet for 5 minutes. Use additional towellettes if needed to ensure the correct wet contact time. Wipe surfaces dry or rinse or allow to air dry. Change towellette after each use.

**STORAGE AND DISPOSAL**

Do not contaminate water, food or feed by storage or disposal.

**Pesticide Disposal:** Store in original container in areas inaccessible to small children. Keep securely closed.

**Container Disposal:** Non-refillable container. Do not reuse or refill this container. Wipe empty container and put in trash, or offer for recycling if available.

**Towellette Storage/Disposal:** Dispose or wipe in trash after use. Do not flush. Tightly close lid before use to retain moisture.

**ENVIRONMENTAL HAZARDS:** This product is toxic to birds, fish and aquatic invertebrates. Caution should be used when applying indoors because pets may be at risk.

**Questions? Comments**  
1-800-558-2332

**EMERGENCY PHONE: 1-800-851-7145**

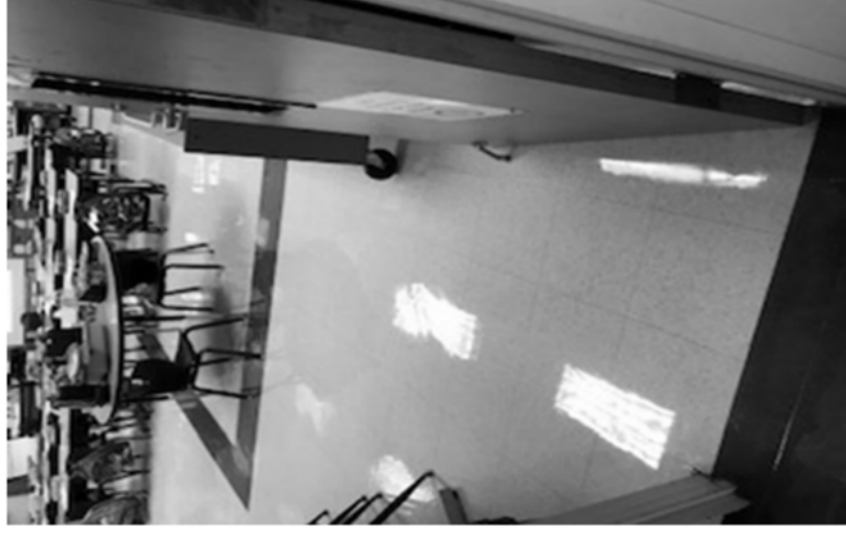
EPA Reg. No.: 72601-97-60  
EPA Est. No.: 3691-WF-001 (R) (L) 0312-WF-3 (NW)  
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PO Box 19147, Charlotte, NC 28219-0747  
300205446 (191022)

Fig.2



# Classroom

- Empty Wastebaskets
- Vacuum Carpet & Spot Clean
- Dust Mop/Wet Mop Resilient Tile Floors
- Clean Sink
- Notify Supervisor Of Any Problems



# Key Touch Points in the Classroom

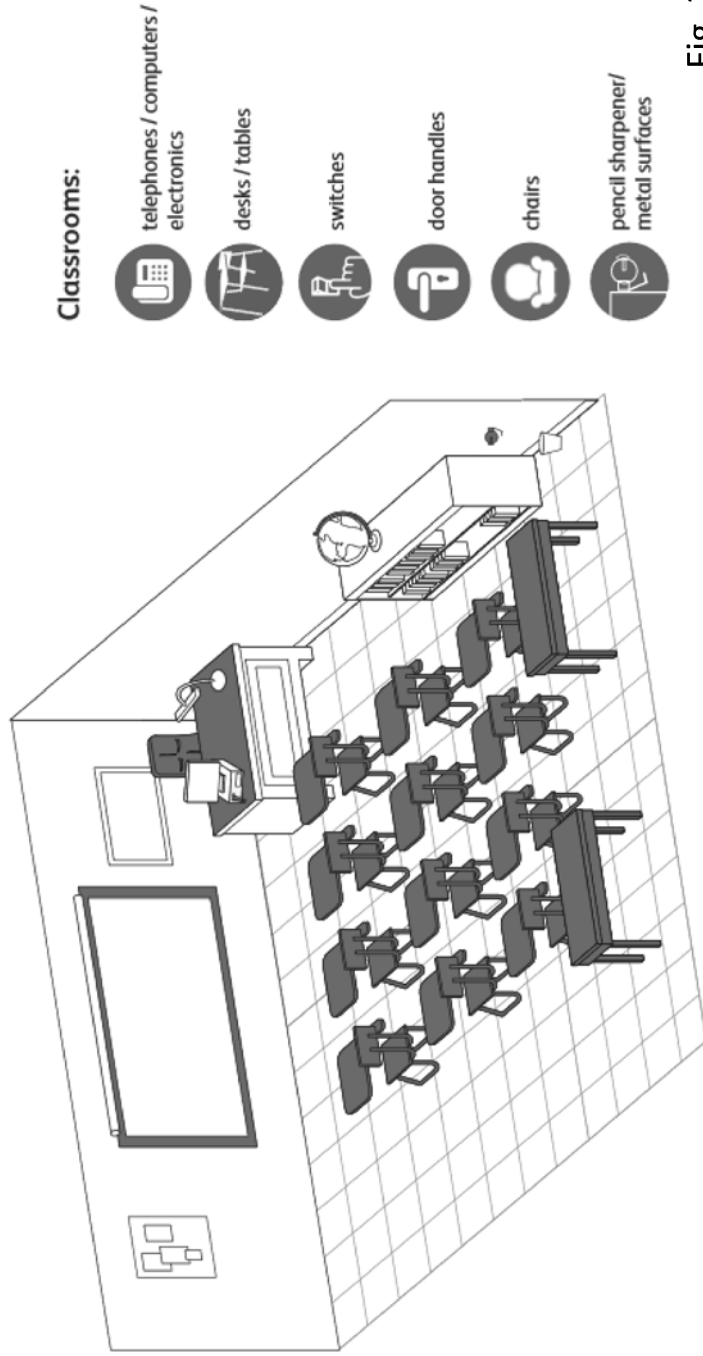


Fig. 3



# Restroom

Expectations and standards for the cleaning of restroom fixtures





# Key Touch Points in Restrooms

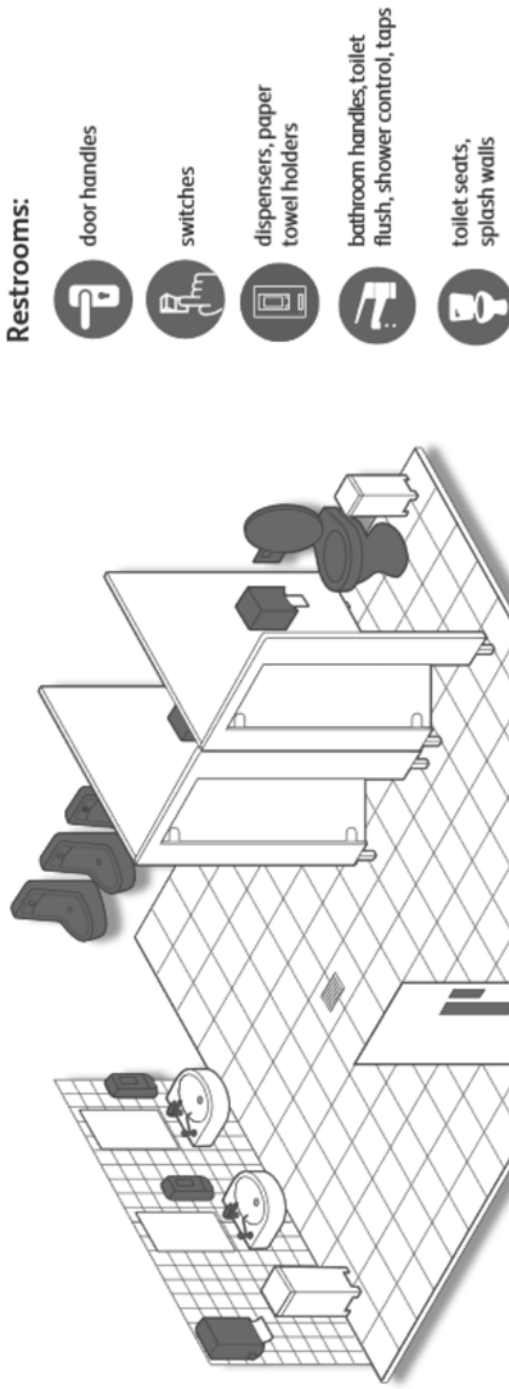


Fig. 4



# Cafeteria Dining Room

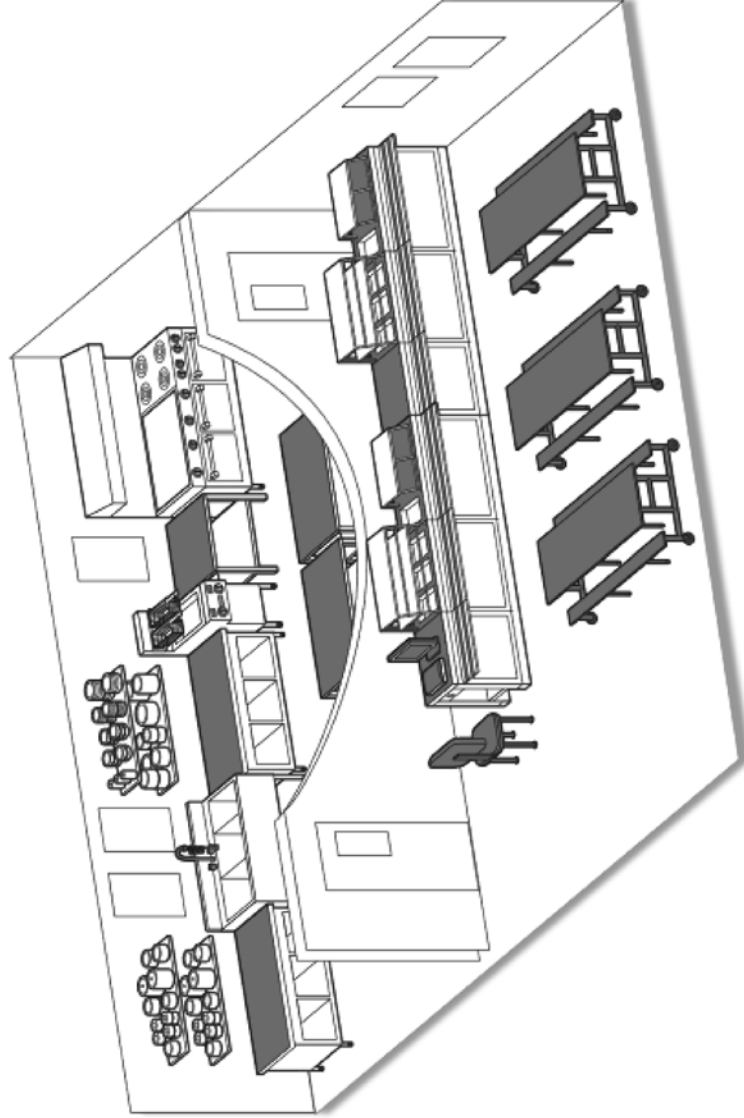
- Empty Trash
- Sweep Floors
- Mop Floors
- Clean water coolers







# Key Touch Points in the Kitchen/Cafeteria



## Kitchen /Cafeteria:

- door handles
- switches
- dispensers
- food contact surfaces
- hand contact areas
- taps
- utensils
- chairs
- table tops
- sneeze guards

Fig. 5



# Offices/Conference Areas

- Empty Wastebaskets
- Vacuum Carpet & Spot Clean
- Dust Mop Resilient Tile Floors
- Clean Sink
- Mop Floor





# Key Touch Points in Offices/ Conference Areas

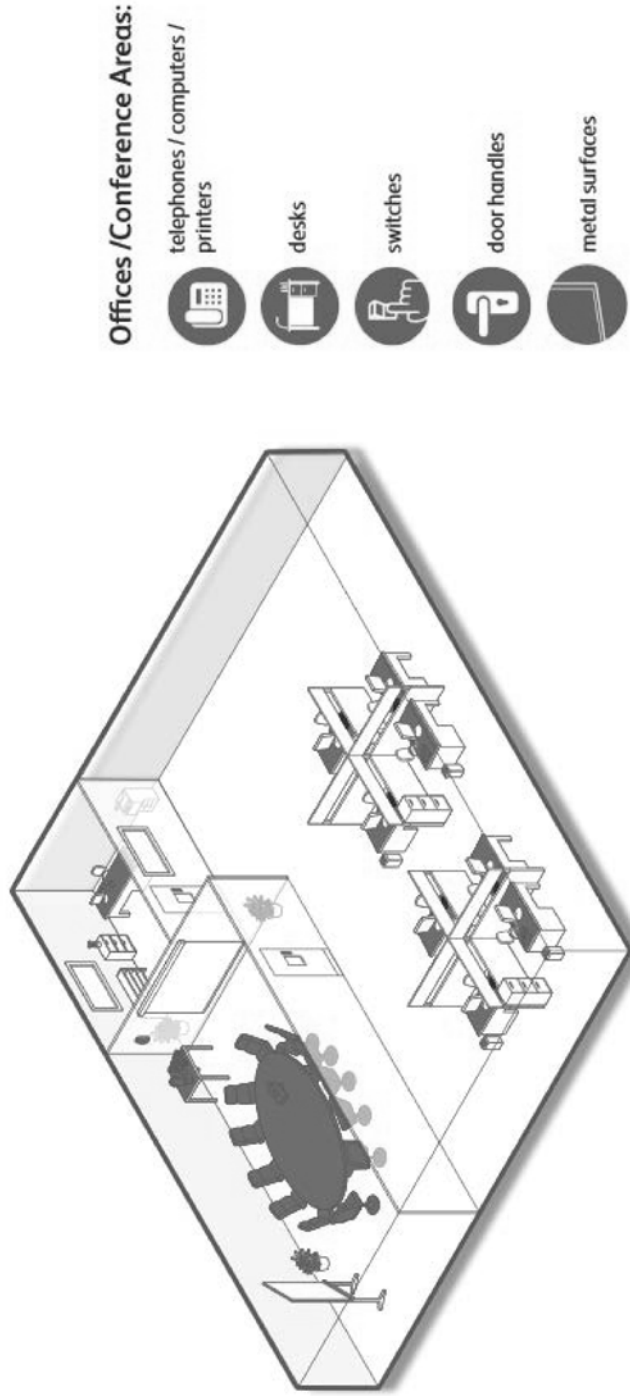


Fig. 6



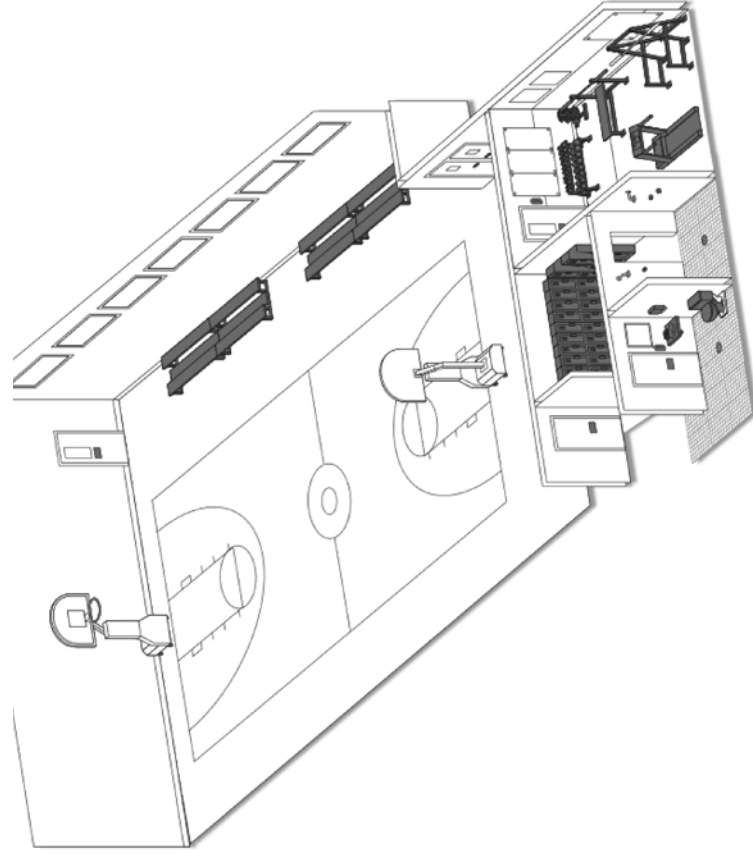
# Athletic Facilities

- Clean Athletic Offices
- Sweep Hallways & All Other Floor Areas including Athletic Courts
- Clean Locker Rooms & Showers
- Check Bleachers





# Key Touch Points in Athletic Facilities



## Athletic Facilities:










-  door handles
-  switches
-  dispensers
-  food contact surfaces
-  sinks, shower handles
-  toilet seats and flush handles, splash walls
-  hard surface benches / chairs
-  athletic equipment
-  locker exterior

Fig. 7



# Outdoor Areas

- Water Lawn
- Trim Grass
- Pruning Plants
- Weeding
- Fertilize Lawn and Plants





## Cleaning & Disinfecting Outdoor Areas

- Outdoor areas, like playgrounds in schools, generally require normal routine cleaning, but do not require disinfection
  - Do not spray disinfectant on outdoor playgrounds – it is not an efficient use of supplies and is not proven to reduce the risk of COVID-19
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers is not recommended
- Sidewalks and roads should not be disinfected



## **Environmental Protection Agency (EPA) released a list of disinfectants that kills COVID-19**

[https://www.epa.gov/pesticide-registration/list-n-disinfectants-  
use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)





## Confirmed Case of COVID-19 Cleaning & Disinfecting Protocols

- Follow guidance listed in the 2020 COVID-19 Cleaning Facilities Protocols document
  - If there is a confirmed case of COVID-19, a professional cleaning company will be contracted to do the sanitization/disinfection of the site
  - Link to the cleaning and disinfection of facilities protocol document:  
[https://drive.google.com/file/d/1Gt\\_HHzVPr\\_VqBeomup-ize4dBoWbOzm/view?usp=sharing](https://drive.google.com/file/d/1Gt_HHzVPr_VqBeomup-ize4dBoWbOzm/view?usp=sharing)



## Link to CDC Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>



## Questions & Answers

- This presentation will be posted to the intranet and the training session will be recorded for anyone who was unable to join the sessions

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- Fig. 2. Disinfectant Reminder Oxivir Tb Wipes [Digital image]. Retrieved from [https://www.google.com/search?q=Oxivir+TB+Wipes+disinfectant+label&safe=strict&rIz=1C1CHBF\\_enUS862US862&source=Inms&tbm=isch&sa=X&ved=2ahUKEwjGuvnIhbLpAhX2IDQIHc7PAOQQ\\_AUoAXoECA0QAw&biw=1920&bih=1089#imgrc=TPLoDcKyFeByrM](https://www.google.com/search?q=Oxivir+TB+Wipes+disinfectant+label&safe=strict&rIz=1C1CHBF_enUS862US862&source=Inms&tbm=isch&sa=X&ved=2ahUKEwjGuvnIhbLpAhX2IDQIHc7PAOQQ_AUoAXoECA0QAw&biw=1920&bih=1089#imgrc=TPLoDcKyFeByrM)