Feb 5, 2020

From: Kevin Primeau, Custodial Services Supervisor

Subject: STANDARD OPERATING PROCEDURE:

For the disinfection or prevention of areas that may have been exposed to Viruses (flu, norovirus, etc.) or Bacteria (E. coli Salmonella, Strep, MRSA, STAPH, etc.)

Effective immediately the following procedure is to be used for all persons responding to a request to disinfect or as a preventative initiative against viruses & bacteria’s in our schools and buildings.

This process will be carried out by Supervisory Staff of the Custodial Operations Department only but may include other custodial staff as support in this task as needed.

This process will be used for the decontamination of most virus’s and bacteria’s while using the correct disinfectant and ensuring the correct dwell time is adhered to as follows.

LCPS will use two primary disinfectants:

1. Oxivir Five 16 concentrate
   1. Dwell time is 5 minutes
   2. Used in diluted form dispensed via our Quatro dilution stations
   3. Will disinfect Norovirus
2. Nozzle size to be used is 40 microns.
3. Virex II 256 concentrate
   1. Dwell time is 10 minutes
   2. Used in diluted form dispensed via our Quatro dilution stations
   3. Not effective against Norovirus
   4. Nozzle size to be used is 80 microns.

Prior to the following process, surfaces should be clean of all dirt & debris.

Distribution Method of the disinfectant:

* Delivered through the Victory Electro-static sprayers, hand held or back pack.
* Disinfectant solution to be diluted from the concentrated form from the Quatro station
* Delivered to the holding tank of the sprayer from the Quatro station
* Sprayed in a horizontal ‘S’ pattern top to bottom

What to disinfect:

* Classrooms:
  + All desk surfaces (must be free of papers, etc.).
  + Student desks (must be free of all back packs, clothing, papers & cases/holders)
  + Doorknobs, handles, Purell dispensers, pencil sharpeners
  + All surfaces that students & teachers touch regularly
  + Wall switches are ok to spray.
  + Do not spray directly on sensors such as fire/smoke alarm etc.
* Bathrooms:
  + All surfaces including walls, toilet, sinks, urinals, dispensers, faucets, stall dividers, doors, handles, knobs, floor
  + Shower stalls, curtains, walls, floors, faucets, knobs, etc.
* Water fountains
* Hallways:
  + Walls up to shoulder height, fixtures attached to walls,
  + Lockers, tables, chairs, dividers, door knobs, handles, etc.
* Athletic locker rooms:
  + All surfaces including benches, lockers.
  + Follow bathroom and shower directions above.
* Weight rooms:
  + All equipment & benches, balls, rope handles.
  + Walls, floors
  + Hanging ropes, climbing poles, chin-up bars.
* Wrestling room:
  + All mats on the floor & walls
  + Agitation is required for mats and walls, see instructions following this (Disinfecting for MRSA).
  + Hanging ropes, climbing poles, chin-up bars.

*Disinfecting when a known or suspected bacteria such as MRSA may be present, REQUIRES the surfaces be agitated (using a microfiber mop and or cloth) once it is sprayed. This is needed to ensure that the disinfectant reaches all bacteria cells especially if they are the type that group together. This would apply to wrestling mats and other mats. Follow these instructions:*

1. *Spray using the following instructions.*
2. *Spray again (2nd application) and agitate with mop, let dry.*
3. *Spray again (3rd application), let dry.*
4. *Do this on vertical and horizontal surfaces.*

* Gymnasium:
  + Walls, bleachers.
* Special Needs Classrooms:
  + All surfaces
  + All toys, bins, etc.

Disinfecting for MRSA and other bacteria’s:

If disinfecting for MRSA, Staph or other bacteria, surfaces MUST be agitated (using a microfiber mop and or cloth) once it is sprayed. This is needed to ensure that the disinfectant reaches all bacteria cells especially if they are the type that group together. This would apply to wrestling mats and other mats. Follow these instructions:

1. Spray using the following instructions.
2. Spray again (2nd application) and agitate with mop, let dry.
3. Spray again (3rd application), let dry.
4. Do this on vertical and horizontal surfaces.