



# **TWO-STEP CLEANING AND DISINFECTING DURING HEIGHTENED RISK FOR INFECTION**

## **(OPS-P016)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for completing two-step cleaning and disinfecting at district buildings during heightened risk for infection.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Lead Custodians
- 2.2 Operations Department
- 2.3 Safety Department

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

### **4.0 DEFINITIONS:**

- 4.1 Cleaning solution - the diluted solution of an approved emulsifying cleaner that has effectiveness claims of 99% or greater for bacteria and germs.
- 4.2 Disinfecting solution - the diluted solution of an approved disinfectant that has kill claims of 99% or greater for MRSA, H1N1, influenza, AIDS bacteria, germs, and COVID-19.
- 4.3 High-touch surfaces - surfaces that experience frequent hand contact and could carry elevated levels of disease spreading germs and bacteria. Examples of high-touch surfaces are door handles, counter tops, desk tops, handrails, soap dispensers, paper towel dispensers, desk tops, chair backs, telephones, keyboards, cafeteria tables, flush handles, faucet handles, water fountains, door push bars, climbing wall fixtures, light switches and switch plates.

### **5.0 PROCEDURE:**

- 5.1 Risk Management Department notifies Operations Department that there is a situation of heightened risk for infection from communicable disease.
- 5.2 Operations Department alerts Lead Custodians via phone tree and/or email.
- 5.3 Lead Custodian confirms that they have enough cleaning solution and disinfecting solution available.
  - 5.3.1 If not, Lead Custodian places an order with the custodial supplies vendor.
  - 5.3.2 If supplies cannot be delivered by preferred vendor within 24 hours, alternate vendors can be utilized.
- 5.4 Lead Custodian notifies all members of the custodial staff to perform a two-step cleaning and disinfecting process of all high-touch surfaces in the building.



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- 5.6 Custodial staff uses cleaning solution per manufacturer’s instructions with attention paid to dilution ratio, dwell time, application method and removal method on all high-touch surfaces.
- 5.7 Custodial staff dilutes the disinfecting solution.
- 5.8 Custodial staff uses disinfecting solution per manufacturer’s instructions with attention paid to dilution ratio, dwell time, application method and removal method on all high-touch surfaces.
- 5.9 During the implementation time of the two-step cleaning and disinfecting process:
  - 5.9.1 Buffing and dusting may be temporarily curtailed to allow for full implementation of the process due to additional time needed.
  - 5.9.2 The Operations Department, if possible, will request through principals that additional custodians be used from feeder group schools to assist with implementation.
  - 5.9.3 Custodial staff continue two-step cleaning and disinfecting process until notified to stop.
- 5.10 Risk Management Department notifies the Operations Department when the risk returns to normal levels.
- 5.11 Operations Department notifies Lead Custodians via phone tree and/or email when the risk returns to normal levels.
- 5.12 Lead Custodian notifies all members of the custodial staff to return to normal operations.
- 5.13 During pandemic or epidemic situations, all custodians must strictly adhere to additional disinfecting work instructions for the use of BioVex® as follows:
  - 5.13.1 No-wipe disinfectant shall be applied to all high-touch surfaces after staff and students have left the buildings.
  - 5.13.2 BioVex® instructions: Take chemical, five-gallon container, and appropriate PPE to outdoor location. Put on PPE such as gloves, eye protection, and mask. Take activator and pour into BioVex® bottle. Shake bottle for fifteen seconds. Pour bottle into five-gallon container and fill rest with water. Chemical is not mixed and can be poured into pressurized sprayer. Custodian should then spray all high- touch surfaces in classrooms such as desks, tabletops, light switches, etc.

**6.0 RECORD RETENTION TABLE:**

**Identification      Storage      Retention      Disposition      Protection**



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**7.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
3/3/14		Initial Release
9/25/20	A	4.2 Added "and COVID-19."; Added item 5.13 to highlight additional cleaning measures that will be implemented in times of heightened risk for infection, epidemics or pandemics, such as the COVID-19 pandemic.

**8.0 FLOWCHART:**