



Enhanced Hygiene, Cleaning And Disinfection Plan

K-12 Education

Guidelines

Make Hygiene Accessible

- Have hand sanitizer readily available throughout the facility for use by students, staff and visitors.
- Ensure access to hand soap, sanitizer, and disinfectant wipes in classrooms.
- Place hand sanitizer and disinfectant wipes near shared service areas.

Encourage and Reinforce Hygiene Etiquette

- Create awareness, educate, and reinforce the importance of:
 - Hand Hygiene.** Staff and students will wash or sanitize hands upon entering or leaving classrooms and other spaces in the building.
 - Personal Hygiene.** Staff and students will avoid touching their face, and if they do touch their face, they will wash or sanitize their hands.
 - Social Distancing.** Staff and students will be aware of keeping appropriate personal space and refrain from handshakes, fist bumps and elbow bumps.

Execute Enhanced Cleaning and Disinfection Plan

- Perform daily cleaning of the school.
- High-touch Hot Spots.** Identify and plan for disinfection. Hot spots can include athletic and playground equipment between use.
- Shared Materials.** Frequently clean and disinfect shared materials or equipment that cannot be designated for individual use.

Communicate Your Plan For Clean, Safe, Healthy

- Keep the students, staff, parents and community informed of how you are providing a clean, safe, and healthy learning environment.

Custodial Department Preparedness Checklist

- ☐ **Staffing, Tasks & Frequency Levels**

Evaluate and balance staff, tasks and frequencies for enhanced high-touch cleaning and disinfection.

Standardization of Processes

Standardize cleaning and disinfection processes for:

 - Indoor surfaces and fixture
 - Outdoor playgrounds, equipment, and athletic complexes
 - Cleaning equipment and tools

Standardization & Availability of Product Systems

Standardize critical product systems and identify appropriate supply levels for consumable products:

Hand Hygiene	Disinfection	PPE
- ☐ **Staff Training, Development & Communication**

Implement a system to train custodial staff on standardized procedures, tasks and frequencies. Quickly adapt and communicate when cleaning frequencies change.

Compliance, Quality & Management Controls

Implement a compliance and quality system to ensure cleaning & disinfection practices are being performed as prescribed and take corrective actions when necessary.
- ☐ **Stakeholder Awareness & Communication**

Implement a plan to communicate enhanced hygiene, cleaning and disinfection practices. Include facility-level awareness through signage, video, imagery and electronic communication copy.

Understanding Routine Levels of Clean

[illegible]

Traditional Routine Levels of Clean

	Expectations					Sq. Ft. Estimate	Routine Tasks	Project Tasks
Level	1	2	3	4	5			
Description	Spotless & Sanitary	Clean & Sanitary	Orderly & Sanitary	Noticable Soiling	Obvious Soil & Stains			
Sanitary Areas	All	Most	Critical	Some	None			
Hard Floors & Base Moldings	Bright/Shiny Clean & Mark-free	Bright/Shiny Some Marks, Dust, Streaks	Few Stains / Dull Spots Minor Build-up (Corners) Dirt, Dust, Finish	Overall Dull Obvious Build-up (Corners) Dirt, Dust, Finish	Overall Dull & Dirty Visible Wear & Pitting Heavy Build-up			
Carpeted Floors	Colors are Vibrant Spotting Immediate Dust & Dirt Free	Colors are Bright Spotting within 2 Days Minor Daily Dust & Dirt	Matted in Walking Lanes Some Spots Into Stains Daily Dust & Dirt	Dingy & Matted Obvious Staining Build-up of Dust & Dirt	Dirty, Matted & Faded High-level Staining High-level of Dust & Dirt			
Restrooms	Freshly Cleaned Disinfected & Sanitized	Daily Cleaned Disinfected & Sanitized	Some Dust, Dirt, Stains Disinfected & Sanitized	Conspicuous Dirt, Stains Persistent Odor	Major Dirt, Mold Foul Odor			
Other Surfaces	Freshly Cleaned	Clean w/ Few Marks	Some Dust, Dirt, Smudges	Conspicuous Dirt, Dust	Major Dust, Dirt, Scratches			
Trashcans	Daily Waste Odor Free	Daily Waste Odor Free	Daily Waste Odor Free	Old Waste Malodorous	Overflowing Malodorous			
Light Fixtures	Freshly Cleaned	Clean	Clean	Dirty	Dirty Flies, Dust Balls			

Traditional Routine Levels of Clean

		Expectations	Sq. Ft. Estimate	Routine Tasks	Project Tasks
Level	1	2	3	4	5
Description	Spotless & Sanitary	Clean & Sanitary	Orderly & Sanitary	Noticable Soiling	Obvious Soil & Stains
Sanitary Areas	All	Most	Critical	Some	None
Acute Care	7,000 - 10,000				
Long-Term Care	12,000 - 15,000				
Higher Education	23,000 - 28,000				
K-12 Education	18,000 - 25,000				
General Office / Industr	34,000 - 38,000				
Health and Fitness Clubs	18,000 - 28,000				

Review Tasks & Frequency
For Enhanced - High Touch

















Understanding
Routine Levels of Clean

Traditional Routine Levels of Clean

	Expectations		Sq. Ft. Estimate	Routine Tasks	Project Tasks
Level	1	2	3	4	5
Description	Spotless & Sanitary	Clean & Sanitary	Orderly & Sanitary	Noticable Soiling	Obvious Soil & Stains
Sanitary Areas	All	Most	Critical	Some	None
Restroom - Cleaning, Disinfection & Stocking	As Needed	Daily	Daily	Daily	Daily
Spot Mopping	Daily	Daily	Daily	Daily	Daily
Damp Mop	Daily	Daily	Alternating	Weekly	Monthly
Autoscrub	Daily	Daily	Alternating	Weekly	Monthly
Vacuum - High Traffi	Daily	Daily	Daily	Alternating	Weekly
Vacuum - Wall to Wall	Daily	Daily	Weekly	2 X Month	Monthly
Carpet Spot Removal	As Needed	Daily	Weekly	2 X Month	Monthly
Drinking Fountain - Clean/Disinfect	Daily	Daily	Daily	Weekly	2 X Month
Spot Clean Interior Glass	Daily	Daily	Daily	Daily	Alternating
Full Clean Interior Glass	Daily	Daily	Alternating	Weekly	2 X Month
High / Low Dusting	Daily	Daily	Weekly	2 X Month	Monthly
Spot Clean Walls & Doors	Daily	Daily	Daily	Daily	Daily
Wipe Down Window Ledges	Daily	Weekly	2 X Month	Monthly	Quarterly
Vacuum Vents - Dust Ceiling & Light Fixtures	As Needed	2 X Month	Monthly	Quarterly	2 X Year
Empty Trash, Replace Liners, Clean Receptacles	Daily	Daily	Daily	Alternating	Weekly
High-Touch Hot Spot Disinfection	As Needed	Daily	Daily	Alternating	Weekly

Traditional Routine Levels of Clean

	Expectations		Sq. Ft. Estimate	Routine Tasks	Project Tasks
Level	1	2	3	4	5
Description	Spotless & Sanitary	Clean & Sanitary	Orderly & Sanitary	Noticable Soiling	Obvious Soil & Stains
Sanitary Areas	All	Most	Critical	Some	None
Floors, Interim - Scrub & Recoat	As Needed	2 X Year	Annual	2 Years	3 - 5 Years
Floors, Rennovation - Strip & Finish	As Needed	3 Years	4 Years	5 Years	Rearly
Carpet, Interim - Encapsulation	As Needed	Monthly	Quarterly	-	-
Carpet, Rennovation - Extraction	As Needed	6 Months	Annually	Annually	2 Years
Sports Floor Scrub & Recoat	Annual	Annual	Annual	2 Years	3 - 5 Years
Sports Floor Clean & Recon	2 X Year	Annual	Annual	Annual	Annual

COVER	Preparedness	Cleaning Frequency	Cleaning & Disinfection	Hand Hygiene	Awareness	Next Steps
	Application	EPA List N	PPE	Process	Surface Wipes	Laundry / Warewash
	<div>Microfiber System Above-The-Floor Wiping</div> <div><div><div>Pre-Treat Bucket HIL20015</div></div><div><div>Hand Trowel HIL20047</div></div><div><div>Extension System HIL20046/HIL20044</div></div><div><div>Color-Coded Refill Mops - 11" HIL20055,56,57,58</div></div><div><div>Color-Coded Cloths - 16" x 16" HIL20019,20,21,22</div></div><div><div>Charging Bucket 3.5 Gallon HIL20013, HIL20014</div></div><div></div></div>	<div>Spray Systems Above-The-Floor Spraying</div> <div><div><div>Electro-static Handheld For Use with QT-3 and QT-TB</div></div><div><div>Hand-held ECAPX200ES</div></div><div><div>Back-Pack ECAPX300ES</div></div><div><div>Pump-Up Sprayers</div></div><div><div><div>1/2 Gallon HIL26321</div></div><div><div>2 Gallon HIL26322</div></div></div><div></div></div>	<div>High-Volume System All-Surface, Restrooms</div> <div><div>CC17XP w/ Recovery CC17XP w/o Recovery Cord-Electric Battery</div><div>For use with Re-Juv-Nal and Non-Acid Restroom Cleaner & Disinfectant. EPA List N</div><div></div></div>	<div>Mechanized Floor Care High Productivity</div> <div><div>High-productivity floor care options free up time for high-touch disinfection processes.</div><div></div></div>		

EPA List N Disinfectants

Hillyard Name	Bulk Yield Per Gallon	Arsenal One Yield per 2.5L	Cleaning Companion Yield per 1/2 Gal	Dilution Rate	Follow Directions and Preparation For	Contact Time Minutes	Primary EPA Reg. No.
QT® Bulk	516 RTU Qrts	-	-	Dilutable 1:128	Rotavirus	10	1839-166
		-	-				
Vindicator +®	1,028 RTU Qrts	679 RTU Qrts	-	Dilutable 1:256	Coronavirus	10	1839-167
			-				
Re-Juv-Nal®	260 RTU Qrts	172 RTU Qrts	32.5 Gallons	Dilutable 1:64	Coronavirus	10	1839-169
Non-Acid RR/Dis.							
Q.T.-TB® Ready-To-Use	Ready-To-Use	-	-	RTU	Canine Parvovirus	10	1839-83
		-	-				
Pot & Pan Sanitizer 21 Above® System	731 RTU Qrts	-	-	Dilutable 3.5 Oz : 5 Gal	Adenovirus	10	1839-86
		-	-				
Re-Juv-Nal® HBV	260 RTU Qrts	-	-	Dilutable 1:64	Coronavirus	10	61178-1
		-	-				
Q.T.® 3	-	341 RTU Qrts	-	Dilutable 1:128	Enterovirus D68, Norovirus	5	6836-349
	-		-				
Q.T.® Plus	516 RTU Qrts	341 RTU Qrts	-	Dilutable 1:128	Norovirus	10	6836-77
			-				
Quick & Clean® Germicidal Disinfectant Wipes	Wipes 6 - 75 Wipe Containers	-	-	N/A	Feline calicivirus; Norovirus	10	1839-174
		-	-				

Personal Protective Equipment

Disposable Gloves



Total Users:

Days	
Changes Per Day, Per Person	
Boxes Required (100 gloves)	
Cases Required (10 bx/1,000 gloves)	

ASTM Level I - Face Mask



Total Users:

Days	
Changes Per Day, Per Person	
Boxes Required (50 masks)	
Cases Required (40 bx/2,000 masks)	

Step-by-Step Process Cards & Work Instructions

Area	Pre-Pandemic	Enhanced - High Touch
Classroom		
Restroom		
Cafeteria		
Kitchen		
Gymnasium		
Locker Room		
Lobby		
Hallways		
Office		
Common Area		
Weight Room		
Buses		
Vans		

SAFETY FIRST! - Always Use Protective Equipment!

1

DUST
 Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, speakers, tops of mirrors, TVs, computers, monitors, etc.

2

FLOOR
 Pick Up Large Debris - Trash - Towels - Sweep

PICK UP DEBRIS

SWEEP

3

TRASH CONTAINERS
SANITARY RECEPTACLES
 Check - Empty - Spray Interior - Spot Clean Exterior - Reline

CHECK EMPTY

SPRAY INTERIOR

SPOT CLEAN EXTERIOR

4

DISPENSERS
 Towels - Tissue - Hand Sanitizer
 Check - Refill - Apply Disinfectant

CHECK REFILL

DWELL 10 MIN

5

COMMON TOUCH SURFACES
 Knobs, Switches, Phones, Markers, Etc.
 Spot Clean - Apply Disinfectant - DWELL 10 MIN

SPRAY APPLY

DWELL 10 MIN

6

MIRRORS - GLASS
 Spot Clean - Spray a glass cleaner, such as Suprox Glass and Floor, on to Cloth - Wipe Clean

WIPE

7

DESKS/TABLES/ CHAIRS/PHONES**
 Straighten - Spot Clean - Apply Disinfectant - DWELL 10 MIN

SPRAY APPLY

DWELL 10 MIN

8

CARPET/WALK-OFF MATS
 Spot Clean - Vacuum

9

HARD FLOOR
 Use a TREATED Dust Mo

10

HARD FLOOR
 Damp Mop with floor c
 Floor, From Farthest Po

CLEAN & DISINFECT HIGH-TOUCH SURFACES

Door Knobs, Handles
 Push Plates
 Perillas de Puertas,
 Mangos, Placas de
 accionamiento

Light Switches
 Interruptores de luz

Keyboards, Mice
 Desktops
 Teclados, Ratones de
 Ordenador (Mice),
 Escritorios

Faucets
 Restroom Fixtures
 Grifos, Accesorios
 de Baño

Use an approved EPA registered disinfectant/-cleaner according to label instructions. Allow for proper dwell time.

Use un limpiador/desinfec-
 tante aprobado y registrado
 por el EPA, de acuerdo con
 las instrucciones de la
 etiqueta

STOP THE SPREAD!

¡EVITE LA PROPAGACIÓN!

EPA List N Surface Disinfection Wipes

District, state and local regulations allow for the use of disinfectant wipes in the classroom and school setting.

Ensure classroom access to disinfectant wipes.

Place disinfectant supplies in close proximity to shared equipment (e.g., printer/copier).

Wipes Will Be Accessible To:

- Teachers
- Students
- Administration
- Custodial Staff
- Support Staff

Total Users:

Days	
Wipes Per Day, Per Person	
Containers Required (75 Wipes)	
Cases Required (6 containers/450 wipes)	

Location	Qty
Classrooms	
Offices	
Teachers Lounge	
Library	
Printer/Copy Workstations	

Locations
Requiring
Containers



IHS - Dispenser Placement Protocol

Location	Wall	Stand	Pump
Main Entry			
Secondary Entry			
Classrooms			
Hallways			
Lobbies			
Cafeteria Entrance			
Cafeteria Foodservice			
Locker Rooms			
Gymnasium			
Athletic Complex Entry			
Athletic Complex Interior			
Restroom Entrance			
Reception Counters			



Instant Hand Sanitizer Dispenser & Pump Bottle Placement







	Manual Dispensers		Touch-Free Dispensers		Clean Tray	Stand	Desktop Pump
							
Item Number	HIL22303	HIL22304	HIL22282	HIL22283	HIL22075	HIL22278	HIL0041082
Classrooms							
Hallways							
Restroom Entrance							
Lobbies / Entrys							
Locker Rooms							
Cafeteria							
Other							
Totals							

Formula & Refill Selectio

Manual Dispensing System - 4/1,000ml per Case

Touch-Free Dispensing System - 3/1,000ml per Case

Hand Soap Dispenser Placement

	Manual Dispensers		Touch-Free Dispensers		Clean Tray	Stand
						
Item Number	HIL22303	HIL22304	HIL22282	HIL22283	HIL22075	HIL22278
Classrooms						
Restrooms						
Locker Rooms						
Cafeteria						
Other						
Totals						

Formula & Refill Selectio

Manual Dispensing System - 4/1,250ml per Case

Touch-Free Dispensing System - 3/1,000ml per Case

Instant Hand Sanitizer Refill Estimate

Total Users:

System	Manual	Touch-Free	Pump Btles
mL's per Use			
% Users per System			
Days			
Uses per Person / Day			
Compliance Rate			

Total Estimated Use	Manual	Touch-Free	Pump Btles
mL's per Case			
Estimated Total Cases			

Initial Dispenser Fill	Manual	Touch-free	Pump Btles
Total Dispensers			
Initial Fill Cases			

Hand Soap Estimate

Total Users:

System	Manual	Touch-Free
mL's per Use		
% Users per System		
Days		
Uses per Person / Day		
Compliance Rate		

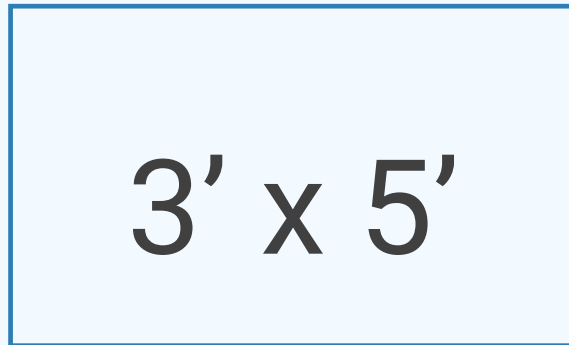
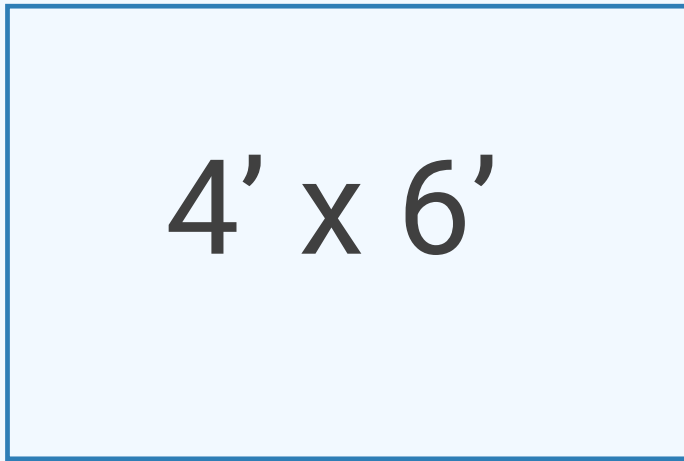
Total Estimated Use	Manual	Touch-Free
mL's per Case		
Estimated Total Cases		

Initial Dispenser Fill	Manual	Touch-Free
Total Dispensers		
Initial Fill Cases		

Awareness Matting



Two Sizes



Two Designs



Wash



Sanitize

Three Colors



Charcoal
#5003
Mat



Gray
#5009
Lettering



Royal Blue
#5045
Icon

Item	Style	Size	Qty
MATSF35LM	Wash	3' x 5'	
MATSF46LM	Wash	4' x 6'	
MATSFS35LM	Sanitize	3' x 5'	
MATSFS46LM	Sanitize	4' x 6'	

- Entryways
- Restrooms
- By Sanitizer Dispensers
- Cafeterias
- Gyms & Locker Rooms



Window-Clings



Please Wash Your Hands
Lavase por Favor Las Manos



Sing Happy Birthday Two Times!
¡Canta Feliz Cumpleaños Dos Veces!

Hillyard, The Cleaning Resource®

Removable
Mirror-Cling
Handwashing
3.5 x 4.0 inches

QTY:

Enhanced
High-Touch Surface
Cleaning And Disinfection

Removable
Window-Cling
Entryways
5.5 x 8.5 inches

QTY:

Downloadable PDF Posters

- Print on Site
- Send for Print to Local Printer
- 8.5 x 11, 11 x 17

WE CARE Series



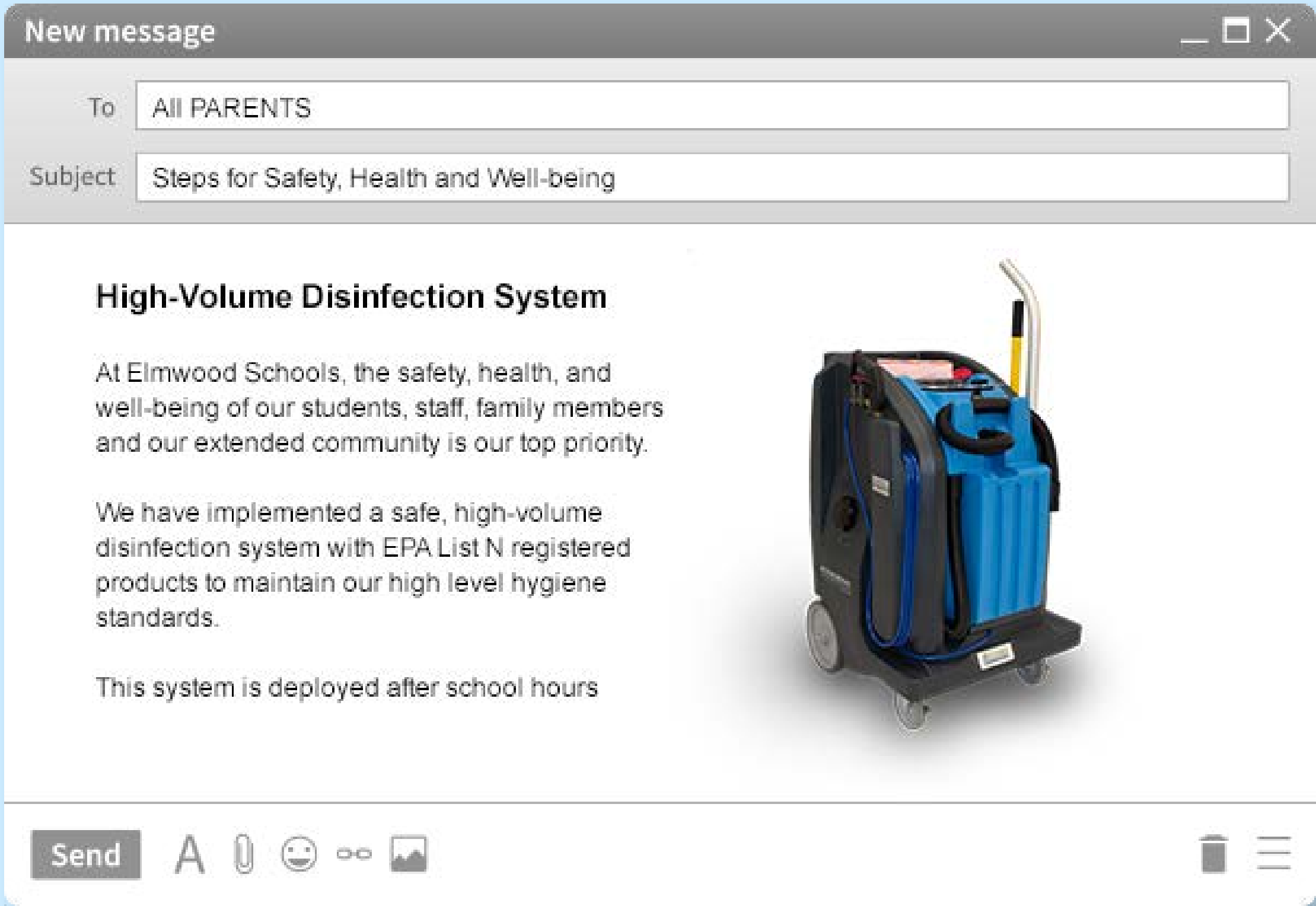
Visit
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- 16:9 Ratio for Video Displays



Tools for Stakeholder Communications



E-Mail Copy & Images



Short Video Clips



Visit
Download
Site

Additional Actions

Next Steps

Evaluate

Staffing, Tasks & Frequency Levels

Compare current staffing level to the level required for enhanced high-touch cleaning.

Standardization - Processes

Order the tools and systems identified to provide standardized cleaning and disinfection processes .

Standardization & Availability of Product Systems

Order critical consumable products to supply the necessary volume for:

Hand Hygiene	Disinfection	PPE

Staff Training, Development & Communication

Develop job/task cards for routine and enhanced cleaning procedures.

Provide staff training on new procedures.

Compliance, Quality & Management Controls

Develop the quality control system on new tasks and frequencies.

Stakeholder Awareness & Communication

Download appropriate material and order window-clings and mirror-clings.

Standardize

Train

Manage

Communicate

Reset Plan
(Adobe Reader/Acrobat Only)

Review Tasks & Frequency
For Enhanced - High Touch

Understanding
Routine Levels of Clean

Tasks, Frequencies & High-Touch Hot Spots



Cat 2

Delivering enhanced, high-touch disinfection requires **more tasks at greater frequency**.

Meeting the challenge requires **evaluating current staffing levels** and workloads.

Finding time will require an **adjustment to pre-pandemic tasks and frequencies**.

The tables have been developed to change the frequency of pre-pandemic tasks to find time to **focus on enhanced, high-touch disinfection**.

Additionally, you can look at some pre-pandemic processes where you can **add mechanization to find more time**.

Hillyard can help **balance increased workloads with current staffing levels**.

Full Clean Interior Glass		
High / Low Dusting		
Spot Clean Walls & Doors		
Wipe Down Window Ledges		
Vacuum Vents - Dust Ceiling & Light Fixtures		
Empty Trash, Replace Liners Clean Receptacles		
Cleaning Equipment - Clean/Disinfect		

Office Equipment - Copy/Print		
Telephones		
Locker Handles		
Cabinet Handles		

Laundry & Warewash

Under Development

Back

Additional Actions