



RICHARD MILBURN ACADEMY  
BACK TO SCHOOL PLAN  
2020-2021



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# INTRODUCTION

RMA Texas Public Schools is looking forward to the 2020-21 school year. We are *committed* to doing everything we can to *safely* reopen our services to all Texas students, as we believe that *community* is essential to a student's lifelong success. Listening to the feedback from our RMA families, we will do whatever possible to provide the appropriate options for learning to continue at RMA.

# COMMUNICATION

COVID-19 Response Team will consist of, but not limited to:

- Campus Principal
- Executive Director of Technology, Grants, & Expansions
  - [ctanton@rma-tx.org](mailto:ctanton@rma-tx.org)
  - 210-240-7600
- Executive Director of Instructional Operations
  - [amcquade@rma-tx.org](mailto:amcquade@rma-tx.org)
  - 210-753-8700
- Director of Human Resources
  - [caverill@rma-tx.org](mailto:caverill@rma-tx.org)
  - 830-267-8863
- Director of Community Outreach, Communications, & Marketing
  - [rlarose@rma-tx.org](mailto:rlarose@rma-tx.org)
  - 210-249-4675
- Superintendent
  - [aanderson@rma-tx.org](mailto:aanderson@rma-tx.org)
  - 210-400-6897

You may email all the above using the [RMA COVID19 Response Team](#) group.

## Health and Safety Signage

- RMA-Branded signage will be added to exterior and interior locations to advise new health protocols. Signage topics include:
  - Mask-Mandate
  - Prevention best-practices
  - DO NOT ENTER if experiencing listed symptoms
  - Proper Mask Wearing
  - Current Maximum Occupancy
  - 6-Foot Distancing Required
  - Proper Hand Washing

- “What Your Test Results Mean” -CDC public domain
- “Slow the Spread of COVID-19” -CDC public domain
- “Protect Yourself and Others From COVID-19” -CDC public domain

## Methods of Communication between Staff and Families

- SchoolMessenger.com – Direct mass-communication to contacts of our families in our System of Record, WebSmart
  - Mass-Email
  - Mass-Text
  - Automated Phone Call
- Online Posting – Public-facing Announcements and Updates
  - Facebook.com/RMAschools
  - RMAschools.com (especially *RMAschools.org/COVID-19*)
- SurveyMonkey.com – Creation, distribution and analysis of interactive surveys to gather feedback as needed.
  - Fall 2020 Re-Opening Survey for Parents / Guardians
    - Re: Feedback from Parents / Guardians on the handling of Spring 2020 semester and desires for Fall 2020 semester
    - Issued 7-21-2020, Due 7-28-2020
- RingCentral – VoIP cloud-based communications and collaboration solution for staff-to-student direct communication

Stakeholder	Communication Strategy	
	Face-to-Face	Hybrid or Online Model
Central Office to Principal	Emails, virtual meetings, phone calls	Regular updates, emails, virtual meetings
Principal to Teachers	Emails, memos, staff meetings	Daily/Weekly communication to all staff, emails, virtual meetings, phone calls
Teachers to Parents	emails, phone calls, video meetings	Develop weekly communication, emails, phone calls, virtual meetings, texting

Teachers to Students	In-class communication through whole/small/individual instruction and tutorials, agendas, assignment lists, online platform assignments, emails, conference	Develop weekly/daily schedule for video conferencing for whole group/small group and individual instruction and tutorials, assignments, feedback and grading alerts, emails
Principal to Community	School Messenger, phone calls, emails, texts, social media	Phone calls, text messages, School Messenger, emails, social media
Central Office to Community	District Website, School Messenger, emails, social media	District Website, School Messenger, emails, social media

## **RISK MANAGEMENT**

### **Cleaning, Sanitizing, & Disinfecting**

#### *Handwashing/Sanitizer*

- Students and staff are required to use hand sanitizer when entering the building, classroom, and office.
- Frequent handwashing and sanitizing will be incorporated in the daily schedules.
- Hand sanitizer dispensers will be placed throughout campuses in readily accessible and high traffic areas and maintained throughout the day.

#### *Classroom Cleaning*

- RMA will follow the CDC recommendations for disinfectants, which are proven to kill viruses like COVID-19, as well as others. RMA will use products certified by the EPA.
- Each classroom will be provided with disinfectants and sanitizers for cleaning during student transitions.
- Classrooms and other common areas within the school will be thoroughly disinfected daily, and deep cleaning will be regularly scheduled.
- See Attachment “A” for detail campus/classroom cleaning.

### **Arrival/Dismissal/Transitions**

#### *Arrival*

- One main entry point will be established.
- Students will report straight to classrooms whenever possible.

### *Dismissal*

- Multiple exit points will be established when possible.
- Campuses will implement staggered release procedures.
- Students will be released directly from classrooms.

### *Transitions*

- Students and staff will follow protocols for face coverings.
- Classroom doors will be left open to reduce high touch areas when possible.
- Traffic patterns will be established throughout the campus that separate individuals to the greatest extent possible.
- Staff and signage will be posted to reinforce physical distance expectations.

## **Social Distancing**

- Staff and students will maintain six feet of social distance in indoor and outdoor settings, to the greatest extent possible.
- When the social distance is not possible, students and staff will comply with wearing face coverings.
- Gatherings outside of the classroom setting will be discouraged (Faculty lounges etc.). Social distancing must be maintained during lunch breaks when masks cannot be worn.
- When students are in the classroom, assigned seating will be implemented daily and documented. A map of each classroom will be created with student seating charts for each period.

## **Personal Protective Equipment**

- Staff and students are expected to provide their own masks. If a student or staff does not have one, RMA will have face-covers available on campus.
- Staff and students will be required to wear a face covering at all times while in an RMA building. The only time a face covering will not be required is while eating or drinking.
- Staff, students, and visitors will comply with state, county, and city face-covering mandates.
- Face coverings include non-medical grade disposable facemasks, cloth face coverings that cover both the mouth and nose or a full-face shield to protect eyes, nose, and mouth in conjunction with a non-medical grade face covering. *The CDC does not recommend the use of gaiters or face shield alone.*
- RMA will supply all campuses with masks, gloves, no-touch thermometers, and sanitizer.

## Temperature Checks/Screenings

- Daily temperature checks of all students and staff will be performed.
- Touchless thermometers will be available to all campuses. When using the touchless thermometer, the thermometer should be 1.5-2 inches from forehead to get the most accurate reading.
- Per TEA, staff and students will be required to complete daily self-screen assessments at home prior to coming to the school building.
- Each campus will have a no-touch thermometer for screening symptomatic students and staff.
- If a student or staff shows symptoms of COVID-19, fever of 100.0, the student or staff should not attend school or immediately be sent home.

## Visitors

- To limit exposure, informal campus visits will be restricted.
- Visitor meetings should be scheduled via an appointment. Meetings can occur thru face-to-face or virtual format.
- Face-to-face meetings should occur between 9:00 am and 4:00 pm in order to limit traffic in the main lobby and hallways.
- All approved visitors must complete an on-campus health screening before entry and must comply with any facemask mandates set by the state or local government.

## Materials and Supplies

- Students should only use their materials and supplies.
- Sharing of materials will not be allowed.
- Proper sanitation protocols will be in place for items that are shared between students, i.e., laptops, calculators, and so on.

## COVID-19 Confirmed/Exposure Protocols

### *COVID-19 Symptoms*

- Feeling Feverish (temperature greater than or equal to 100.0 degrees Fahrenheit)
- Loss of taste or smell
- Cough
- Difficulty breathing
- Fatigue
- Headache

- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

### Confirmed or Suspected Diagnosis

If a student or staff have confirmed or a suspected case of COVID-19, the individual will comply with following:

- Students or staff with a confirmed case must not report to campus.
- Parent/guardian of ill student or an ill staff member must report staff having confirmed diagnosis to campus or department administrator.
- Closure of classroom, hallway, or building to allow for sanitation, unless more than 7 days have already passed since the person was on campus.
- In the case of a student or staff member who is symptomatic and is diagnosed with COVID-19, the individual may return to school/work when the conditions below have been met:
  - At least one day (24 hours) has passed since recovery, no fever without the use of fever-reducing medications;
  - has improved symptoms;
  - at least ten days have passed since symptoms first appeared.
- In the case of an individual that is asymptomatic but has received a positive COVID-19 test result, the individual may not return to the campus until ten days have passed since a positive test.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, the student or staff is assumed to have COVID-19, and the individual may not return to campus until the individual has completed the same three-step set of criteria listed above.
- If the student or staff has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either
  - Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or
  - Obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
- If an individual has tested positive for COVID-19 and believes the test was a false positive, and wants to return to campus before completing the above stay at home period, the individual must either:



- Obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis, though for privacy reasons the note does not need to indicate what the alternative diagnosis is, or
- Obtain two PCR acute infection tests (at a physician’s office, approved testing location, or other site) at least 24 hours apart that come back negative for COVID-19.



### *Close Contact*

- Close contact defined as:
  - a. Being directly exposed to infectious secretions, as in coughed on; or
  - b. Being within 6 feet for a total of approximately 15 minutes throughout the course of a day; however, additional factors like case/contact masking (I.e. both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and a case symptomology may affect this determination.
  - c. If a student or staff member has been in close contact with a confirmed COVID-19 patient, student or staff member must not report to campus.
- Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming test and continuing for 10 days following the confirming test.
- Student or staff member who has had close contact with a confirmed COVID-19 patient must report to campus or department administrator.

- If a staff or student was in close contact with someone who is lab-confirmed to have COVID-19, the stay-at-home period can be:
  - 10 days after the last close contact, so long as they continue to monitor themselves daily for symptoms and take appropriate precautions through day 14
  - 7 days after the last close contact, after receiving a negative test result from a test administered at least 5 days after the last close contact, so long as they continue to monitor themselves daily for symptoms and take appropriate precautions through day 14
  - For staff who are necessary to preserve school operations, RMA can choose not to require any stay-at-home period, but will require on-campus Rapid COVID-19 testing on day 3 and day 7 after the close contact exposure occurred, so long as the affected staff continue to monitor themselves daily for symptoms and take appropriate precautions through day 14.
- Campuses will immediately separate any student or staff who shows signs of COVID-19.
- Students who are ill will be evaluated and sent home.
- A staff member who is ill will immediately clock out, follow the RMA Employee set procedures and seek medical care if needed and isolate at home for the required amount of time.
- Campus Principal will immediately notify the COVID-19 Response Team
  1. Call the Executive Director of Operations to provide details of COVID-19 exposure to student or staff.
  2. Email the RMA COVID-19 Response Team with details pertaining to staff or student COVID-19 exposure to allow appropriate departments to follow-up on situation.
- If an individual who has been on campus is lab-confirmed to have COVID-19, RMA will notify the local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights Privacy Act (FERPA).
- RMA will notify all teachers, staff, and families of all students on campus if a lab-confirmed COVID-19 case is identified among students, teachers or staff.
- Classrooms, hallways, offices, and so forth that the ill student or staff may have been will be closed off and sanitized before reopening to other students or staff, unless more than 7 days have already passed since the person was on campus.

## **READINESS**

### **Technology**

- Student laptops will be utilized for both face-to-face and remote learning.

- RMA will utilize the student laptop loaner program to assist students who do not have access to technology at home.
- Hot spots may be provided for staff and students on a need basis.

## Instructional Models

### *Hybrid (In-Person Instruction)*

- Students and staff will attend school 5 days a week with additional safety, sanitation, and social distancing measures that align with local, state, and federal guidelines and recommendations.

### *Remote (Virtual Instruction)*

- Virtual (online) instruction will be offered through a remote synchronous and/or asynchronous instructional format.
- The student is required to participate and be engaged five days a week.
- Students will be required to participate in tutoring sessions or virtual conferencing required by the teacher or campus principal.

### *Grading*

- Grading policies will be the same for in-person and remote instruction.
- Online schoolwork will count toward course credit, GPA, and class rank, just like in-person grades will count.

### *Attendance*

- Per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered in order to be awarded credit for the course or to be promoted to the next grade. This requirement applies to both In-person and remote instruction.
- Attendance will be taken each day for both in-person and for remote instruction for each period.

## Special Programs

- Students in specialized programs, including but not limited to: special education, 504, Dyslexia, and ESL, will receive information related to their program once individualized plans are finalized.
- Individual education plans, accommodations, and modifications will be followed in face-to-face and remote settings.
- Personal protective equipment, sanitation, and social distancing will be used as appropriate.

## Meals

RMA will comply with child nutrition guidelines set by the Texas Department of Agriculture.

- Breakfast will be provided for all on-campus AM students and remote students
- Students will use hand sanitizer before receiving breakfast.
- Breakfast in the classroom or grab and go breakfast will be utilized for serving breakfast.

## Sources

Texas Education Agency

<https://tea.texas.gov/texas-schools/health-safety-discipline/covid/coronavirus-covid-19-support-and-guidance>

The Texas Department of State Health Services

<https://tdem.texas.gov/covid-19/>

Texas School Safety Center

<https://locker.txssc.txstate.edu/b47c4bb8ed91d47c879cc579e5420660>

## ATTACHEMNT "A"

To ensure we deliver a safe and healthy environment for all RMA Schools students, staff and visitors we have prepared this cleaning plan. This plan is a guide to ensure we address the routine cleaning and additional cleaning needs due to COVID-19. This plan will be updated as new information is disseminated by the RMA administration, local health authorities, Texas Education Agency, US Centers for Disease Control and Prevention and the US Department of Education.

### **Routing Cleaning Scope of Work**

**Service Areas:** All areas in each facility are to be serviced per the schedule of services below. This includes all classrooms, restrooms, offices, libraries, auditoriums, hallways, stairwells, as well as parking lots, grounds, entrance ways, play areas, fields and any other area within each facility's campus.

**Quality of Work:** Care will be exercised during all cleaning service. Baseboards, walls, and furniture must not be splashed, marred, disfigured or damaged during daily, monthly and semi-annual floor-care and dusting operations.

#### **Daily - All areas:**

- Wipe down and disinfect all surfaces and tabletops in all areas
- Clean and disinfect all restrooms
- Clean and disinfect all toilets, toilet seats and urinals, inside and out
- Scour and disinfect all basins.
- Wet mop and rinse restroom floors with disinfectant
- Vacuum all carpeting (including rugs in classrooms)
- Sweep or dust mop all non-carpeted areas, including stairwells and hallways
- Wet mop hard-surface flooring, including hallways and cafeteria
- Clean entrance glass and interior glass
- Polish all stainless steel surfaces, including drinking fountains, door push-plates, etc.
- Pick up trash and debris from parking lot, play areas, grounds, etc.
- Empty and re-line all trash receptacles; place all trash in dumpsters or designated collection areas
- Empty and replace all recycling receptacles; place all recycling in proper recycling dumpsters or designated collection areas
- Empty and re-line exterior trash cans
- Straighten furniture, organize stacks, etc., as necessary to ensure a neat, orderly teaching and learning environment
- Daily grounds removal of litter, clutter, etc.
- Occasional porter tasks, including carrying boxes and moving furniture
- Occasional set-up, break-down, and support for daytime events and activities
- Any other duties that help in the day-to-day operations at the facility
- Stock/Refill Consumables - towels, tissue, and hand soap
- Empty sanitary napkin receptacles and damp wipe with disinfectant

- Empty trash receptacles, wipe down, and re-line (if food or wet items present)
- Clean and polish mirrors
- Wipe towel cabinet covers
- Dust partitions, tops of mirrors and frames
- Remove splash marks from walls around basins
- Spot clean all instances of graffiti: Report vandalism or non-removable graffiti to the Principal and Jengo Facility Manager daily

**Weekly Service: All areas**

- Dust all vertical surfaces of desks and other furnishings (up to 8 feet)
- High-dust horizontal surfaces (all surfaces up to 8 feet)
- Clean all windows and doors, interior and exterior
  - Both sides of all windows between classroom/hallway and classroom/classroom
  - Both sides of all windows in all doors, interior and exterior
  - Both sides of all glass in entryways and vestibules etc.
- Dust classroom blinds and windowsills
- Wet mop and vacuum stairwells and any other areas not mopped daily

**Monthly Service: All areas**

- Accomplish all high dusting (over 8 feet), horizontal and vertical surfaces, floor to ceiling
- Wash all walls and bathroom stalls up to 8 feet
- Clean all glass and windows up to 8 feet
- Scrub all baseboards, door kick plates, and other high-visibility trim

**Out of scope cleaning activity recommended due to COVID-19.**

All COVID-19 cleaning will be approved in advance by the RMA administration.

**Recommended cleaning activities:**

- Daily electrostatic disinfection of various high touch points. This should be completed on a nightly basis in addition to the routine cleaning outlined above.
- If required, additional cleaning during normal business hours to clean all high-touch points on a continuous basis while ensuring not to affect the teaching process.

**Scope of Electrostatic Disinfecting:**

- Electrostatic Disinfectant application to primary 'high-touch' points:
  - Doorknobs, handles, bars, push-plates
  - Desks, chairs & tables; computers, power cords & peripherals
  - Switch plates; electrical outlets, pencil sharpeners, projectors

- Faucet handles, flush handles dispenser handles, toilet seats, partition touchpoints
- Water fountains, benches, countertops, timeclocks, vending machines
- Electrostatic Disinfectant application to secondary ‘high-touch’ points
  - Hallway walls
  - Whiteboard markers & erasers, keys, passes, books, binders
  - Appliances, sinks, urns, drink dispensers, copiers, cabinet door handles,
  - Fire extinguishers/hoses, boxes & valve handles; Alarm pulls

Pre-cleaning of high dirt/grime touch points is required because heavily soiled surfaces can reduce disinfectant efficacy.

**Recommended Electrostatic Disinfecting Device:**

- Victory VP200ESK Professional Cordless Electrostatic Handheld Sprayer or similar device.



**Recommended Electrostatic Disinfecting Chemical:**

The Hospital Grade Cleaner/Disinfectant product, Oxivir<sup>®</sup>, or similar product is recommended to be used in the electrostatic application device. Oxivir<sup>®</sup>, offers the following advantages/benefits:

- EPA approval for effective use against SARS-CoV-2
- Dwell Time (requisite ‘wet’ time on surface) rating of less than one (1) minute
  - Other disinfectant types, though effective, require 5-10 minute+ Dwell Times
- Hydrogen peroxide base is so safe & gentle, PPE is not required
- Safe for lay staff and use virtually anywhere at any time
- Its mild characteristics produces no harsh or deleterious fumes or odors
- Will not bind or tie-up in textiles – cleaning cloths, mops, etc.

*As with many janitorial products, especially disinfectants, cleaner/disinfectants and antimicrobial products in general, are encountering supply-chain issues which may require back-ordering and possibly demanding a premium price.*

**Actions/Protocol for a known test-verified case of COVID19 at a campus.**

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility:

1. Close off areas visited by the ill person(s). Open outside doors and windows and use ventilating fans to increase air circulation in the area.
2. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
3. Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill person(s), focusing especially on frequently touched surfaces.

### **The Process to Clean and Disinfect:**

#### **Hard (Non-porous) Surfaces**

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, an EPA-approved cleaning product will be used.

#### **Soft (Porous) Surfaces**

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, we use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

#### **Electronics**

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

### **Scope of Work for Additional Daily Sanitizing Services**

Regardless of each school's square footage or student enrollment size, daily and constant surface sanitizing would require additional janitor/custodian hours. This person would be charged with the dedicated task of continuously sanitizing surfaces of high-touch points. Daily class operations and scheduling will impact the extent and frequency of the additional specialized services. This service would



be to simply reduce the probability of student or staff contact with the COVID-19 virus, by eliminating/killing it on touch-points.

Typical touch-point sanitizing assigned tasks would likely be as follows:

- At start, end or between classes:
  - Hallways/Corridors – Handrails, corner beads and walls 30”-60” high
  - Doorknobs/handles/bars/ push-plates; frame & glass 30”-60” high
  - Water fountains, vending machines, countertops, tables, or other furnishings/fixtures
  - Restroom faucets, fixtures, dispensers; walls & stall/divider panels 30”-60” high
  - Break room/lounge/workroom tabletops, chair backs, fixtures, appliances
  - Vent grills, registers; fire extinguisher boxes, alarm pulls, misc. at 30”-60” high
- Idle classrooms between classes:
  - Doorknobs/handles/bars/ push-plates; frame & glass 30”-60” high
  - Tables, countertops & cabinets, shelving, walls, rails & corner beads 30”-60” high
  - Desktops, chair seats & backs
  - Computer keyboards, power cords, charging station cabinet (touchpoints)
  - Lab sinks, fixtures, appliances & countertops
  - Windows, windowsills, blinds & other window treatments 30”-60” high
  - Vent grills, registers; fire extinguisher boxes, alarm pulls, misc. at 30”-60” high
- Offices, conference rooms, etc. as dictated by use volume and traffic patterns:
  - Doorknobs/handles/bars/ push-plates; frame & glass 30”-60” high
  - Countertops, tables, chairs, cabinets, shelving, walls, rails & corner beads 30”-60” high
  - Vent grills, registers; fire extinguisher boxes, alarm pulls, misc. at 30”-60” high
- Auditoriums, Gyms, etc.:
  - Chair seats & backs, bench & bleacher tops & side rims
  - Handrails, corner beads and walls 30”-60” high
  - Vent grills, registers; fire extinguisher boxes, alarm pulls, misc. at 30”-60” high

### **Facilities Staff Protocols**

When performing our routine cleaning or COVID-19 cleaning we will follow the following protocols.

#### **Monitoring**

- We will monitor guidance from local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.

## Training

- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- Adhere to policies for worker protection and training prior to providing cleaning tasks. Training will include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Employees will be trained on OSHA's standards on Blood borne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).
- Educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff will immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.

## Safety

- Special considerations will be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations.
- Cleaning staff and others will clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol will be used. However, if hands are visibly dirty, always wash hands with soap and water.
- The risk of exposure to cleaning staff is inherently low. Cleaning staff will wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Gloves and/or gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and/or gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms will be worn during cleaning and disinfecting. Reusable (washable) clothing will be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves will be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff will immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands will include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance such as a child.

*Sources:*

- *Centers for Disease Control and Prevention (CDC)*
- *Texas Education Agency (TEA)*
- *Victory Innovations Co.*