



## Healthy Workplace Practices Guide

One of the Palm Springs Unified School District's top priorities is to reduce the risk of exposure to COVID-19 when returning to work. The development, implementation, and maintenance/revision of Healthy Workplace Practices will play a vital role in preventing the spread of the virus. Every staff, student, and community member's health and well-being are of utmost importance to the District. Palm Springs Unified has developed the following protocols based on the guidelines provided by the Center for Disease Control (CDC).

### **Maintaining Safe Behavioral Practices**

Significant behavioral changes must be implemented and maintained to reduce the spread of COVID-19. To prevent the risk of exposure, the following practices must adhere to:

- Physical Distancing - At least 6 ft. apart
- Utilize hand sanitizer when handwashing is unavailable
- Avoid touching eyes, nose, and mouth
- Clean and disinfect frequently touched objects and surfaces
- Frequent proper handwashing
- Properly wear a face covering over nose and mouth when around others
- Stay home when sick

### **Healthy Workplace Cleaning and Disinfecting Practices**

To ensure the health and well-being of our PSUSD staff and visitors and reduce the risk of exposure to COVID-19 the facilities are receiving extra cleaning and disinfecting by the custodial department.

### **Know the difference between Cleaning and Disinfecting**

**Cleaning** *removes germs*, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting** *kills germs* on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

## **Disinfecting Protocols**

Evaluate the space you work in to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will need normal routine cleaning. Frequently touched surfaces will require additional cleaning and disinfecting.

If the school or office area you work in has been unoccupied for 7 days or more, then it will only need normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than 7 days.

Some surfaces only need to be cleaned with a general cleaning agent. For example, surfaces and objects that are **not** frequently touched do not require disinfection. COVID-19 on surfaces and objects naturally die within hours or up to 7 days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

A normal routine cleaning with a general cleaning agent removes germs and dirt from surfaces. It also lowers the risk of spreading COVID-19. Also, disinfecting areas that are frequently touched will assist in killing germs on surfaces.

## **Staff Request for Disinfectant Cleaner for Personal Work/Office Area (voluntary)**

- Staff requesting disinfectant shall first complete specific online safety training provided through Keenan SafeSchools before its use (see attachment).
- Unless you need to disinfect, consider using a general-purpose cleaner. Waxie Green 243 Neutral Cleaner is available upon request from your custodian.
- See Head Custodian for Personal Cleaning Supply Kits and the replacement of soiled rags.

## **Cleaning for Custodial Staff**

Ensuring the safety of staff who perform custodial services is a top priority for Palm Springs Unified School District. Custodial staff will be provided with the appropriate personal protective equipment (PPE) to reduce the risk of exposure to illness. The custodial staff will be required to:

- Wear disposable gloves to clean and disinfect
- Change gloves frequently and wash hands in between glove changes
- Properly wear a face covering over nose and mouth when around others
- Wear eye protection when applying disinfectant with a disinfectant applicator
- Practice the routine of cleaning frequently touched surfaces
- Clean surfaces using a general cleaning agent and follow up with the use of a disinfectant

Frequently touched surfaces include but are not limited to:

- Door Handles
- Tables
- Egress Bars
- Light Switches
- Sinks
- Toilets
- Handrails

## **Custodial Cleaning and Disinfecting Practices for PSUSD**

As disinfectant products are considered pesticides and regulated by Federal and State laws, any district employee being provided a disinfectant shall first complete specific online safety training provided through Keenan SafeSchools before its use. Once this requirement is completed and verified, you will be provided with Waxie 764 Lemon Quat Disinfectant Cleaner and a basic personal protection kit (apron, glasses, gloves, towels) by your custodian.

The custodial staff will be required to:

- Clean high touch areas and restrooms disinfected with a district-approved EPA product twice daily
- Clean high touch areas include tables, chairs, door handles and push plates, handrails, light switches, elevator push buttons, countertops, phones, keyboard/mouse, faucets, sinks, drinking fountains, etc.
- Continue routine cleaning and disinfecting including wiping down tables, chairs, and other surfaces, emptying trash, cleaning restrooms, vacuuming, and mopping floors

## **Soft Surfaces**

Cleaning soft surfaces:

- Clean the surface using a general cleaning agent appropriate for use on the surfaces
- Launder items (if possible) according to the manufacturer's instructions.
  - Use the warmest appropriate water setting and dry items completely
  - As needed, disinfect with an EPA-registered cleaner
- Vacuum as usual and change filters frequently

## **Other District Facilities Locations**

When large gathering areas within the District are reopened, they will be cleaned with a large capacity disinfecting applicator. These areas will be places such as, locker rooms, gyms, and large seating areas (i.e. stadiums and theaters). All users will be responsible for ensuring they are maintaining safe personal behavior practices (listed above).