



COVID-19 Custodial Guide for Administrators and Head Custodians

Updated 9/15/2020

This best practice document is provided to give Site Administrators and Head Custodians an overview of the required cleaning processes that must be put in place by order of the Santa Clara County Health Department.

Training & PPE

- All staff members should be familiar with the proper dilution and use of the chemical they are using as well as the application and required personal protective equipment (masks, gloves, eyewear, coveralls, etc.) needed. This information is usually found on the product bottle.
- All associates must wear the required PPE for the product they are using.
- All associates must wear a cloth face covering at all times while on campus, except while eating or drinking. Additional PPE may be required (such as an N95 style mask) for specific tasks such as spraying chemicals or at other required times.

Supplies

Availability

Most routine supplies necessary for cleaning, disinfecting, and personal protection are available through the district warehouse. Item numbers are available in the warehouse supply catalog, however newer items are not updated yet. Please reference their item numbers below:

| | | | |
|-------|-----------------------------|-------|-----------------------------------|
| 45810 | Face Shield | 44651 | Generic Hand Sanitizer - 8OZ |
| 45802 | Face Mask -NK 49 - 10/PK | 44655 | Generic Hand Sanitizer - 1 gallon |
| 44650 | Purell Hand sanitizer - 8OZ | 45801 | Face Mask 3-PLY - 50/PK |

Disinfectant Use

BETCO PH7q Neutral Disinfectant Cleaner is the recommended disinfectant for killing COVID-19, it is on the EPA approved list of chemicals to use on the virus. The product should be left to dwell on the surface for 10 minutes to most effectively kill the virus. There is no required clean up after the dwell period, it is designed to leave no residue.



Janitorial Carts

Janitorial carts should be stocked with necessary equipment to clean and disinfect areas throughout the day. Equipment should include: disposable towels, microfiber rags, mop heads, buckets, cleaning and disinfecting products, trash liners.

Refilling Consumables

Consumable products such as sanitizer, soap, and disinfectant solution must be monitored and refilled promptly. The availability of these products helps to provide a safe and secure environment for our staff and students as well as their families. Sites should develop a plan to ensure that these items are always filled and ready for use.

Supplies for Staff Members

Ensuring that staff members have adequate supplies to keep themselves and their areas clean is essential. It is recommended that sites develop a process for non-custodial staff members to obtain personal protective equipment (PPE) such as face masks and face shields (custodial staff member should already have access to PPE) as well as hand sanitizer and other consumables. It is best to have this done in a monitored fashion so that supplies are distributed equitably.

Cleaning Stations

All sites should have set up cleaning station(s) throughout their locations where staff members can retrieve disinfectant for use during the day. Ensuring that these stations are maintained and solutions kept full is essential to help support the cleaning efforts at our sites.

Cleaning Station Equipment

- Empty spray bottles (make sure to mark them with a sharpie or label with the cleaner name).
- Chemical jug (don't use a water bottle or other container). We suggest Grainger item 489M89.
- Betco PH7q disinfectant cleaning solution (available through the warehouse).
- Paper towel roll (available through the warehouse).
- Laminated sign identifying the station, the solution, and to return bottles when done.



Cleaning Station Setup

Fill the chemical jug and spray bottles with the appropriate amount of BETCO PH7q cleaner per the manufacturer's instructions. Place the bottles along with the jug in centralized locations identified at your site along with a roll of paper towels and the instruction sheet. Site staff members can then take a bottle of cleaner to use in their spaces when needed and return them at the end of the day. They can also refill their bottles from the large jug when needed so custodians only have to keep the jug full.

Routine Cleaning

Routine cleaning should continue as normal (or as close to normal as possible); disinfecting is most effective on a clean surface. If not already implemented sites should have their buildings divided into cleaning zones where custodians are responsible for the proper care and upkeep of their zone. Cleaning can be prioritized to allow extra time for disinfecting, sites should customize this to their individual needs, an example of this may be reducing vacuuming service from daily to every other day service or other similar procedural changes.

Disinfecting Cleaning

Disinfecting Cleaning should be done on a clean surface, this may require the use of a surface cleaner to remove any heavy soils, dirt, or organic matter before the surface is disinfected. Required PPE must be used at all times.

Table Tops, Desks, Sinks, Drinking Fountains & Flat Surfaces

Using the BETCO PH7q mixed following the manufacturer's recommended instructions liberally apply the product to the surfaces to be treated. The disinfectant must remain wet and active on the surface for the dwell period. After the dwell period has been reached the surface can be wiped down or left to air dry. The product is designed to leave no residue.

High Touch Surfaces

High Touch surfaces are generally identified as door knobs / handles, light switches, HVAC controls, phones, pencil sharpeners, door jambs, phones, printers, bathroom surfaces, drinking fountains, shared objects etc. The BETCO PH7q should be used following the manufacturer's instructions and liberally applied to a disposable towel or other similar applicator. The surface should be wiped down leaving the surface damp for the dwell period.

Soft Surfaces

Using the BETCO PH7q in a spray bottle spray the surface of the fabric from 6 to 8 inches away in a zig zag motion to mist the material until wet (it does not need to be saturated, just evenly wet). Allow to air dry. It is best to test the product in an inconspicuous spot to ensure no staining occurs.

Disinfecting Frequency



The Santa Clara County Health Department requires table tops, desks, sinks, restrooms, drinking fountains, flat surfaces and high touch surfaces to be disinfected at least daily, or more frequently if feasible, when the space is in use. Restrooms must be cleaned after each cohort period.

Disinfecting Verification

Site Administrators, Head Custodians, and Night Leads must ensure that all necessary areas are disinfected as outlined. This can be done through a check off sheet per building or other verifiable method as designated by the site administration.