

ENVIRONMENTAL SERVICES STANDARD OPERATING PROCEDURES

EXECUTIVE SUMMARY

In order to diligently monitor the environment so as to protect children and staff from infection from one person or place to another, and reduce the risk of direct or indirect exposure to disease producing micro-organisms, it is important that a comprehensive and effective infection management system be followed.

This Standard Operation Procedure provides a set of guidelines on recommended cleaning and disinfection practices employed by Environmental Services Staff at Green Chimneys locations in response to the Covid-19 pandemic.

These procedures are organized as follows:

A. HIGH RISK BUILDINGS AND LOCATIONS

B. PROCEDURES DETAILING CLEANING, SANITIZING AND DISINFECTING FOR THESE HIGH RISK AREAS.

Basic Level- Routine Cleaning

Heightened Level- Specific high-risk locations within a congregate setting warrant cleaning and disinfection before a confirmed case occurs in the setting.

Extreme Level - If a laboratory confirmed case of the virus was symptomatic while in a congregate setting, staff should perform cleaning and disinfection of frequently touched areas throughout the area.

C. STAFF DESIGNATED AND TRAINED TO EXECUTE THESE PROCEDURES

1. Organizational Chart
2. Scheduling and Planning Examples

D. LIST OF APPROVED PRODUCTS AND CHEMICAL STORAGE POLICY

A. HIGH RISK BUILDINGS

As the need for increased disinfection becomes necessary, the following buildings will be prioritized:

- Health Center, Bldg. 9
- Education buildings, 7, 26, 27, 28, 29
- Dining Hall bathrooms and lobby areas, Bldg. 14
- Nature's Nursery, buildings 1 and 17
- Recreation Areas – Gym, 11, Pool, 10, bldg. 8
- Farm areas

Within these locations are areas considered high-risk (e.g., bathrooms, athletic areas, cafeteria/kitchen, health room/nurse's office) and high-touch points (e.g., door handles, hand railings, lockers, shared desks and keyboards) that may require sanitizing and targeted disinfecting in addition to routine cleaning.

B. PROCEDURES

Routine Cleaning: Soiled and frequently touched surfaces can be reservoirs for pathogens, resulting in a continued transmission to people. Therefore, for pathogenic microorganisms that can transmit disease through indirect contact (transmission through contaminated surfaces); extra attention is paid to surfaces that are touched most often by different individuals. **As part of standard infection control practices, routine cleaning should be continued.** Routine cleaning of congregate settings include:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles.
- Dust- and wet-mopping or auto-scrubbing floors.
- Vacuuming of entryways and high traffic areas.
- Removing trash.
- Cleaning restrooms.
- Wiping heat and air conditioner vents.
- Spot cleaning walls.
- Spot cleaning carpets.
- Dusting horizontal surfaces and light fixtures.
- Cleaning spills.
- Regular cleaning and laundering of sleeping areas.

Step 1: Cleaning: Surfaces are cleaned prior to using disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

Step 2: Disinfection: Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. NYSDEC has created a list of products registered in New York State that correspond to a list of products identified by the EPA. If such products are unavailable, disinfect

surfaces using an EPA- and DEC*- registered disinfectant labeled to be effective against rhinovirus and/or human coronavirus.

- Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between one and ten minutes after application. For disinfectants that come in concentrated forms, it is important to carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information is found on the product label. This is accomplished through an automated dispensing system we use throughout campus.

Cleaning and disinfecting should be conducted by staff who have been trained to use products in a safe and effective manner. Staff should be reminded to ensure procedures for safe and effective use of all products are followed. Staff do not need to wear respiratory protection while cleaning. Safety instructions are listed on product labels and include the personal protective equipment (e.g., gloves) that should be used. Place all used gloves in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

HEIGHTENED

Specific high-risk locations within a congregate setting warrant cleaning and disinfection before a confirmed case occurs in the setting.

Cleaning removes germs, dirt and impurities from surfaces or objects, while disinfecting kills germs on surfaces or objects: Staff should follow Steps 1-2 of the routine cleaning specifications.

Examples of frequently touched areas in congregate settings:

- ✓ Desks and chairs;
- ✓ Tables and chairs;
- ✓ Door handles and push plates;
- ✓ Handrails;
- ✓ Kitchen and bathroom faucets;
- ✓ Light switches;
- ✓ Remote controls;
- ✓ Shared telephones;
- ✓ Shared desktops; and
- ✓ Shared computer keyboards and mice.

EXTREME

If a laboratory confirmed case of the virus was symptomatic while in a congregate setting, staff should perform cleaning and disinfection of frequently touched areas throughout the area.

Timing and location of cleaning and disinfection of surfaces

At a school, daycare center, office, or other facility that does not house people overnight:

- It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
- **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons**, focusing especially on frequently touched surfaces.

At a facility that does house people overnight:

- It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
- In areas where ill persons are being housed in isolation focus on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons, but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as needed.
- In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.

C. CHEMICAL POLICY

- I. **POLICY:** The Agency is responsible to have systems in place to ensure all chemicals, cleaning agents, cleaning equipment, and potentially dangerous work tools are properly stored in accordance with EOC standards and initiatives. A storage procedure is designed to ensure prevention of potentially harmful situations and compliance with Green Cleaning and EOC standards is achieved.
- II. **PROCEDURE:**
 - All chemicals everywhere on both campuses (Brewster and Clearpool) will be stored in the nearest designated Environmental Services closet.
 - In the absence of a closet, a lockable cabinet will be procured.
 - No chemical may be procured outside of Support Services Division.
 - All chemical distribution is to be managed by Supervisors within Support Services Division.
 - All spaces on both campuses will be inspected monthly by ES Supervisors to ensure that all chemicals and tools are properly stored.
 - Any chemicals not in compliance with Green Cleaning and EOC standards will be removed and/or disposed of by ES Foreman.
 - ES Foreman will provide basic training in the values of Green Cleaning, safety concerns, and procedures to staff in each department once annually.

Cleaning Chemical Storage Policy Review

When used properly, both conventional and green cleaning chemicals are relatively safe. However, these products still need to be handled safely. Environmental Services Department has proper storage and dilution procedures in place that limit or prevent contact with chemicals. Cleaning products will be purchased in concentrated form (where available) and stored in the locked Chemical Storage Closet located in the Environmental Services Office. As needed, the chemicals will be moved from the locked storage area to the appropriate janitorial closets located throughout the buildings, where they may be dispensed through the Automatic Dispensing Unit. This unit eliminates leaks, spills, and inaccuracies in dilution, therefore lowering personnel exposure to, and waste of, the chemical concentrates.

Worker Safety

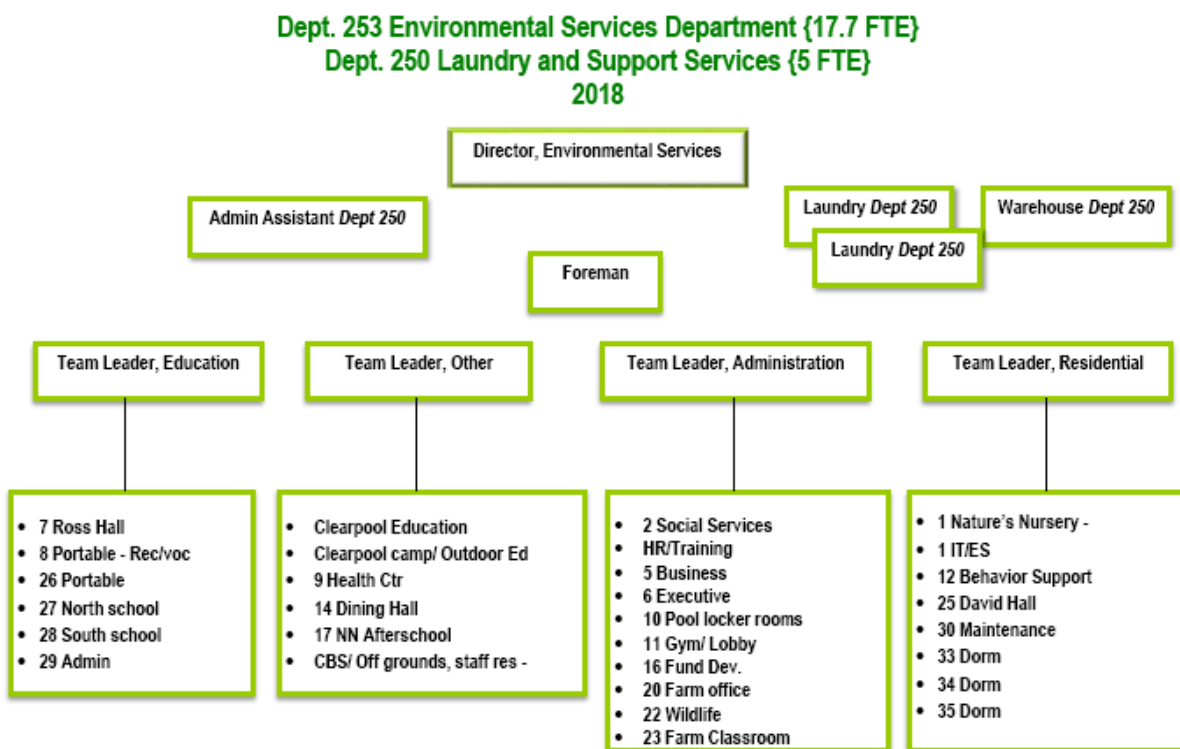
- Be aware of what chemicals you use;
- Make sure all chemical storage containers are properly labeled and tightly secured;
- Read Safety Data Sheets (SDSs) and the labels of every product you use;
- Know how to read and understand SDSs; Manuals are in Environmental Services, Health Center and Maintenance.
- Never mix chemicals;
- Do not use chemicals on surfaces they are not intended for;
- Always wear the recommended personal protective equipment (PPE) for chemical use;

- Use an automated chemical dilution station whenever possible to produce accurate dilutions and reduce chemical exposure;
- Never operate equipment that you have not been properly trained to use.
- Make sure you know what the following "signal words" mean:
 - **Caution:** the product should be used carefully but is relatively safe.
 - **Warning:** the product is moderately toxic.
 - **Danger:** the product is highly toxic and may cause permanent damage to skin/eyes.

We have handed out Safety and OSHAS pictographs are posted and given out. Signage in multiple languages quickly conveys possible dangers and precautions related to the chemicals.

D. STAFFING

During the times when outbreaks and illness increase, our strategy is to redirect trained staff to high use areas such as the gym and school, and use fewer resources in the office areas. Because we have maintained a high level of cleanliness, this redirection of resources does not affect our “visual” cleanliness. The specifics regarding this strategy include assigning custodial staff familiar with the program areas then heighten their infection control by hitting high touch zones with the prescribed disinfectant. Because the staff are familiar with the targeted program area, be it the farm, computer lab or dining hall, on a daily basis, they can concentrate on the more risky touch points such as computers, light switches, door handles, water fountains, railings, lockers and other areas kids tend to gravitate to.



Having schedules from the Recreation Department help us to plan

Pool Schedule Sample

20	21	22	23	24	25	26
8:30 am – 12:30 pm	5 am -7:30 am	5 am -7:30 am	5 am -7:30 am	5 am -7:30 am	5 am -7:30 am	8:00 am – 12:30 pm
Public Programs	Swim Team	Swim Team	Swim Team	Swim Team	Swim Team	Public Programs
1:00 pm – 3:00 pm	9 am – 2 pm	9 am – 2 pm	9 am – 2 pm	9 am – 2 pm	9 am – 2 pm	Sat Worker to check garbage, bathrooms and dry or wet mop.
	GC School	GC School	GC School	GC School	GC School	
Birthday Party Slot		GC School	GC School	4 pm – 6:30 pm		
3:30 pm – 5:30 pm	5 pm – 7:30 pm	6:30 pm – 8:30 pm	6 pm – 8 pm	LTS		
Birthday Party Slot	Swim Meet	Public Programs	GC Residents	6:30 pm – 8:30 pm		

RECREATION DAILY SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Brian & Tony 29	Ashawna & Tony 30	Tony & Alison 31	Alison & Alexandra April 1	Ashawna & Alexandra April 2	Ashawna & Jeremy April 3	Brian & Jeremy April 4
<u>Gym/Field Games</u> 10-11am Brian <u>Open Music Time</u> 11am-12pm Brian <u>Afternoon Trip TBA</u> 12:30-3pm Tony & Brian <u>Open Music/Open Gym</u> 3:30-4:30pm Tony & Brian <u>Gym Games</u> 6-7pm Tony <u>Open Gym</u>	<u>Gym/Field Games</u> 10-11am Ashawna <u>Board Games & Open Rec Trailer</u> 11am-12pm Ashawna <u>Afternoon Trip TBA</u> 12:30-3pm Ashawna & Tony <u>Open Art/Open Gym</u> 3:30-4:30pm Ashawna & Tony <u>Gym Games</u> 6-7pm Tony <u>Open Gym</u>	<u>Gym/Field Games</u> 10-11am Tony <u>Board Games & Open Rec Trailer</u> 11am-12pm Tony <u>Afternoon Trip TBA</u> 12:30-3pm Tony & Alison <u>Open Art/Open Gym</u> 3:30-4:30pm Tony & Alison <u>Gym Games</u> 6-7pm Alison <u>Open Gym</u> 7-8	<u>Gym/Field Games</u> 10-11am Alexandra <u>Board Games & Open Rec Trailer</u> 11am-12pm Alexandra <u>Afternoon Trip TBA</u> 12:30-3pm Alison & Alexandra <u>Open Art/Open Gym</u> 3:30-4:30pm Alison & Alexandra <u>Gym Games</u> 6-7pm Alison <u>Open Gym</u>	<u>Gym/Field Games</u> 10-11am Ashawna <u>Board Games & Open Rec Trailer</u> 11am-12pm Ashawna <u>Afternoon Trip TBA</u> 12:30-3pm Ashawna & Alexandra <u>Open Art/Open Gym</u> 3:30-4:30pm Ashawna & Alexandra <u>Gym Games</u>	<u>Gym/Field Games</u> 10-11am Jeremy <u>Board Games & Open Rec Trailer</u> 11am-12pm Jeremy <u>Afternoon Trip TBA</u> 12:30-3pm Ashawna & Jeremy <u>Open Pool</u> 3:30-4:30pm Jeremy <u>Gym Games</u> 6-7pm Alexandra <u>Open Gym</u> 7-8	<u>Open Music Time</u> 10-11am Brian <u>Board Games & Open Rec Trailer</u> 11-12pm Brian <u>Afternoon Trip TBA</u> 12:30-3pm Brian and Jeremy <u>Open Pool</u> 3:30-4:30pm Jeremy & Brian <u>Open Gym</u> 6-7pm Jeremy

Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2

EPA Registration Number	Active Ingredient/s	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Emerging Viral Pathogen Claim?	Date Added to List N
70627-56	Hydrogen peroxide	Oxivir Tb	Diversey Inc	Norovirus; Rhinovirus; Poliovirus Type 1	1	RTU	Yes	03/03/2020
70627-60	Hydrogen peroxide	Oxivir™ Wipes	Diversey Inc	Norovirus; Poliovirus Type 1; Rhinovirus Type 14	1	Wipe	Yes	03/03/2020
70627-24	Quaternary ammonium	Virex™ II / 256	Diversey Inc	Adenovirus Type 2	10	Dilutable	Yes	03/03/2020
82972-1	Chlorine dioxide; Quaternary ammonium	Vital Oxide	Vital Solutions LLC	Adenovirus; Canine parvovirus	10	RTU	Yes	03/26/2020
67619-24	Hydrogen Peroxide	Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant	Clorox Pro Products Company	Norovirus; Rhinovirus; Rotavirus	1	RTU	Yes	03/03/2020

There may be additional disinfectants that meet the criteria for use against SARS-CoV-2.

In addition to the products listed above, US Chemical Lemon Cleaner and Disinfectant EPA#47371-131-7546 is used. It has several kill claims including SARS related Coronavirus. The lemon provided for staff to use “on their way out” is the US Chemical Lemon Cleaner and Disinfectant EPA#47371-131-7546. Environmental Staff are using the Oxivir TB wipes and Oxivir TB Ready to use spray. Health Center, Dorms, and Recreation are provided with Clorox Commercial Hydrogen Peroxide Wipes when available.