

FACILITY CLEANING POLICY

The School District of Jefferson is fully committed to safeguarding the health and safety of all employees, students and visitors. For this reason, effective immediately, all District employees, regardless of position or authority, must comply with the following facility cleaning policy.

For District employees whose job duties include cleaning District buildings, the District will provide specific training to address the cleaning protocols and frequency of cleaning in the District buildings. This training will include the proper use of cleaning supplies and safety concerns of the products used. Such persons will also receive training to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the District.

The Director of Buildings and Grounds will establish a cleaning schedule for the District's buildings and will share said schedule with the Superintendent.

The District has identified a person in charge for facility cleaning who will strive to ensure:

- all employees understand facility cleaning and hygiene procedures;
- the cleaning frequency of the facility is increased, including the restrooms;
- high-touch surfaces are disinfected multiple times a day, ideally between users;
- only EPA-approved disinfectants effective against COVID-19 are used;
- handwashing sinks in break rooms and restrooms are stocked with soap and single-use towels;
- hand sanitizer is provided for employee and student use throughout the District and at employee workstations;
- employees shall reduce the sharing of equipment or tools when possible. If not possible, disinfect between users; and
- sanitizer wipes, where possible, are provided to employees for wiping baskets, door handles, and other frequently touched areas.

All employees are responsible for:

- replenishing or letting the person in charge know when cleaning supplies are low;
- performing cleaning as scheduled; and
- using proper disinfecting supplies.

ADOPTED: July 13, 2020

REVISED:

REVIEW DATE: July 13, 2020

LEGAL REF.:

CROSS REF.: Policy GBEA/JHCC, Communicable Disease Control