

## COVID-19 Facilities Preparedness and Response Plan

NHA Facilities has developed a facilities preparedness and response plan in partnership with Aramark, our janitorial service provider. Considering the equal impact that COVID-19 has had on all communities, this plan is intended to be implemented at all NHA schools.

### I. General Procedures:

**Baseline Janitorial Services:** As a baseline, janitorial services will follow our established task and frequency schedule to ensure that facilities are maintained to our current cleaning standard, at a minimum. These are cleaning tasks that will occur regardless of COVID-19 prevalence. These tasks include, but are not limited to, daily restroom cleaning/disinfection, vacuuming, hard surface floor care, glass/surface cleaning, and trash removal. High touch points are disinfected daily. Student desks, countertops and conference tables are routinely cleaned/disinfected once per week on a rotating basis.

High touch points are surfaces that have frequent physical contact on a daily basis. Examples include:

Classroom doorknobs (inside and out)	Office doorknobs (inside and out)
Light switches	Main office countertops
Exterior door push bars and handles	Restroom doorknobs and push bars
Paper towel dispensers	Faucets
Soap dispensers	Drinking fountains
Elevator buttons	Handrails

**Additional Janitorial Services for COVID-19:** Additional services will be completed by Aramark to reduce the risk of COVID-19 exposure in our facilities. This includes an increased disinfection frequency of all high touch points *three times per day*; twice during working hours/school hours (mid-morning and after lunch service) and once as part of evening janitorial.

**Disinfection of Other Items:** Disinfection of certain non-porous items and hard surfaces will be completed by school staff. This includes all technology (phones, keyboards, computers, projectors, copiers, printers), desks/workstations, Gym/PE equipment, employee-furnished (personal) furniture and items, and lunch tables. In classrooms, teaching staff will support disinfection cleaning by cleaning student desks daily. Aramark will provide school staff with disinfection materials for these purposes.

**Provided Materials:** As part of baseline janitorial services, Aramark provides hand washing soap, paper towel and toilet paper. In addition, specific supplies will be provided in each classroom and main office area, at a minimum, to promote hygiene and support disinfection cleaning by school staff. These items include Purell hand sanitizer, perforated paper towel, and a spray bottle of Virex II 256 disinfecting cleaning solution (prepared by Aramark lead custodian).

**Employee or Parent Supplied Cleaning Materials:** School staff may elect to bring in their own disinfecting cleaning materials or accept disinfection cleaning materials donated by parents. However, we ask that the following guidelines be adhered to:

- Product must be listed on [EPA's List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)
- Must be a non-aerosol, ready-to-use or wipe product that is commonly available at retail/grocery stores. Examples are [Clorox® Disinfecting Wipes](#) and [Lysol® Disinfecting Wipes](#).

- Must be used according to manufacturer’s instructions.
- Must not contain bleach.
- Must have a copy of the product’s Safety Data Sheet (SDS) on file in the main office – this information can commonly be found on the manufacturer’s websites.

**Facilities Improvements:** Certain physical items will be installed in each building to help protect employees and provide guidance on COVID-19 safe practices. These items include:

- Plexiglass barriers or “sneeze guards” in the main office area (OA desk and Registrar desk)
- Instructional signage, such as proper handwashing technique and notice to visitors for facility access requirements.

Other items may be implemented to promote social distancing and wayfinding, such as tape or decals on floors.

## II. COVID-19 Exposure Levels:

The below exposure levels will guide the scope and frequency of disinfection cleaning in the school according to reported COVID-19 risks within the community and facility:

<b>LEVEL 1</b>	<p><b>Normal Operations</b></p> <ul style="list-style-type: none"> <li>• No reported cases in the surrounding community</li> <li>• No known or suspected cases within the facility</li> <li>• Normal janitorial routines – no enhanced disinfection necessary</li> </ul>
<b>LEVEL 2</b>	<p><b>Enhanced Cleaning Operations</b></p> <ul style="list-style-type: none"> <li>• Reported cases in the surrounding community</li> <li>• No known or suspected cases within the facility</li> <li>• Disinfection of all high touch points three times per day – twice during business hours and once during evening janitorial</li> </ul>
<b>LEVEL 3</b>	<p><b>Probable Case</b> reported in the facility within the past 7 days.</p> <ul style="list-style-type: none"> <li>• Upon notice, Aramark personnel will disinfect the affected areas the same day utilizing standard PPE (gloves, masks). Surfaces/objects disinfected are the same as described in the Level 4 Response Procedure.</li> <li>• Temporary closure of areas visited by the probable case, if necessary.</li> <li>• Post-cleaning: return to Level 1 or 2 (depending on community COVID-19 spread)</li> </ul>
<b>LEVEL 4</b>	<p><b>Confirmed Case</b> reported in the facility within the past 7 days.</p> <ul style="list-style-type: none"> <li>• Known areas visited in the building must be temporarily closed and vacated to allow for disinfection cleaning.</li> <li>• Cleaning timeline – Please reference Section III: Level 4 Response Procedure</li> <li>• Post-cleaning: reopen closed areas and return to Level 1 or 2 (depending on community COVID-19 spread)</li> </ul>

### III. Level 4 Response Procedure:

The Level 4 Response Procedure is enacted when a confirmed COVID-19 case is reported in the building within the past 7 days. The procedure below represents the most common expected situation and is in accordance with [CDC guidelines](#).

#### **0 – 24 hours following last known presence by confirmed case in the facility:**

- All known areas accessed by the confirmed case closed and vacated.
- Partial or full building closure, as deemed necessary by school leadership.
- Aramark personnel prepare for full disinfection cleaning after 24 hours since last known presence by the confirmed case in the facility. If possible, outside doors and windows will be opened to increase air circulation in the affected areas.

#### **24 – 72 hours following last known presence by confirmed case in the facility:**

- All known areas accessed by the confirmed case closed and vacated. No re-entry permitted by students or school staff until disinfection cleaning is completed.
- Partial or full building closure, as deemed necessary by school leadership.
- Aramark personnel complete full disinfection cleaning in the affected areas utilizing enhanced PPE (gloves, face masks, gowns). Disinfected areas/surfaces include, but are not limited to, all high touch points. Additional steps for the affected areas include:
  - Sweep or pick up trash from floor and clean/disinfect trash containers
  - Clean all surfaces
  - Clean hard surface floors utilizing Virex disinfectant or fully vacuum if carpet
  - Inspect the space for disinfection cleaning completion
- *Duration of disinfection cleaning will depend on extent of areas visited in the facility by the confirmed case.*

#### **3 – 7 days following last known presence by confirmed case in the facility:**

- All known areas accessed by the confirmed case closed and vacated. No re-entry permitted by students or school staff until disinfection cleaning is completed.
- Partial or full building closure, as deemed necessary by school leadership.
- Aramark personnel complete full disinfection cleaning in the affected areas utilizing normal PPE (gowns not required). Disinfected areas/surfaces include, but are not limited to, all high touch points. Additional steps for the affected areas include:
  - Sweep or pick up trash from floor and clean/disinfect trash containers
  - Clean all surfaces
  - Clean hard surface floors utilizing Virex disinfectant or fully vacuum if carpet
  - Inspect the space for disinfection cleaning completion
- *Duration of disinfection cleaning will depend on extent of areas visited in the facility by the confirmed case.*

#### **7 days or more following last known presence by confirmed case in the facility:**

- Affected areas may continue to be occupied.
- Partial or full building closure not necessary.
- Disinfection cleaning not necessary. Aramark continues normal janitorial operations according to Level 1 or Level 2 COVID-19 exposure level protocols.