



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD SPECIAL NOTICE

Meeting Type:	Special Meeting Notice
Meeting Location:	McConnell Center, Room 305
Meeting Date:	Monday, August 24, 2020
Meeting Time:	5:30 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS FORUM (*Limited to agenda items only*)**
- E. C & W SERVICES COVID-19 PROTOCOLS AND PROCEDURES – *Action Item***
- F. REVIEW OF THE COVID-19 METRIC**
- G. UPDATE ON THE STATUS OF REOPENING SCHOOLS**
- H. SUBSTITUTE NURSE PAY ADJUSTMENT – *Action Item***
- I. FACULTY AND STAFF WORK LOCATION – *Action Item***
- J. NEXT STEP – PRIORITY SERVICES**
- K. ATHLETIC DISCUSSION**
- L. MATTERS OF INTEREST**
- M. ADJOURNMENT**

C&W Services Pandemic Program Summary

For Dover School District (rev 5 08202020)



Reopening Recommendations:

- Remove all area rugs to either gym or storage container
- Reduce trash cans inside classrooms (preferably no more than two)
- Streamline furniture (remove all non-essential pieces stacked to side of classroom, gym or storage containers)
- Have all the doors unlocked and opened (minimizing touch points, viral transmission and disinfectant use/time for safety purposes)

Day Porters on Student Occupied Days

Level 2 Proactive Cleaning/Disinfecting

Day Porter Duties – Dover High School

Morning Routine

- Turn off alarm, access radio
- Disinfect touch points after students enter building
- Dust mop hallways, focus on main entrance areas and lobbies first
- Exterior cleanup: Empty trash receptacles
- Check restrooms: for cleanliness and supplies
- Compact trash – disinfect touch surfaces (1 - Grounds/Maintenance to assist)

Lunch Time Routine

- Empty hallway trash cans from classroom lunches
- Clean any spills (can student pick up with paper towel?)
- Wash kitchen floor, clean kitchen restrooms
- Check cafeteria restrooms if café area is used.

Afternoon Routine

- Unlock exterior restrooms and athletic entrance doors (if sports are occurring)
- Disinfect high traffic touch surfaces
- Dust mop hallways, spot mop as needed
- At the end of the day return the radio and communicate with second shift

Day Porter Duties – Dover Middle School

Morning Routine

- Turn off alarm, access radio
- Turn on hallway, gym and cafeteria lights
- Disinfect touch points after students enter the building
- Relock any necessary doors (DHS 8:30am)
- Dust mop hallways, focus on main entrance areas and lobbies first
- Exterior cleanup: Empty trash receptacles
- Check restrooms: for cleanliness and supplies
- Compact trash – disinfect touch surfaces (1 - Grounds/Maintenance FTE to assist based on workload)

Lunch Time Routine

- Empty hallway trash cans from classroom lunches
- Clean any spills (can student pick up with paper towel?)
- Wash kitchen floor, clean kitchen restrooms
- Check cafeteria restrooms if café area is used.

Afternoon Routine

- Unlock exterior restrooms and athletic entrance doors (if sports are occurring)
- Check restrooms again, remove trash, disinfect touch surfaces
- Dust mop hallways, spot mop as needed
- At the end of the day return the radio and communicate with second shift

Day Porter Duties – Dover Elementary Schools

Morning Routine

- Turn off alarm, access radio
- Disinfect touch points after students enter the building
- Turn on hallway, gym and cafeteria lights
- Put out flag
- Lock exterior doors (WPS lock tennis court gate)
- Dust mop hallways, focus on main entrance areas and lobbies first
- Exterior cleanup: Empty trash receptacles
- Check restrooms: for cleanliness and supplies
- Compact trash – disinfect touch surfaces

Lunch Time Routine

- Empty hallway trash cans from classroom lunches
- Clean any spills
- Wash kitchen floor, clean kitchen restrooms
- Disinfect high touch points
- Check cafeteria restrooms

Afternoon Routine

- Drop cafeteria tables (only YMCA tables at GES and HSS)
- Check restrooms again, remove trash, disinfect touch surfaces
- Dust mop hallways, spot mop as needed
- Bring in flag
- At the end of the day return the radio and communicate with second shift

Night Custodians on Student Occupied Days

Level 2 Proactive Cleaning/Disinfecting

Classrooms, Offices, Auditorium, Library, Etc.

- Remove trash (including pencil sharpeners), replace plastic liners
- Clean sinks: Refill paper towels and soap
- Mop floors
- Disinfecting desks, chairs, and table surfaces

Bathrooms

- Remove trash (including sanitary napkin boxes)
- Refill paper towel/toilet paper/soap dispensers
- Clean/disinfect toilets, sinks, partitions, mirrors
- Sweep and wash floors
- Remove any graffiti
- Disinfecting

Entrances, Lobbies, Stairwells and Hallways

- Remove trash
- Sweep and mop floors
- Wet mop stairs: auto-scrub and burnish halls
- Disinfecting touchpoints

Locker rooms, Gym (if occupied)

- Remove trash
- Spot clean furniture, walls and lockers
- Sweep and spot mop floor (DHS complete **wash** nightly)
- Disinfecting

Custodial Closets

- Clean and stocked

Building Security Check

- Doors
- Windows

Custodians on Student Unoccupied Days

Detail Project Cleaning/Disinfecting

- Deep cleaning (prioritized cleaning based on Supervisor/Manager inspection)
 - Sweep debris from doors and entry walkways
 - Wash entrance door glass throughout the building
 - Dusting: vents, ledges, sills, door closers, etc
 - Sweep and auto-scrub cafeteria floor
 - Edge vacuuming with hepa filtered vacuums
 - Carpet spot removal
 - Check walls/partitions for graffiti removal
 - Sweep and wash stairs
 - Spot clean glass/doorways/walls and blackboards
 - Spot clean glass/doorways/water fountains
 - Spot clean walls
 - Replace light bulbs
 - Replace full ceiling tiles
- Disinfecting of entry, touch points, and bathrooms
- Check paper supply in copy room
- Other tasks as assigned

Cleaning Level Classification and Level 3 Disinfection Program

- Level 1: Standard Cleaning per existing contracted scope of work;
- Level 2: Enhanced Cleaning – Environmental infection control, includes cleaning and disinfection of areas, other than areas with known or suspected cases of Covid-19. Includes touch point disinfection with EPA N listed disinfection with appropriate dwell times. Vertical surfaces generally require 1-2 minute dwell time disinfectant.
- Level 3: Environmental Disinfection of areas with known or suspected cases of COVID-19 within the previous 7 days. After the 7-day period any areas with a previously known or suspected case of COVID-19 may be cleaned using a less restrictive protocol.

Level 3 Disinfection will only be performed by qualified, trained teams following C&W Services SOP 100-3-342 Level 3 Disinfecting for Covid-19 and Disinfecting Procedures

Costs - \$60.00/manhour plus disinfectants, consumables, and electrostatic machine cost @ \$.10/sq ft. Example of a likely event for estimating - café, hallways, bathrooms, (3) classrooms, main office and nurse office. (3) people @ 4 hours each including mobilizing, setup, and breakdown. $(12 \text{ hrs} \times \$60.00) + (\$.10 \times 15,000 \text{ sq ft}) = \$2,220.00$

Level 3 Disinfection Procedure

- 1) **Management of disinfection zone(s) and timing of work**
 - a) Identify and limit access to each area/room used by person(s) with actual or suspected case of COVID-19, via use of barricades, caution tape, etc.
 - b) Minimize potential for exposure to respiratory droplets and surface contaminants:
 - i) Open outside doors and windows to increase air circulation in the area.
 - ii) Wait a minimum of 24 hrs, if feasible, before beginning cleaning/disinfection.
 - iii) If feasible, conduct a preliminary disinfection of surfaces within the disinfection zone, focusing on touch points, using a fogging or electrostatic sprayer.
- 2) **Cleaning and Disinfection of Surfaces (porous and non-porous)**
 - a) **Cleaning** – If surfaces are (observably) dirty, they should be cleaned using a detergent or soap and water, prior to disinfection.
 - b) **Disinfection** – EPA List N products should be used. Follow manufacturer's instructions for cleaning and disinfection products (e.g., concentration, application method, contact time, etc.). Utilize electrostatic sprayers with applicable disinfectant.
 - ii) For soft (porous) surfaces, such as carpeted floor, rugs, and drapes, remove visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - Cleaning staff shall wear the following PPE while performing level 3 disinfection tasks:

- a) Disposable gloves
- b) Coverall suit
- c) Safety goggles
- d) N95 respirator
- d) Additional PPE: Shall be provided as specified in the operating manual of the equipment and/or SDS of the disinfectant product(s) being used.

Note on PPE breaches – Breaches to PPE (e.g., tear in gloves), or any potential exposure, require immediate action (e.g., removal of gloves, hand washing and glove replacement), including reporting of the incident to the employee's supervisor.

POST DISINFECTION – WASTE DISPOSAL

The Team Lead shall establish a transition area for donning and doffing of PPE in a systematic and safe manner; including the careful removal and management of PPE following a disinfection effort:

- 1) Place all used PPE into a sealed plastic bag immediately after the cleaning procedure and discard in the municipal trash.

- 2) Place all used disposable cleaning products (e.g., wipes, rags, paper towel) into a plastic bag and discard in the municipal trash.
- 3) Remove PPE in a safe manner (see guidance on KHub) and wash hands immediately after gloves are removed.
- 4) Safety glasses/googles may be disinfected or should be discarded with other PPE.

ADDITIONAL CONSIDERATIONS

- 1) **Coordination** – For confirmed/suspected cases, site management shall coordinate with the state/local health AHJ (Authority Having Jurisdiction) to ensure local protocols and guidelines are followed, including for disinfection and/or contact tracing for new cases.
- 2) **Hand Hygiene** – Cleaning staff and others should clean hands, often, including immediately after removing gloves and after contact with an ill person, by:
 - a) Washing hands with soap and water for 20 seconds.
 - b) If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used.
 - c) However, if hands are visibly dirty, always wash hands with soap and water, first.

HVAC Modifications, Acrylic Barriers, and Innovations

C&W Services has reviewed HVAC equipment including maximizing outside air flow, changed filters to the highest recommended filter MERV ratings based on the unit specification, and updating occupancy schedules to flush fresh air prior to school opening based on ASHRAE and CDC recommendations. All of these HVAC modifications allows for more air changes, additional outside air, and air movement within classrooms and occupied spaces which reduces the risk of transmission. In concentrated risk areas such as nurses offices, stand alone HEPA filtration units are procured and will be utilized.

Acrylic barriers at reception desks in main office areas at each school have been built and installed to ensure physical barriers from visitors and staff entering office locations.

Innovations such as robotic UV light for disinfection are aggressively being reviewed and we are hopeful to invest only after vetting, validating and demoing equipment and with the resource of C&W Services Innovations and Optimization team. C&W Services recognizes the sensitivity of pesticides (disinfectants) use within the City and Schools of Dover and will continue to partner with the best intent of keeping students and staff safe. We'll continue to keep you informed in the near term of how new innovations will change our disinfection program and allowing us to redeploy staff in other areas.