

**Crete-Monee B&G Department**  
**Enhanced COVID Cleaning Protocol**

Greetings and welcome to the School District 201-U Buildings and Grounds Department. The following information is being presented as guidance to help our Full time, Part time and Temporary staff members become aware of changes to our routine day to day and our “pandemic/outbreak” cleaning protocols.

Our goal is to keep all of our buildings as safe for students, staff and community as possible throughout this pandemic and always. The first step of this process is keeping yourself healthy. Proper use of PPE and healthy habits like eating properly and getting needed rest are key to keeping your immune system strong and keeping you healthy. Behavioral practices help to keep you and those around you healthy as well. Social Distancing, frequently washing hands, wearing a face covering, avoiding touching your eyes, nose and mouth will all help to keep the virus at bay. Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

One of the next steps in this guide that will be implemented to keep employees, students and guests safe, will be to determine what needs to be cleaned using our daily cleaning protocol and what needs to be disinfected. An example is that if an area has been vacant for 7 days, it will only need normal routine cleaning because the virus that causes COVID-19 has not been shown to survive on surfaces for longer than this period.

The District has created a guide which you will find posted here in upcoming days. In this guide you will see many terms and processes repeated because the base protocol for various types of cleaning processes are the same. We will help define the differences between Cleaning, Sanitizing and Disinfecting. The changes to our standard Daily clean program(s) and outbreak response program(s) will be an increase in the frequency of cleaning and disinfecting with a focus on surfaces that are commonly touched. Some of these areas are: Door knobs, light switches, elevator buttons, copy machine buttons, horizontal surfaces such as tables, countertops, desks and fixtures like sinks, toilets, faucets and electronics such as phones and touch screens. Responsibility for the daily cleaning, sanitizing or disinfecting of some of these items will fall on the person occupying the area.

**“In the end, it will be impossible to know if we over-reacted or did too much, but it will be quite apparent if we under-reacted or did too little.”**