

1 Facility Cleaning and Maintenance

2
3 District personnel shall routinely both clean by removing germs, dirt, and impurities and, when
4 necessary, disinfect by using chemicals to kill germs on all surfaces and objects in any school
5 building and on school property that are frequently touched. This process shall include cleaning
6 objects/surfaces not ordinarily cleaned daily.

7
8 Personnel shall clean with the cleaners typically used and will use all cleaning products
9 according to the directions on the label. When necessary, personnel shall disinfect with common
10 EPA-registered household disinfectants. Personnel shall follow the manufacturer's instructions
11 for all cleaning and disinfection products.

12
13 When necessary, the District shall provide EPA-registered disposable wipes to teachers, staff,
14 and secondary students so that commonly sued surfaces (e.g., keyboards, desks, remote controls)
15 can be wiped down before use. The superintendent or other staff approved by the superintendent
16 are required to ensure adequate supplies to support cleaning and disinfection practices.
17 Specifically, the District shall comply with the following cleaning and maintenance
18 requirements:

- 19
20 (a) Daily cleaning and maintenance services will be provided whenever the school is in
21 use.
22 (b) Each janitor room will be kept clean, ventilated, lockable, and free from odors.
23 (c) Soiled mop heads will be changed frequently using laundered replacements.
24 (d) Toilets, lavatories, and showers will not be used for washing and rinsing of mops,
25 brooms, brushes, or any other cleaning device.
26 (e) Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and
27 floors will contain fungicides or germicides.
28 (f) Deodorizers and odor-masking agents will not be used.
29 (g) Toilet bowl brushes, mops, and sponges will be used only for cleaning toilet bowls
30 and urinals and will be stored separately from other cleaning devices. Cleaning
31 devices used for lavatories and showers may not be used for any other purposes.
32 (h) Dry dust mops and dry dust cloths for cleaning purposes are prohibited, except for
33 use on gymnasium floors. Only treated mops, wet mops, treated cloths, moist cloths,
34 or other means approved by the DPHHS or local health authority which will not
35 spread soil from one place to another may be used for dusting and cleaning, with the
36 exception of gymnasium floors.
37 (i) All furnishings, fixtures, floors, walls, and ceilings will be clean and in good repair as
38 outlined in this Policy.
39 (j) Cleaning compounds and pesticides will be stored, used, and disposed of in
40 accordance with the manufacturer's instructions.
41 (k) Safety data sheets will be kept with all cleaning supplies in the area where the
42 cleaning supplies are located.
43 (l) As current non-green cleaning supplies are depleted, it is recommended that they are
44 replaced with cleaning products that are "Green Products".

- 1 (m) All cleaning supplies need to have an EPA registration number, a “use by” reading
2 letter, be stored with approved ventilation, and stored out of the reach of students.
- 3 (n) All vomit, blood, and fecal matter including diarrhea will be cleaned using
4 appropriate personal protective equipment. Cleaning supplies and personal protective
5 equipment used for vomit, blood, and fecal matter clean-up will be disposed in
6 accordance with disposal of medical equipment in Policy 3416, if applicable. All
7 affected areas will be disinfected in accordance with this Policy.
- 8 (o) All therapeutic whirlpools will be constructed and maintained for easy cleaning.
9 Whirlpools will be drained and sanitized after each use. Individuals with open sores
10 or infections are prohibited from using therapeutic whirlpools.

11
12 Assigned Cleaning and Disinfecting

13
14 Personnel shall evaluate and identify surfaces and objects to be cleaned and disinfected in
15 accordance with the knowledge, experience, and applicable guidance from federal, state, tribal,
16 and local health officials. Personnel shall have access to or the opportunity to access the latest
17 available guidance upon request to their supervisor.

18
19 Personnel shall coordinate with colleagues and supervisors to develop a plan, schedule, and
20 routine to regularly clean identified surfaces and objects. Personnel shall honor this plan,
21 schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to
22 change in school schedule, absence of colleagues, availability of equipment and supplies, and
23 federal, state, tribal, or local health directives and guidance. If adjustment is necessary, personnel
24 shall again coordinate with colleagues and supervisors to improve the plan, schedule, and
25 routine. Personnel shall solicit and accept perspectives from colleagues and other school officials
26 when considering improvements to the plan.

27
28 Personnel shall prioritize cleaning frequently touched and indoor surfaces. Hard and non-porous
29 surfaces and objects that are touched daily shall be the top priority for cleaning on a daily basis.
30 Hard and non-porous surfaces and objects that are not indoors or have not been occupied for
31 seven days shall be routinely cleaned. Personnel shall always use chemicals, products, and
32 substances in a manner consistent with the applicable instructions.

33
34 Personnel shall thoroughly clean or launder soft, porous, or fabric-based materials as permitted
35 by location and substance. During evaluation and identification of surfaces, personnel shall
36 consider removing soft and porous materials in high traffic areas that may increase risk of
37 exposure.

38
39 Personnel shall establish and maintain safe work practices in accordance with these procedures
40 and School District policy in order to reduce the risk of exposure. If disinfection of any surface
41 or item is necessary, disinfection shall occur in accordance with stated guidance and substance
42 instructions.

43
44 Physical Barriers and Guides

1
2 Personnel shall review school buildings and identify areas where installation of physical barriers,
3 such as sneeze guards and partitions, shall assist or protect students and staff. Personnel shall
4 coordinate with building or district administrators to complete or install any identified physical
5 barrier.

6
7
8 Legal Reference: 37.111.841, ARM Cleaning and Maintenance
9 10.55.701(s), ARM Board of Trustees

10
11 Policy History:

12 Adopted on: July 2021

13 Revised on:

14
15 *Revision Note:*