

**DVUSD Early Childhood**  
**Return to School**  
**Preschool/ Head Start 2020**

**Operational Plan**

## **Procedure for Re-Opening Program-COVID 19**

### **2020 Dev. Preschool/Head Start Plan**

#### **Early Childhood Overview**

DVUSD Early Childhood modified our on-site Developmental Preschool and Head Start programs to provide families with children 3 -5 a preschool experience during the COVID-19 pandemic re-opening of America. Anyone who enters a site/building that is part of the DVUSD Early Childhood programs must follow the procedures listed below. This includes staff and management personnel.

- Both programs will begin In-person on August 17, 2020.
- Classroom Instruction will be a blended model. Students will attend class in-person 2 days per week and participate in virtual circle time 2 days per week.
- Preschool parents will walk their child to the designated area for drop-off, following the procedure that is put in place by the school that will be shared in advance of the first day of school
- All staff members and students will wash their hands upon entering and exiting the classroom
- Students will be spaced to maintain physical distancing, to the extent possible
- Staff members will clean high touch-point areas, disinfect and exchange toys in between morning and afternoon preschool sessions, and again at the end of the day
- Snack/meal time will be rotated as a center and pre-packaged food will be served individually rather than family style
- Learning centers will be limited to two or less students throughout the room
- The room environment will be arranged based on developmentally appropriate practices while following CDC recommendations
- Staff will wear masks
- Based on Maricopa County directives and DVUSD guidelines, students will wear masks to the best of their ability, with frequent fresh air breaks when appropriate i.e. outdoors, physical activities, lunch, snack time, etc.

**Early Childhood Contact Information:**

- **Janet Zeek, Early Childhood Manager, (c) 623-693-0428, 623-445-4992**
- Janice Hedman, Secretary, (w) 623-445-4993
- Jan Ickes, Clerk, (Main Office Number) 623-445-4991
- Nancy Persons, Mentor/Itinerant Teacher, (c ) 602-818-4018, (w) 623-445-4990
- Donnette Petersen, ECSE In-By-3 Transitions Teacher, (c ) 602-349-2549, (w) 623-445-5019
- Amy Linsley, Clerk, 623-445-5018

**DVUSD Nurse Coordinator**

- Jackie Duarte, DVUSD School Nurse Coordinator, 602-690-8125

**School Logistics**

**Developmental Preschool/Head Start Class Times and Licensed Rooms**

**Anthem 9:15 - 11:45 1:00 - 3:30**

- Janet Worries, Teacher Rm B103

**Arrowhead 9:15 - 11:45 1:00 - 3:30**

- Kelly Southard, Teacher Rm 201
- Chloe Leifer, Teacher Rm 202

**Bellair 9:10 - 11:40 1:00 - 3:30**

- Sherry King, Teacher (located at Mountain Shadows Rm 112- 1st quarter)

**Canyon Springs 8:45 - 11:15 12:15 - 2:45**

- Robyn Harper, Teacher Rm 708

**Constitution 9:15 - 11:45 1:00 - 3:30 Head Start: 8:00 - 2:30**

- Karin Peak, Teacher Rm G 106
- Christy Edwards, Head Start Teacher Rm G105
- Lisa Suttell, Head Start Teacher G 107

**Copper Creek 9:00 - 11:30 12:45 - 3:15**

- Becky Meyers, Teacher Rm 1
- Annie Ramos, Teacher Rm 121

**Desert Mountain 8:45 - 11:15 12:30 - 3:00**

- Ellen Foreman, Teacher Rm J 101

**Desert Sage** 9:15 - 11:45 1:00 - 3:30

- Sara Senatore, Teacher Rm 203
- Andi Thornton, Teacher Rm 201

**Esperanza** 9:30 - 3:30 1:00 - 3:30

- Holly Waterman, Teacher Rm 204
- Christine Bymers, Teacher Rm 205

**Gavilan Peak** 8:45 - 11:15 12:20 - 2:50

- Tammy Stevens, Teacher Rm 204

**Greenbrier** 9:15 - 11:45 12:45 - 3:15

- Cori Yakesh, Teacher Rm 115

**Las Brisas** 8:30 - 11:00 12:15 - 2:45

- Robin Bashaar, Teacher Rm 180
- Katie Womble, Teacher Rm 230

**Mirage** 8:30 - 11:00 12:15 - 2:45

- Sanda Campbell, Teacher Rm 135

**Mountain Shadows** 9:15 - 11:45 1:00- 3:30

- Sherry King, Teacher Rm 112 (1st Quarter)
- Becky Grindey, Teacher Rm 115
- Brittnee McKinley, Teacher Rm109
- Takiyah Hodge, Teacher Rm 113

**Norterra Canyon** 8:45 - 11:15 12:30 - 3:00

- Tricia Cook, Teacher Rm 301

**Park Meadows** 9:15 - 11:45 1:00 - 3:30

- Kelli Ford, Teacher Rm 424

**Paseo Hills** 9:15 - 11:45 1:00 - 3:30

- Sharilyn Miller, Teacher Rm 112

**Sunrise** 8:45 - 11:15 12:30 - 3:00 Head Start: 8:00 - 2:30

- Holly Kuhn, Teacher Rm 1008
- Debra Fischer, Head Start Teacher Rm 1201

**Sunset Ridge** 9:15 - 11:45 1:00 - 3:30

- Shelly Monestime, Teacher Rm 204
- Cadi Clayton, Teacher Rm 203

**Terramar** 8:45 - 11:15 12:30 - 3:00

- Katie Johnson, Teacher Rm107

**Union Park 8:45 - 11:15                      12:20 - 2:50**

- Renee Spittler, Teacher Rm 303

**Village Meadows 9:15 - 11:45            1:00 - 3:30    **Head Start: 8:00 - 2:30****

- Trish Riffle, Teacher Rm 705  
Diane Harsch, Teacher Rm 704
- Jessica McInerney, Head Start Teacher Rm 203
- Mary Kathryn Sell, Head Start Teacher Rm 204

**Student Procedures**

- Students may bring backpacks to hold their take home items
- Students may not bring any personal items to school
- Students must bring at least one change of clothing and 2-3 extra masks in a ziplock bag labeled with their name (to leave in the classroom)

**Parent Drop Off and Health Screening Children at Arrival:**

- Parents should wear a cloth face covering when dropping off children at the site.
- Parent must use hand sanitizer before signing in
- Parent may bring their own pen or take a clean pen from the cup
- Parent signs in using first initial and last name
- Parent initials to indicate that child is free of symptoms (on health screening form-see symptoms below)
- Parent places pen in dirty cup (to be sanitized later)
- Parents must ensure that their child has 1 change of clothes at the site at all times
- Change of clothes will be kept in a Ziploc bag in the classroom.
- Children will wear a face mask. If unable to wear a face mask, and accommodation can be made to wear a face shield.
- Masks must go into a Ziploc bag when the child is not wearing it.

**Parents will also be asked to review the following screening questions at drop off.**

Children cannot enter the site if the answer to any of these questions is yes.

*\*Consideration will be given to children who are diagnosed with asthma or have seasonal allergies due to similar symptoms. If, however, the child is experiencing moderate to severe symptoms, the child cannot stay (ie, frequent coughing, sneezing, etc.). The children must have a health care plan documenting the diagnosis or a letter from the doctor stating the diagnosis and symptoms.*

- Have you or your child been in contact with someone who is suspected of having COVID-19 or has **tested positive for COVID-19? If the answer is yes, the child must self-quarantine for 14 days.**

Does your child have:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*This list does not include all possible symptoms. CDC continues to update the list as we learn more about COVID 19.

- In addition, staff person will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness,
- Hand hygiene stations are set up at the entrance of the facility, before a child enters the building, he/she should use hand sanitizer.
- A staff person will be assigned to escort children from the front door to the sink to wash hands-and then to the classroom. Children can use the bathrooms in the classrooms when available.
- Ideally, the same parent or designated person should drop off and pick up the child every day.

**If a Child or Staff Develop Symptoms While in Program:**

- Each site must have a designated isolation spot (Nurse's office) that is not in the classroom.
- Child must wear a mask until the parent/caregiver picks up the child.

## **Child Pick up:**

- Person picking up child (must be on the pick-up/drop off list)
- Children should use hand sanitizer prior to departure.

## **Meal/Snack Summary**

- DVUSD Food & Nutrition will provide pre-packaged snacks/and a plated meal - coordinated through each cafeteria manager
- Snack calendar provided to parents and posted in facility
- Staff will manage individually packaged snack distribution
- F&N follow strict personal and physical sanitation guidelines
- Head Start Students will receive pre-packaged meals- coordinated through each cafeteria manager

## **Additional Areas - Staff Use Only**

- Office area/workroom if needed
- Designated sick child area - Nurse's Office

## **Staff**

- Staff will adhere to all DVUSD policies and Early Childhood procedures
- Staff will adhere to all DHS Childcare Licensing regulations
- Staff will adhere to the CDC guidelines of social distancing i.e. 6 ft. apart when possible
- Staff will be provided a reusable mask and/or face shield to be worn while any other person is in the classroom
- Staff will provide small group activities whenever possible
- Gloves and hand sanitizers will be provided for you in each classroom
- #24 & #25 sanitizer will be provided for you in your classroom
- Staff will continually monitor the daily activities and make changes as needed to maintain student engagement and safety
- Developmental Preschool Staff will implement Big Day Curriculum, Sanford Harmony, and use Teaching Strategies GOLD as the assessment tool
- Head Start Staff will implement Curiosity Corner Curriculum, Sanford Harmony, and use Teaching Strategies GOLD as the assessment tool
- A certified nurse will be on campus to support staff and students.
- All staff will attend Return to School Training

### **HEALTH SCREENING OVERVIEW - CDC recommendation**

Upon student arrival, stand at least 6 feet away from the parent/guardian and child. The parent/guardian will read the Child Health Screening form, and confirm that their child(ren) does not have a cough, feel achy, or feel sick. They will acknowledge this on the sign in page. Staff will also make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.. Masks will be worn by staff while in the presence of children.

If a child displays any of the above symptoms, you will ask the parent to make alternative childcare arrangements until the child is feeling better.

### **Taking a temperature using a temporal thermometer**

Although our staff will not be taking temperatures upon entering the campus, if a child does not feel well during the day, the staff may take a child's temperature and notify the parent if it is 100.4 or above. At which time the parent will be asked to come and pick their child up from the campus and not return until the child is fever free for 72 hours per our district/DHS/CDC guidelines.

If performing a temperature check on individuals, ensure that you use a clean pair of gloves and that the thermometer has been thoroughly cleaned in between each check.

Temporal thermometers use an infrared scanner to measure the temperature of the temporal artery in the forehead. Temperature takers should keep as much distance from the child as they can, wash their hands with soap and water or use alcohol-based hand sanitizer (at least 60% alcohol) regularly, and use gloves if available.

To use thermometer:

1. Turn on the thermometer.
2. Gently sweep the thermometer across the child's forehead.
3. Remove the thermometer and read the number:
  - **Fever:** Any temperature 100.4 F or greater is considered a fever.
  - **No fever:** temperatures at or below 100.4 F
4. Clean the thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each use. You can reuse the same wipe as long as it remains wet.



## **Classroom Management:**

- Children and staff should not change groups or mix groups. Assign groups and teachers their own classrooms.
- Child Ratios and Group Size:
  - Developmental Preschool maximum 8 children.
  - Head Start maximum 10 children.
- Classrooms' follow the daily routine and lesson plan
- Sand and Water tables are used to collect toys needing sanitation.
- Sensory play experiences are modified for individual use.
- Dramatic Play is modified for individual experience and not an area.
- Promote children's choice while still limiting the items that must be sanitized. Separate materials into individual child portions on shelves to allow for a minimum of four selections per choice time per child. Rotate materials to promote engagement. The available and sanitized items may be alternated daily.
- Set up areas for children to play separately, sectioning off areas of the room for individual play.
- Computers are positioned so children are separated, not seated adjacent to each other, and equipment is sanitized/ wiped after each use.
- iPads are sanitized after each use.
- Furniture (chairs/couches/child tables etc.) is sanitized after each use.
- Children are prohibited from bringing items from home such as no toys/sippy cups, etc.
- Children are provided an individual set of classroom materials stored in a labeled Ziploc bag/or pencil box in their cubbies consisting of various art materials i.e. crayons, markers etc. that are not shared.
- Promote individual art and table work with no more than six children at a table (with clear table divider in place). Materials are given to individual children not shared.
- Plan activities for individual play and small groups that do not require close physical contact, waiting in line, or sharing objects.
- Arrange furniture to allow for more physical distancing and parallel play.
- Utilize individual carpet squares/mats for social distancing, squares are assigned.
- Keep a distance of six feet when possible. Find creative ways for children to create their own space while staying socially engaged.

- It is important to comfort crying, sad, and/or anxious children.
- There will be times when the staff must have close contact with the children, including but not limited to: washing, feeding, or holding children. **Staff must wear a mask at all times.** Staff should wash their hands, neck, and anywhere touched by a child's secretions immediately.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag and sent home.
- When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:
  - Prepare (includes putting on gloves)
  - Clean the child
  - Remove trash (soiled diaper and wipes)
  - Replace diaper
  - Wash child's hands
  - Clean up diapering station
  - Wash hands
- After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a disinfecting solution provided that is EPA registered disinfectant. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

### Toys

- Toys that cannot be cleaned and sanitized should not be used. Eliminate stuffed animals, pillows, dress-up clothes, and other porous equipment/materials that are not easily sanitized.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Do not share toys with other groups of students, unless they are washed and sanitized before being moved from one group to the other.
- Set toys that need to be cleaned in the sand/ water table.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need

additional cleaning or disinfection procedures. Paper/art materials should be passed out to children individually.

### Outdoor Equipment

- When going outside, the teacher takes the hand sanitizer with them in the backpack. Equipment should be sanitized/wiped with cleaner after each group of children. Only one class may use the playground at a time.
- Staff can take children for walks and/or have organized gross motor activities outside at least once a day outside of scheduled playground use. Maintain social distancing as much as possible.
- There must always be at least two staff members per class when children are outdoors.

### Food Prep and Meal Service:

- All staff are considered food handlers and must follow the requirements for this.
- Staff will serve pre-packaged snacks/meals.
- Teachers will provide the students with a carton of milk
- Children should be sitting at separate tables/or at a table with a divider while eating. No more than 6 children at each table.
- In addition to washing hands and wearing gloves a food handler must follow the following guidelines:
  - Food preparation should not be done by the same staff who diaper children.
  - Sinks used for food preparation should not be used for any other purposes.
  - Staff should ensure children wash hands prior to and immediately after eating (hand sanitizer may not be used in place of washing hands).
  - Staff should wash their hands before preparing food and after helping children to eat.

# How to Protect Yourself & Others – CDC Recommendations

## Know how it spreads

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).

- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone Should

### Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact

- **Avoid close contact with people who are sick, even inside your home**. If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home**.

- Remember that some people without symptoms may be able to spread viruses.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### **Cover your mouth and nose with a cloth face cover when around others**

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### **All staff must wear a cloth face covering upon entering the site.**

- Each staff person will receive 1 cloth face covering with a clear mouth.
- Staff are responsible for taking care of cloth face covering.
- Cloth face covering must be in possession of the staff at all times or put in a Ziploc bag when not wearing.
- Cleaning the cloth face covering with the clear plastic mouth (staff responsibility):  
At the end of the day, take the cloth face covering off from the straps (not touching the front place in a Ziploc bag and launder at home). Wash it daily with hot water and air dry. A clean cloth face covering must be used daily. All Staff must wash hands prior to entering the classroom/office.

Staff should not gather together inside the site (IE, office space, staff lounge, hallways) and should remain 6 feet apart when possible. Staff should not congregate inside classrooms. There will be times when the staff must have close contact with the children, including but not limited to: assisting with hand washing/toileting, diapering, meals.

## Cover coughs and sneezes

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol

## Cleaning and Disinfecting:

Keeping the site clean is the responsibility of all staff. Staff must wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. All cleaning supplies are EPA-registered disinfectants and are provided by the agency and should be the only cleaning supply used in the site.

### Hard (Non-porous) Surfaces

- Surfaces must be cleaned after every time children/staff use that area.
- If surfaces are dirty, they should be cleaned using an EPA-registered disinfectant or soap and water prior to disinfection.
- Door knobs, railings, bathroom sinks, toilets, stall doors, and any area that is in shared areas will be cleaned multiple times throughout the day. Windows should be left slightly open to allow for circulation.
- Toys are sanitized after each use and cots are sanitized daily.

### Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

### Electronics

- For electronics such as cell phones, tablets, touch screens, and keyboards, remove visible contamination if present.
- Use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens and other electronic devices. Dry surfaces thoroughly to avoid pooling of liquids

### Hand hygiene and other preventive measures

- Staff should **clean hands** often, including immediately after removing gloves. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 70% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to clean hands include:
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - Before and after providing routine care for another person who needs assistance (e.g. a child)

### Bathrooms

- Bathrooms must be cleaned after each use. This involves wiping down the door stall, wiping the toilet, and sinks.
- Classrooms must use the bathroom at separate times to avoid children waiting in groups.
- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. **(follow district facility cleaning guidelines available on the portal and as virtual (recorded) by facilities/Hillyard.)**
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then use a hospital grade disinfectant QT Plus 24 when children are not present, or #25 sanitizer when children are present.**

## **Monitor Your Health-Staff Precautions:**

**All staff should stay home if feeling sick, or if they have any of the following symptoms:**

- o **Have you or your child been in contact with someone who is suspected of having COVID-19 or has tested positive for COVID-19? If the answer is yes, the child must self-quarantine for 14 days.**
- o **Fever or chills**
- o **Cough**
- o **Shortness of breath or difficulty breathing**
- o **Fatigue**
- o **Muscle or body aches**
- o **Headache**
- o **New loss of taste or smell**
- o **Sore throat**
- o **Congestion or runny nose**
- o **Nausea or vomiting**
- o **Diarrhea**

**\*This list does not include all possible symptoms. CDC continues to update the list as we learn more about COVID 19.**

**Staff must be free of these symptoms for 3 days, without medication.**

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
  - o Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
  - o Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.



# When and How to Wash Your Hands

During the Coronavirus Disease 19 (COVID-19) pandemic, [keeping hands clean is especially important to help prevent the virus from spreading](#).

**Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.**

## How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

## Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching garbage

## During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, carts or electronics, etc.

- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

### **Follow Five Steps to Wash Your Hands the Right Way**

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

### **Use Hand Sanitizer When You Can't Use Soap and Water**

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,**

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.

- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

**Caution!** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. [Keep it out of reach of young children and supervise their use.](#)

### **How to use hand sanitizer**

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## **Implementation of Cleaning Plan**

### **Refer to DVUSD Facility Department Cleaning Documents**

- **Cleaning Procedures – Touch Points pdf.**
- **District Minimum Custodial Standards 2018 pdf.**
- **Levels of Cleaning Standards pdf.**

### **Additional CDC recommendations for cleaning**

Read all manufacturer's instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

### **Clean visibly dirty surfaces with soap and water**

- Clean surfaces and objects using soap and water prior to disinfection.
- Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting.
- Follow the directions on the disinfectant label for additional PPE needs.
- When you finish cleaning, remember to wash hands thoroughly with soap and water.
- Clean or launder soft and porous materials.

- Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.
- When you finish handling the soft and porous materials, remember to wash hands thoroughly with soap and water.

## **Use the appropriate cleaning or disinfectant product**

[EPA approved disinfectants](#), when applied according to the manufacturer's label, are effective for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.

## **Always follow the directions on the label**

Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants out of the reach of children.

## **Maintain and Revise Plan**

Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities. [CDC provides tips](#) to reduce your exposure and risk of acquiring COVID-19. Reducing exposure to yourself and others is a shared responsibility. We will continue to update our plan based on updated guidance and our current circumstances.

## **Continue routine cleaning and disinfecting**

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces should be cleaned and disinfected before each use.

Consider choosing a different disinfectant if your first choice is in short supply. Make sure there is enough supply of gloves and appropriate personal protective equipment (PPE) based on the label, the amount of product you will need to apply, and the size of the surface you are treating.

## How to clean and disinfect - CDC

### Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces the number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as electronics, colored pencils, markers, pens, should be cleaned and disinfected before each use.
- **High touch surfaces include:**
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Make sure you clean edges around tables, countertops etc.

### Disinfect

- **Recommend use of EPA-registered hospital grade (QT Plus 24 disinfectant)**
- **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping the surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Do not use this product around children

## Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.
- **Vacuum as usual.**

## Sanitize

- Use #25 Hillyard brand sanitizer with all touch points, areas, surfaces, objects, toys needs to be cleaned during the day (when children are present).
- Use microfiber towels in conjunction with #25 per Hillyard rep. training/instruction
  - Full the microfiber towel into eight sections - use one side at a time until soiled until the entire towel is used. Place soiled towel in a container for the plant foreman to wash at the end of each day. New towels will be provided by plant foreman daily.

## Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls

Spray Disinfectant QT Plus #24 on Microfiber cloth to wipe when children are not present or has at least 10 minutes of dwell time. Use #25 sanitizer on a Microfiber cloth when the electronics need to be cleaned and used immediately with children.

Consider putting a **wipe-able cover** on electronics.

- **Follow manufacturer's instruction** for cleaning and disinfecting.

- If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

### Laundry - Plant Foreman

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

### Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
  - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, classrooms, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls
- **Vacuum the space if needed**. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
  - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once an area has been **appropriately disinfected**, it **can be opened for use**. Wait 24 hours before using the classroom after disinfecting.
  - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.

- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

### Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**. Use #24 cleaner on playground equipment before students arrive for school (Staff will use weed sprayer to apply to the high touch surfaces of the equipment. Must allow to dry at least 20 minutes before students arrive).
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely-Use #25 cleaner throughout the day
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected.**
  - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

### When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
  - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.



- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: 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.
- **Additional key times to wash hands** include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

#### Additional considerations for employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus.
- **Develop policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply with OSHA's standards** on Blood borne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).