



Department of
Education

Chancellor Richard A. Carranza

DIVISION OF SCHOOL FACILITIES

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MEMORANDUM

TO: All Custodian Engineers

FROM: John T. Shea

RE: COVID-19 AKA NOVEL CORONAVIRUS CLEANING PROCEDURES

DATE: March 2, 2020

As the Department of Education prepares for the possibility of person-to-person transmission of COVID-19 aka novel coronavirus, I would like to inform all custodian engineers of the procedures that the Division of School Facilities will follow as part of our response.

Custodian Engineers are key contributors in ensuring that our students and school communities remain healthy and safe. Custodian Engineers are directed to be diligent in ensuring that all bathrooms remain sufficiently stocked with soap and paper towels. Additionally, custodian engineers are to ensure that all handwashing sinks are in a state of good repair. Good personal hygiene practices remain the best method for preventing the spread of the COVID-19 virus.

Because of the heightened concerns about the potential transmission of the COVID-19 virus, custodian engineers are directed to make an extra effort with regard to their daily cleaning in all buildings by adhering to the following:

- Wipe down all exposed surfaces utilizing an anti-viral cleaning product, a wide variety of which are available in the SDI supply catalog via FAMIS. Special attention is to be paid to horizontal surfaces in the building's common areas, classrooms and bathrooms. Frequently contacted items, such as drinking fountains, faucet handles, door hardware, push plates and light switches are to be wiped down regularly.
- Operable windows and both supply and exhaust ventilation systems should be checked for proper operation. Windows are to be kept open where practical and HVAC equipment is to be operated with maximum airflow to ventilate and "air purge" buildings. Nurse's offices and isolation rooms should be prioritized.

Additionally, in the very near future, you will be required to pick up two (2) cases of CUS2200, (DISINFECTANT, LEMON QUAT, CASE OF 4 X 1 GAL, 1:25 DILUTION RATIO) or CUS0853, (DISINFECTANT, NEUT-Q, CASE OF 4 X 1 GAL, 1:64 DILUTION RATIO) from a school located within your borough. These products are to be secured in your building and shall only be used when you receive further direction from the Division of School Facilities. Detailed pick-up instructions will be provided by your Deputy Director of Facilities in the coming days.

Going forward custodian engineers are instructed to purchase EPA-registered anti-viral products that have an approved emerging viral pathogen claim for COVID-19 or a product with label claims against human coronaviruses. All products are to be used according to the label instructions.

The Division of School Facilities will update you with any additional or different guidance as necessary.