



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: UPDATED COVID-19 AKA NOVEL CORONAVIRUS CLEANING PROCEDURES

DATE: March 4, 2020

The information contained in this memorandum has additional information to my prior communication of Monday, 3/2/20 regarding Corona virus.

As the Department of Education continues to prepare for the possibility of person-to-person transmission of COVID-19 aka novel coronavirus, I would like to take this time to update all custodian engineers on the procedures that the Division of School Facilities are to 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 are 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. **All custodian engineers must ensure that all buildings under their care have at least a 30 day supply of hand soap, paper towels and anti-viral disinfectant in inventory. Supply orders for these products are to be placed immediately.**

Because of the heightened concerns about the potential transmission of the COVID-19 virus, custodian engineers are directed to implement the following cleaning and disinfecting procedures in all buildings:

- **Beginning tomorrow evening custodian engineers must begin disinfecting all exposed surfaces in their assigned buildings every Monday and Thursday evening, utilizing an anti-viral disinfecting, cleaning product**, a wide variety of which are available in the SDI supply catalog via FAMIS. All non-porous surfaces are to be disinfected following the respective cleaning product's labels. Special attention is to be paid to horizontal surfaces in the building's common areas, classrooms and bathrooms. Frequently contacted items, such as desk/table tops, drinking fountains, faucet handles, door hardware, push plates, light switches and handrails are to be wiped down.



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- Every Monday and Thursday, custodian engineers will be entitled to reimburse up to a maximum of one (1) additional overtime hour for each evening cleaner to accomplish this task. These additional labor expenditures are to be coded in ADP as 202s CV (Corona-Virus).
- 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 are to be prioritized.

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 for each of your assigned buildings. **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.** Additionally, custodian engineers of high schools will be required to pick up one (1) package of adult size surgical mask and custodian engineers of elementary schools and middle schools are to pick up one (1) package of child size surgical mask. The surgical masks are to be immediately delivered to your building’s nurse or principal, if no nurse is present. 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. Thank you for your continued attention to this very important matter.