Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.

All Santa Monica Malibu Unified School District (SMMUSD) employees shall refer to the general Safe Work Practices for employees.

THESE PROTOCOLS ARE ONLY FOR TRAINED CUSTODIAL STAFF WHO HAVE BEEN INSTRUCTED BY THE COVID-19 COMPLIANCE TEAM TO PERFORM CLEANING/DISINFECTION IN RESPONSE TO A SUSPECTED COVID-19 CASE. THESE PROTOCOLS ARE NOT FOR GENERAL CUSTODIAL STAFF PERFORMING ROUTINE CLEANING.

Risk Assessment:

The risk assessment is to be conducted by the COVID-19 Compliance Team as part of the case response process. The risk assessment will utilize the below Risk Matrix to evaluate potential impact to SMMUSD facilities and determine appropriate response actions:

SMMUSD Risk Assessment Matrix		
Case Time In Area	**Low Case Impact**	**Substantial Case Impact[1]**
<15 minutes	Low Risk	Medium Risk
>15 minutes	Medium Risk	Medium Risk
>15 minutes & within last 24 hours	High Risk	High Risk
Notes: 1: substantial case impact determined by risk assessment (e.g., visible bodily fluids/excretions present, case reported to be coughing/sneezing extensively, etc.).		

Cleaning and Disinfection:

Cleaning and Disinfection will follow the protocol outlined in the below table:

Recommended Cleaning & Disinfection Protocol						
Risk Level[1]	**Respiratory Protection**	**Protective Clothing**	**Airborne Risk Mitigation**	**Cleaning & Disinfection Protocol**	**Area Closure?**	**Documentation**
Low Risk	No	Normal Cleaning	No	Enhanced Cleaning	No	Routine Cleaning Logs Acceptable
Medium Risk	No	Disposable Gloves (Evaluate need for additional PPE)	No	Deep Clean all Identified Surfaces	Yes	Case-Response Disinfection Log
High Risk	Yes	Yes	Wait 24 hours Or Enhanced Ventilation	Deep Clean all identified Surfaces	Yes	Case-Response Disinfection Log
Notes: 1: Risk level determination to be made by COVID-19 Compliance Team based on case-response protocol risk assessment. Risk assessment includes identification of impacted surfaces on the Case Response Disinfection Log.						

Please see note on following page for alternative cleaning & disinfection methods and information on worker protection measures.

Alternative Methods for Cleaning & Disinfection

1. *High Risk Areas - Enhanced Ventilation Process:* This enhanced ventilation strategy may be used when closure of an area for 24 hours after the case was present is infeasible.
   a. SMMUSD will use the following enhanced ventilation strategy to reduce potential aerosol transmission risk when an area is identified as high risk:
      i. The room shall be closed to unauthorized personnel.
      ii. SMMUSD facilities is already working to ensure that building HVAC systems are providing the maximum feasible ventilation to each room. However, confirm that the room in question is receiving the maximum feasible ventilation from the HVAC system and adjust the HVAC, if necessary.
      iii. Portable fans will be placed in open windows or exterior doors positioned to exhaust air out of the building. Sufficient fans will be brought in to ensure an air exchange rate of at least 6 air changes per hour (ACH) in the subject area. It is not recommended that fans be placed to push air into the room, as this requires careful balancing to ensure that room air is not driven into adjacent occupied spaces.
      iv. When available, one or more HEPA filtered air scrubbers will be placed inside the room and setup to filter and recirculate room air.
   b. When the enhanced ventilation strategy is used, leave the room closed for a minimum of three (3) hours before re-entering to clean & disinfect surfaces. Based on the air exchange rate of the subject area (designed, calculated, or measured) the room may be downgraded to medium risk after a minimum of three (3) hours or at least twice the time required for 99.9% removal efficiency listed in Table B.1 has passed, whichever is longer.

Table B.1. Air changes/hour (ACH) and time required for airborne-contaminant removal by efficiency *

ACH § ¶	Time (mins.) required for removal 99% efficiency	Time (mins.) required for removal 99.9% efficiency
2	138	207
4	69	104
6+	46	69
8	35	52
10+	28	41
12+	23	35
15+	18	28
20	14	21
50	6	8

Table B1. from CDC Environmental Infection Control Guidelines (https://www.cdc.gov/infectioncontrol/guidelines/environmental/appendix/air.html)

2. *Area Shut-Down*
   a. As an alternative to cleaning & disinfection of an area impacted by a case, close the affected area for at least 7 days since a case was last known to be present. When reopened, resume normal cleaning & disinfection practices.

Cleaning & Disinfection Worker Safety & Training

1. *Personal Protective Equipment:* Personal Protective Equipment for COVID-19 cleaning & disinfection may include one or more of the following items. **NOT ALL PPE LISTED BELOW WILL BE REQUIRED IN ALL SITUATIONS. REFER TO TABLES ON PAGE 1.**
   a. Gloves. Select gloves based on the job task requirements. Gloves must be impermeable to body fluids. Generally, nitrile disposable gloves are adequate for COVID-19. Reusable gloves are acceptable and must be cleaned/disinfected after use.
   b. Safety Glasses/Face Shields. Safety glasses or face shields shall be worn when there is a chemical splash risk from a cleaning or disinfection product or when contamination of the face or eyes is identified as a risk of the cleaning process. Safety glasses must be ANSI Z87 Standard compliant. Safety glasses and face shields must be cleaned/disinfected after use.
   c. Protective Clothing. Protective clothing includes both disposable items (e.g., disposable coveralls, disposable foot covers) and reusable clothing (e.g., fabric coveralls, rubber boots). The intent of protective clothing is to provide a protective outer covering that can be removed, along with any associated contamination, at the conclusion of the cleaning and disinfection process and before entering clean environments (e.g., other school areas, personal automobile, home). Upon removal, reusable protective clothing must be disinfected or placed in a bag for subsequent laundering. Disposable clothing (e.g., Tyveks) may also be used and disposed of promptly after cleaning.
   d. Respirators/Masks. Face coverings or masks are required to be worn at all times when on campus in accordance with the SMMUSD All Employees Safe Work Practices. Masks or face coverings should be disposed of or laundered after completing case-response cleaning and disinfection. When respiratory protection is required, N95 respirators or half-facepiece respirators with P100 filters are acceptable. Respirators should only be used in accordance with the SMMUSD Respiratory Protection Program.

2. *PPE Selection Criteria*
   a. Low Risk Areas: Cleaning & disinfection workers should use protective equipment as directed by the cleaning product manufacturer and existing SMMUSD policies.
   b. Medium Risk Areas: Cleaning & disinfection workers should use protective equipment as directed by the cleaning product manufacturer and existing SMMUSD policies.
      i. Workers should wear disposable gloves throughout the cleaning & disinfection process. Replace gloves whenever the gloves may be damaged and dispose of the gloves at the end of the process.
      ii. Consider use of selected protective clothing when there is an elevated risk of contact with contaminated surfaces. (e.g., rubber boots when cleaning a room where a child vomited on the floor).
   a. High Risk Areas: Workers entering high risk areas are required to use disposable gloves, respiratory protection, eye/face protection, and protective clothing.
      i. Only workers who are trained and authorized should enter high risk areas.

2. *Chemical Safety and Hazard Communication*
   a. All staff engaged in cleaning & disinfection work should be trained on the proper use of the cleaning & disinfection products. This includes two elements:
      i. All workers shall be trained on the safe handling, labeling, storage, and use of the products to protect worker, staff, and student safety and to meet the requirements of Cal/OSHA's Hazard Communication Standard (8 CCR 5194).
      ii. All workers must be trained on the manufacturer's directions for proper use of cleaning & disinfection products. The training shall emphasize the importance of meeting manufacturer requirements for wet contact time for disinfectants.

3. *Cleaning and Disinfection*
   a. Hard, non-porous surfaces: Clean surface to remove soil, then use approved disinfectant.
      b. Soft, porous surfaces: Clean surface to remove soil (e.g. HEPA vacuum, spot clean), then use a disinfectant approved for porous surfaces, or use steam cleaner to disinfect.

Case Response—Cleaning/Disinfection Log

Area/Operation:

Date Case was Last Present:	**Risk Level[1]:** ☐Low ☐Med ☐High	**Cleaning By:**	**Date:**

Done	**Area/Surface**	**Cleaning/Disinfection Protocol** (method/product)
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Notes:
1—Refer to risk assessment matrix to determine level of risk. Factors include duration that the case was present, and their impact to the area.