

High Touch Surface Sanitization/Disinfection General Guidance

This template is provided for Guam schools' use. Modify for your campus needs and share it out with those responsible for cleaning and disinfecting. It is important that everyone at the school to know who is responsible for cleaning and sanitizing what areas.

General Philosophy

Every day, we come prepared to work safely and to provide high-quality, verified cleaning and sanitizing services to our school. Before heading to work in the morning, we . . .

- Wash our hands with soap and water, with at least 20 seconds of washing time.
- Wear freshly washed clothes for work; including laundered caps and hats.
- Do not smoke - if you can help it - viruses can enter our body from our fingers.

Follow these personal precautions while at work (and back home):

- Work, rest, and be a minimum of 6 feet from the next person.
- Even when working outside, wear a mask and maintain 6 foot distances when around others.
- Wash our hands with soap and water, with at least 20 seconds of washing time.
- Cover our nose and mouth with a tissue, or sleeve, when sneezing or coughing.
- Do not touch our face with unwashed hands. Our eyes, nose, and mouth are how germs (viruses and bacteria) enter our body.
- Do not shake hands. Instead, wave, elbow bump, bow, etc.
- Monitor our health more closely than usual for cold or flu symptoms.

Stay home if sick:

- Stay home and call your doctor if you have symptoms like coughing, shortness of breath, fever, and/or sore throat.
- If you need help getting medical care, call 911.

Wearing the Personal Protective Equipment (PPE) - gloves, mask, eye protection, etc. - required by the cleaning solution label, clean and sanitize these items in the building you maintain and make a check on this list when done. Note and follow the labeled mixing concentration and "contact time" for each cleaning/sanitizing chemical and/or surface.

We only use EPA-approved cleaning and disinfecting products and use them "per the label."

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>

We take this responsibility seriously and personally - we "own" campus buildings' cleanliness! Below is the list of "high-touch" items to clean and/or sanitize on every shift or as needed.

High Touch Surfaces

Entry doors

- or N/A - Handles
- or N/A - ADA touch openers

Classrooms

- or N/A - Desks
- or N/A - Tables
- or N/A - Chair backs and arm rests
- or N/A - Toys / learning objects

Cafeteria

- or N/A - Tables
- or N/A - Chairs / benches
- or N/A - Serving surfaces
- or N/A - Equipment
- or N/A - Serving containers & utensils

Bathrooms

- or N/A - Bathroom floors
- or N/A - Bathroom grab bars
- or N/A - Counters
- or N/A - Diaper changing stations
- or N/A - Door edges (opening edge)
- or N/A - Doorknobs / handles / bars / push plates
- or N/A - Employee / Guest lockers
- or N/A - Hand-dryers
- or N/A - Light switches
- or N/A - Paper towel dispensers
- or N/A - Sinks
- or N/A - Soap dispensers
- or N/A - Toilet seats (both sides), cover flap, flush handle, sprayer handle
- or N/A - Toilet stall doors, handles, locks, ADA handles
- or N/A - Toilet tissue holder
- or N/A - Trash / Garbage cans
- or N/A - Urinals

- or N/A - Wash basins
- or N/A - Other _____

- or N/A - Other _____

General areas

- or N/A - ADA door openers
- or N/A - Benches
- or N/A - Door edges (opening edge)
- or N/A - Doorknobs / handles / bars / push plates
- or N/A - Drinking fountains / buttons
- or N/A - Elevator / lift buttons
- or N/A - Equipment handles
- or N/A - Handrails (stair and balcony)
- or N/A - Notice boards
- or N/A - Trash / Garbage cans
- or N/A - Vending machine buttons
- or N/A - Water cooler handles
- or N/A - Water handles / taps / spigots / bibs
- or N/A - Other _____

Office areas

- or N/A - Air conditioner remotes
- or N/A - Appliances (touchable nobbs, surfaces)
- or N/A - Arm rests
- or N/A - Chairs
- or N/A - Computer mice (w/ permission)
- or N/A - Counters
- or N/A - Desktops (w/ permission)
- or N/A - Door edges (opening edge)
- or N/A - Doorknobs / handles / bars / push plates
- or N/A - Drawer pulls / handles
- or N/A - Fan switch / knob
- or N/A - Filing cabinet handles
- or N/A - Keyboards (w/ permission)
- or N/A - Letter boxes
- or N/A - Light switches
- or N/A - Podiums
- or N/A - Projector remote
- or N/A - Seat backs
- or N/A - Tables
- or N/A - Telephones (w/ permission)
- or N/A - Touch screen displays (w/ permission)
- or N/A - Trash / Garbage cans
- or N/A - TV remotes
- or N/A - Vinyl furniture
- or N/A - Water cooler handles
- or N/A - Water handles / taps / spigots / bibs
- or N/A - Other _____

Lounge areas

- or N/A - Air conditioner remotes
- or N/A - Appliances (touchable nobbs, surfaces)
- or N/A - Arm rests
- or N/A - Chairs
- or N/A - Coffee stations
- or N/A - Counters
- or N/A - Door edges (opening edge)
- or N/A - Doorknobs / handles / bars / push plates
- or N/A - Drawer pulls / handles
- or N/A - Drinking fountains / buttons
- or N/A - Light switches
- or N/A - Kitchen surfaces
- or N/A - Microwave oven handles
- or N/A - Refrigerator handles
- or N/A - Tables
- or N/A - Telephones (w/ permission)
- or N/A - Touch screen displays (w/ permission)
- or N/A - Trash / Garbage cans
- or N/A - TV remotes
- or N/A - Vending machine buttons
- or N/A - Vinyl furniture
- or N/A - Water cooler handles
- or N/A - Water handles / taps / spigots / bibs
- or N/A - Other _____

Specialty areas

- Fitness Center**
- or N/A - Fitness room carpet
 - or N/A - Exercise ball
 - or N/A - Yoga mats
 - or N/A - Other _____

Locker Room

- or N/A - Lockers
- or N/A - Mirrors
- or N/A - Showers
- or N/A - Sinks
- or N/A - Other _____

Arena

- or N/A - Bleacher seats
- or N/A - Cart handles
- or N/A - Floor chairs

Storage areas

- or N/A - Cleaning equipment (e.g. vacuum cleaner bags)
- or N/A - Containers (plastic, metal)

- or N/A - Floor tables
- or N/A - Sport balls
- or N/A - Other _____

Kitchens / Concessions

- or N/A - Equipment
- or N/A - Floors
- or N/A - Serving containers & utensils
- or N/A - Other _____

Playgrounds

- or N/A - fixed equipment
- or N/A - movable supplies / toys
- or N/A - _____
- or N/A - _____