



COVID-19 Disinfection and Cleaning Procedure

Student Health and Wellness, Environmental Services Group (ESG), Security and Emergency Management, and Custodial Staff have been working closely together to ensure the safety of our students and staff. As a result, and based on guidance from the Minnesota Department of Health (MDH) and the Centers for Disease Control (CDC), Saint Paul Public Schools implements a four-tiered cleaning response to reports of COVID-19 related symptoms and/or diagnosis.

COVID-19 related symptoms/diagnosis include: cough or trouble breathing **OR** at least **two** of these symptoms: fever, chills, repeated shaking, muscle pain, headache, sore throat or new loss of taste or smell.

TIER ONE: Increased Daily Disinfecting

Custodial staff have increased disinfectant procedures throughout the buildings. SPPS has prioritized high-touch areas such as door handles, switches, hand railings, desks, and bathrooms. In addition, ESG provides bleach wipes and disinfectant sprays for use by others on-site.

TIER TWO: Building-Wide Disinfection with a Suspected COVID-19 Case

If a student or staff member is suspected of having COVID-19 related symptoms as listed above, the following response will be implemented:

- The impacted area where the student or staff member has been will receive disinfection including the prioritization of cleaning of bathrooms, hallways, drinking fountains, cafeterias, kitchens, and health offices.
- High-touch areas will also be prioritized, including but not limited to door handles, outside lockers, student desks/chairs, tables, bleachers, exercise equipment, handrails, pool deck, and more.
- Cafeteria and lunch room disinfection will occur daily and in between groups of students utilizing the food service areas. Nutrition Services staff will be disinfecting the kitchens throughout the food service day.

TIER THREE: Immediate Area Disinfection and Cleaning with a Positive COVID-19 Case

In the event a positive case of COVID-19 has been identified in a staff member, student, or visitor in attendance at that building, the affected area will be closed off and a rapid response cleaning team will be deployed to thoroughly disinfect the entire affected area and any other common spaces that the individual may have occupied. The Environmental Services Group will provide germicidal bleach, halt, disinfectant sprays or spray bottles, nitrile gloves, hand soap, Flowzone backpack sprayer, and one gallon sprayers to disinfect large areas quickly.

TIER FOUR: Potential Full Building Closure with Multiple Positive COVID-19 Cases and Potential Building-Wide Exposure

In the event that multiple positive cases of COVID-19 have been identified in a staff member, student or visitor in attendance at that building, a rapid response cleaning team may be deployed to thoroughly disinfect the entire building in accordance with SPPS cleaning and disinfecting standards and in consultation with and following guidance from the Minnesota Department of Health.

In addition to this operating procedure, it is the expectation that all employees:

- Wear a cloth face covering throughout the day
- Use good social distancing when possible (i.e. do not congregate in break room)
- Wash hands throughout the day with soap and water
- Utilize hand sanitizer when soap and water are not available
- Assist in cleaning frequently touched areas (i.e. door handles, tables, countertops)
- Avoid sharing work spaces including phones and computers
- Stay home if you are sick and notify your supervisor
- Go home if you become ill at work and notify your supervisor
- Report your own close contact exposure, illness or positive cases of COVID-19 to student.wellness@spps.org (new reporting portal coming soon)
- [How to Report COVID-19](#)