O&M Protocols

The health and safety of our students, staff and their families is our top priority. We want students and employees to feel comfortable, safe and prepared to return to E2CCB sites, centers and locations.

Our reopening plan incorporates recommendations and guidance from the CDC, NYSDOH and NYSED.

The purpose of this presentation is to provide clear information to our employees, students, and families on protocols that our Operations & Management Department is following.

E2CCB is working with our district partners at our satellite sites to assure proper protocols are followed. Additional information will be released soon.
The Basics
Definitions

• **Cleaning** is the removal of soil and microorganisms from surfaces. It is typically accomplished using a detergent solution that helps loosen the soil and paper towels to remove the soil.

• **Sanitizer** is a cleaning solution that reduces the number of microorganisms to a safe level. The primary difference between a sanitizer and a disinfectant is that at a specified use dilution, the disinfectant must have a higher kill capability.

• **Disinfection** is a process that eliminates many or all pathogenic microorganisms on inanimate objects.
Cleaning and Disinfection

The O&M staff will conduct regular cleanings and disinfection of the facilities. More frequent cleanings and disinfection will be carried out in common areas and for frequently touched surfaces such as doors, restroom surfaces and faculty rooms.

Additional staff members will be available to assist with the cleaning of classrooms, related services spaces, and other high-touch surface areas. Supplies will be made available to staff in classrooms for spot cleaning and disinfecting.
Cleaning and Disinfection

High-Touch Surfaces

High-touch surfaces should be cleaned and disinfected frequently throughout the day. Examples of high touch surfaces include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards and tablets
- Toilets and restrooms
- Faucets and sinks

Cleaning and disinfection are the primary responsibility of the O&M staff.

Remember: Reduced clutter makes these processes easier and more effective.
Cleaning and Disinfection

Types of Cleanings

• **Enhanced Cleaning:** Cleaning and disinfecting high-touch surfaces in halls, entryways and bathrooms while the building is occupied.

• **Evening Routine Cleaning:** Cleaning and disinfecting spaces high-touch surfaces in classrooms, offices, hallways, entryways, common spaces and other areas occupied during the day (according to class schedules, and in offices by the door log sheets).

• **Deep Cleaning:** In the event of a suspected or confirmed case of infection, cleaning and disinfecting of the surfaces mentioned in enhanced and evening cleaning routines will be completed. In addition, there will also be cleaning and disinfecting of window sills, partitions, door frames, desks, presentation boards, cabinet surfaces, walls and hard ceilings.
Deep Cleaning Protocols

• Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
• Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
• Once the area has been appropriately cleaned and disinfected it can be reopened for use.
Cleaning and Disinfection

The O&M Department will be responsible for cleaning, disinfecting and assuring cleaning supplies are available to faculty and staff for frequently touched surfaces in classrooms, offices, faculty rooms, health offices, fleet vehicles, etc.

Supplies include:

- Approved disinfectant in spray bottles (please bring your containers once empty to the building’s designated location to be refilled or exchanged)
- Paper towels
- Hand sanitizer (please bring empty containers to the building’s designated location to be refilled or exchanged)
Face Coverings

- E2CCB will provide acceptable face covering to employees and students and have an adequate supply in case of need for replacement. Please see your supervisor if you are in need a face covering.
- E2CCB will allow an employee to wear their own acceptable face covering.
- There will be a supply of face coverings at the main entrance for staff/students needing one upon entry.
- Deliveries of face coverings is currently being sent to the supervisors at our E2CCB sites. Supervisors will distribute to their staff and students, keep a supply for the main entrance, and the rest can be sent to the O&M Department (if there is one at that site).
- O&M building leaders will assure that an ample supply of face coverings is available at each E2CCB site.
Facilities

When students and adults return to their school buildings for in-person instruction, it will be vitally important that the physical spaces they occupy are configured and maintained in a way that provides the maximum possible social distancing to prevent spreading the coronavirus.

Principals and supervisors are assisting with other staff to determine classroom and office configurations that reinforce social distancing. This may require moving furniture, creating barriers where social distancing is not possible, or removing and storing of items. The O&M staff is available to assist with these tasks.

If you have a question about your room configuration, please see your supervisor.
Other Adjustments

Although the minimum number of toilet fixtures that must be available for use in a building is established in the building code, the O&M staff is reviewing requirements and may consider reducing the number of fixtures on a building by building basis.

The bubbler type of drinking fountains in common spaces need to be taken out of service; the O&M staff will disable these throughout the E2CCB. A plan for potable drinking water will be developed where needed. The bottle filler fountains will still be accessible and disposable cups will be available.

Continuing guidance from NYSED, NYSDOH and CDC will also impact our actions in the coming months.
HVAC and Ventilation

E2CCB is reviewing all HVAC systems and making adjustments to increase ventilation rates, bring in additional outside air, improve air filtration, and have longer running times to be sure to flush out airborne pathogens.

Campuses will ensure filters are changed regularly, are properly installed and are not damaged. The campus air handling systems will be operating with higher level filtration and/or ventilation wherever possible. E2CCB will use the highest MERV* rating based on the capabilities of each system.

*Minimum Efficiency Reporting Value, commonly known as “MERV,” is a measurement scale designed by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) to report the effectiveness of air filters.
Indoor Environment: Things to Consider

• We do not advise using fans or other types of air circulation equipment. Putting fans in a room does not assist in moving pathogens out of a room and interferes with the intent of the HVAC system to push particles out of a room and bring in clean fresh air.

• You are permitted to open windows to aid in ventilation. However, opening windows can be detrimental in extremely hot, humid, or cold weather (i.e. condensation on surfaces).
Questions

- Please submit questions to covidinfo@e2ccb.org
- More information on E2CCB’s reopening plan is available at: https://www.e2ccb.org/reopeningplan