
COMMUNITY DAY SERVICES PROGRAM
Janitorial COVID-19 Cleaning Policy

I. Purpose

To establish and describe policy and procedures for New Star consumers and staff participating in community-based services during the COVID-19 pandemic and recovery period.

II. Policy

New Star consumers and staff participating in community-based services and programming must adhere to the following guidelines to prioritize the health and safety of all New Star consumers and staff.

III. Procedures

A. General Guidelines

- Due to the COVID-19 pandemic, it is imperative that janitorial services provided at New Star community day services facilities be performed in accordance with CDC guidelines. All janitorial services shall be performed with EPA-approved disinfectants approved to reduce the spread of COVID-19 on surfaces.
- Janitorial services will be provided every day that New Star employees and individuals we serve are present in the facility.

B. Daily Cleaning Schedule

- New Star community day services facilities will be cleaned 4 days per week during and after program hours
- Frequently touched surfaces will be cleaned and disinfected daily in all common and administrative areas, after each session in classrooms and production areas
- The following surfaces will be wiped down and sanitized (including but not limited to):
 1. Chairs and arm rests, counter surfaces
 2. Toilet handles
 3. Door knobs
 4. Faucets
 5. Soap/sanitizer dispensers and hardware in bathrooms
 6. Light switches
 7. Tables
- Staff will work in opposite areas to practice social distancing.

C. Consumer classrooms and production area

- Consumer classrooms and production areas will be cleaned and disinfected twice daily.
- Every room/area used by consumers will be cleaned after each session.

- DSP's are assigned to clean with disinfectant all table tops, chairs, and electronics. They will also clean any programming supplies used during the session, including disinfecting between consumer use.
- Electrostatic sprayers that use an EPA-approved disinfectant will be used between sessions as a redundant disinfecting method for anything cleaned by DSP's and to ensure all surfaces in the room are sanitized between sessions.

D. Bathroom cleaning

- Bathrooms will be cleaned 4x per day: 1x during each 3.75 hour session and after each session.
- Clean and disinfect all hardware.
- Clean and disinfect fixtures and receptacles.
- Clean and disinfect toilets, urinals, and water closets.
- Use electrostatic sprayers in all program area restrooms after each session as a redundant disinfecting method.

E. Adaptive equipment

- Adaptive equipment will be cleaned 2 times per day: 1x upon arrival and before dismissal.
- Disinfect all surfaces.

F. Deep cleaning

- Deep cleaning will be performed as needed.
- When a suspected or confirmed case of COVID-19 occurs, any area where the staff or consumer was present will be deep cleaned following CDC post-exposure cleaning protocols. This will include a cleaning of all surfaces including carpets and will include the use of the electrostatic sprayer with an EPA-approved chemical.

G. Personal protective equipment (PPE)

- All janitorial staff are required to wear the specific PPE suitable to the situation while cleaning. At a minimum this includes gloves and masks. It may also include gowns, eye wear, and shoe covers depending on the cleaning task and the products used.
- Staff are trained on proper use of PPE and its disposal prior to working

H. Safety

- Staff will be trained on proper use of chemicals and hazards prior to using the chemical.
- Staff must use EPA-approved chemicals only. Only cleaning supplies provided by the agency are allowed for use. Staff are not permitted to bring in their own supplies.
- Staff will be trained on OSHA's standards on bloodborne pathogens and proper disposal of waste and PPE prior to working in janitorial.

- Staff will be educated on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.
- Staff will be educated on proper hygiene practices, such as hand washing and sanitizing, after blowing one's nose, coughing or sneezing; after use in the restrooms; before and after contact with cleaning chemicals and equipment; and before and after providing routine cleaning.