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## **Introduction**

Soiled surfaces provide conditions for pathogenic microbes (germs), including viruses, bacteria and fungi, to survive outside of the body. They can serve as “reservoirs” for germs that can transmit them to people who touch them (indirect contact transmission). Heavily used surfaces touched frequently by many people are referred to as “High-Touch Points”.

A key strategy to reduce disease transmission on High-Touch Points is targeted cleaning and disinfecting at an increased frequency. To illustrate why this is an important strategy, consider that at home, we touch over 300 surfaces every 30 minutes<sup>1</sup>.

Only solid, non-porous surfaces can be disinfected using disinfectant chemicals. Soft, porous materials such as carpeting, upholstered furniture and fabric toys require a different process to kill germs. Porous surfaces will not be covered in this document.

## **How to Use this Document**

This document provides lists of common High-Touch Points organized by locations within a school building. The lists are designed to be customized based on the most relevant information for each area. Staff can use the checklists as a guide to focus efforts.

It can also be used as a checklist to document work completed, and/or posted to enable people to see the status of that space. Staff can date, sign and post the sheets, if needed.

Managing these High-Touch Points would be in addition to routine cleaning, sanitizing or disinfecting. This document does not discuss routine cleaning.

## **How to Clean and Disinfect High-Touch Points**

Disinfecting High-Touch Points involves putting on chemical resistant gloves, cleaning and rinsing (if the product requires it), then using a disinfectant to kill the germs. The disinfectant must remain glistening wet on the surface for a certain length of “contact” time as listed on the label to be effective. This will vary for every product and for each type of germ, and typically does not exceed 10 minutes. Some products will also require a rinse after this step.

Note that disinfectants are different from sanitizers. Sanitizers only reduce to safe levels the bacteria they are tested to be effective against.

Thus, cleaning and disinfecting High-Touch Points involves a two-step process that uses a third-party certified all-purpose cleaner first and then the application of a disinfectant. Please see the document, *Choosing Safer Disinfectants* to select a safer disinfectant.

The correct use of microfiber has the potential to remove dirt and germs more quickly and effectively than cotton, paper or wipes. It also uses less product and dries the surface faster. The correct use of microfiber has the potential to remove dirt and germs more quickly and effectively than cotton, paper or wipes. It also uses less product and dries the surface faster.

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<sup>1</sup> Mitchell, Erica, [Cleaning House, Part 4: Touch Points](#), April 15 2020

## Cleaning and Disinfecting of Common High-Touch Points by Location in School Building

Since there are many different types and qualities of microfiber on the market with very different capabilities in removing germs from a surface, select a “split” microfiber, which is considered the most effective for infection control<sup>2</sup>.

The improper use of microfiber, cloth, paper or wipes can leave germs behind as well as spread them to other surfaces (cross contamination).<sup>3</sup>

Please see the document, *Microfiber Equipment for Infection Control*, for more details on the advantages of using microfiber for infection control. Also, contact the company that supplies your microfiber for instructions on how to most effectively use and launder to prevent cross contamination. Below is an example of one company’s use of the “Eight-Fold” method:

**1** BEGIN with open, clean Microfiber cloth

**2** FOLD Microfiber cloth in half

**3** FOLD Microfiber cloth in quarters

**4** CLEAN surfaces with two exposed sides of cloth

**5** OPEN Microfiber cloth once to change sides

**6** REFOLD to expose two fresh cleaning sides

**7** OPEN cloth fully once four sides have been used

**8** REPEAT steps 2 through 7 to use all eight sides

**TIP** Always track sides being used to prevent cross-contamination

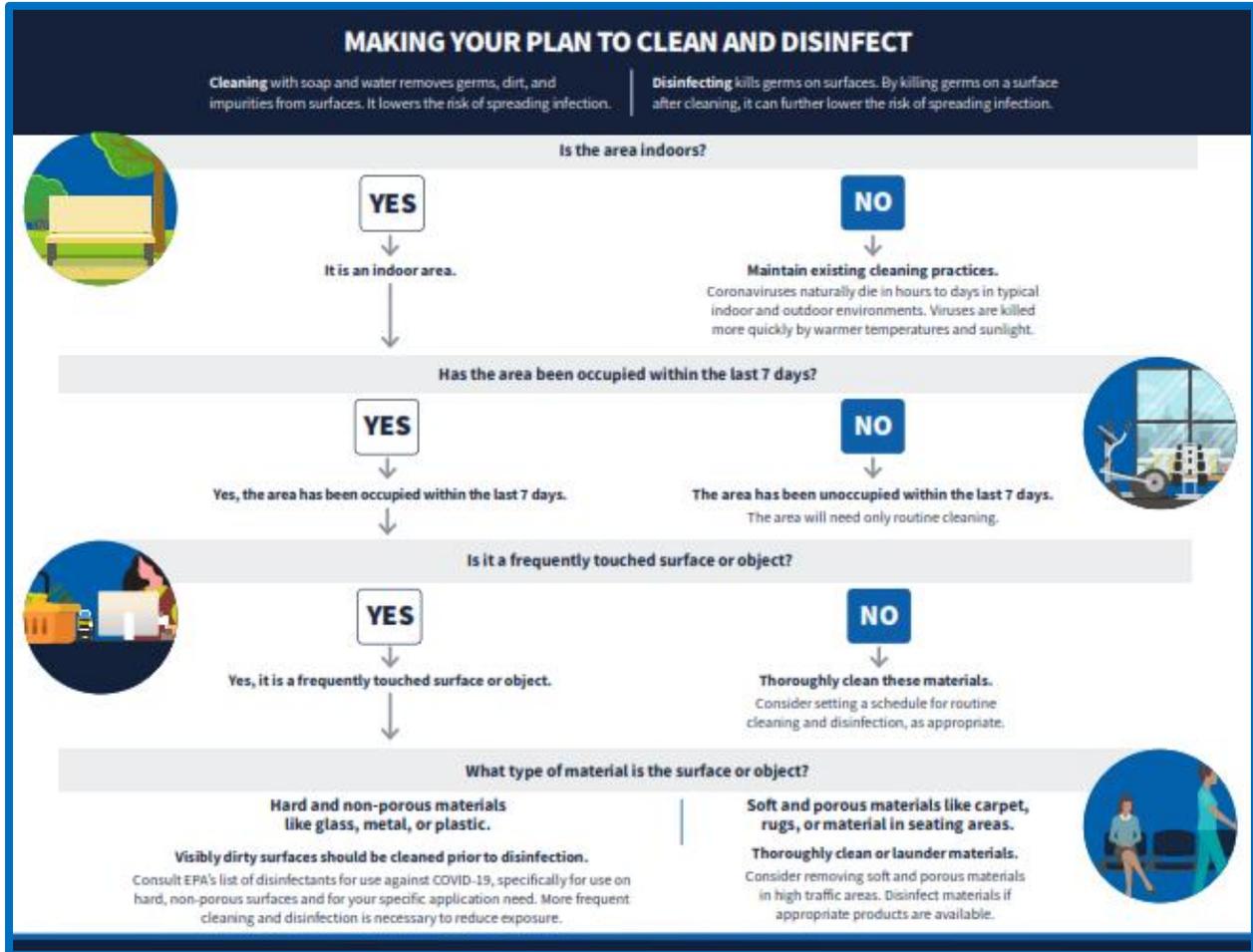
Source: Rubbermaid - [https://www.rubbermaidcommercial.com/resource-center/0a1bf96b7165e962e90cb14648c9462d/Cross\\_Contamination\\_Prevention/](https://www.rubbermaidcommercial.com/resource-center/0a1bf96b7165e962e90cb14648c9462d/Cross_Contamination_Prevention/)

<sup>2</sup> Hoyle, Mark, and Sleakak, Bill, *Understanding Microfiber's Role in Infection Prevention*, November 7, 2008

<sup>3</sup> Kahn, Michael, *Antibacterial wipes can spread superbugs: study*, <https://www.reuters.com/article/us-infection-wipes/antibacterial-wipes-can-spread-superbugs-study-idUSL0383329520080603?sp=true>

## Cleaning and Disinfecting of Common High-Touch Points by Location in School Building

**Schedule and Frequency of Touch Point Management** - Your district will need to determine its frequency of managing High-Touch Points based on frequency of their use. The decision-making flow chart developed by the Centers for Disease Control (CDC) is designed to assist Facilities determine when to clean and when to clean and disinfect:



- Schedule – some considerations:
  - Evaluate times where vulnerable populations (e.g. preschool students, SPED classrooms) may be present as it would be best to schedule when occupants are not present whenever possible. Best practice, whenever possible is to use disinfectants when occupants are not present.
  - Consider the contact time required for disinfectants to stay glistening wet on the surface/item. Try to obtain products with the shortest contact time for High-Touch Points that may need to be immediately put back into use (e.g. bathroom fixtures, door handles in common).
  - Prepare to adjust the cleaning and disinfecting schedule from routine (daily) to a more frequent schedule based on the magnitude of an outbreak.

## Cleaning and Disinfecting of Common High-Touch Points by Location in School Building

- Frequency - Consider how frequently the surface is touched and the amount of soil present:
  - Review schedules to determine heavy use of certain surfaces. Frequency should be scheduled based on use level versus a general number of times per day for all High-Touch Points. One example is managing the High Touch Points in the hallway after a students have passed to their next class.
  - Consider that schedules and level of use may change with the reduction in use or reopening of spaces. For example, schools may limit the use of common areas such as the teachers' lounge (where there are many High-Touch Points), and direct staff to eat in their offices. If so, cleaning and disinfecting High-Touch Points in the lounge may not need to be addressed as frequently.
  - Some items that involve repeated or extensive skin contact such as gym equipment, should be managed after every use.
  - Consider whether the High-Touch Point is on an automatic sensor (e.g. light switch) as it may not need attention is not touched.
- Map High-Touch Points (if possible or needed):
  - Using a building layout, map out all known High-Touch Points in the school building.
  - Distribute the map with the touch point checklists in the following pages to appropriate staff.

### A few things to note when targeting High-Touch Points:

- Not all surfaces will be visibly dirty.
- Moist surfaces are key places for germ survival.
- Some High-Touch Points may require special attention due to occupant(s) lack of control over body functions, communication, etc., due to age or medical conditions.
- Some surfaces may warrant a combination of strategies. A few examples:
  - Use of gym equipment should involve hand washing/sanitizing before and after use, as well as cleaning and disinfecting of the equipment after every use.
  - Use of shared computer keyboards and mice should involve hand washing/sanitizing before and after use, as well as cleaning and disinfecting the equipment periodically.
- There may be staff other than the custodial staff assisting with managing the High-Touch Points, since it may not be feasible for custodians to do them all. Each sector has special considerations. Please see the document, *COVID-19 Cleaning and Disinfecting by School Department Staff*, for criteria to be considered for departments.

## **Classroom**

### **Common High-Touch Points in All Rooms**

- Light switches
- Tables and counter tops
- Handles on cupboards, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Computer mice, keyboards and keyboard covers
- Shared phones
- Audiovisual equipment and remote controls
- Tables and counters – work and snack tables
- Tops and arms of chairs

### **Classroom**

- Pencil sharpeners
- Tape dispensers
- Shared tools (e.g. scissors)
- Shared toys (e.g. blocks, manipulatives)

### **Specialty Classrooms**

- Art**
  - Kiln
  - Potter's wheel
  - Shared tools (e.g. scissors, Exacto knife, paint brushes)
  - Computers for graphics work
- Science**
  - Experiment glassware
  - Equipment (e.g. gas jets, trays)
  - Sink faucets at lab tables
  - Lab tables and counters
  - Chemical storage equipment (should only be handled by teachers) – (e.g. cabinets, refrigerators)
  - Dishwasher for glassware

## Cleaning and Disinfecting of Common High-Touch Points by Location in School Building

### Vocational Classrooms and Shops

#### CTE Area of Study

- Auto Repair,  Auto Body,  Carpentry,  HVAC,  Cosmetology,
- Electrical,  Plumbing,  Culinary Arts,  Horticulture,  IT,
- Animal Sciences  Health Services ( Dental,  Health,  Medical),
- Manufacturing, Engineering and Technology,  Graphics
- Hospitality Management  Early Education and Care,  Other

**Vocational** – Please note that the touch point initiative is in addition to any existing CTE program requirements for cleaning, sanitizing and disinfecting certain surfaces and items. These include, but are not limited to; Cosmetology, Culinary Arts, Horticulture, Animal Sciences, Health Services, Early Education and Care, etc.

Review typical safety precautions to identify any special circumstances requiring additional management to avoid exposure to COVID-19. Some considerations:

- Shops need to develop a system to clean all equipment and/or tools used in a class to have them ready for the next student or next class.
- In a shop, equipment is used numerous times during a class period by either the same or a number of students, and may need to be cleaned in between uses within the same class session.
- Many CTE courses currently assign tasks to students to assist in cleanup at the end of class, and these students should be trained in all safety practices to ensure they are not exposed to contact transmission during clean-up.

#### Common High-Touch Points in All Rooms

- Light switches
- Tables and counter tops
- Handles on cupboards, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Computer mice, keyboards and keyboard covers
- Shared phones
- Audiovisual equipment and remote controls
- Tables and counters – work and snack tables
- Tops and arms of chairs

## Cleaning and Disinfecting of Common High-Touch Points by Location in School Building

**CTE Shop Focus** – each shop should customize the list below to reflect the items and surfaces in their shop to be managed:

- Shared equipment (e.g. wood working, metal working, medical devices, computers, audio visual, manicure tables)
- Shared projects (e.g. working on a car for autobody or auto repair)
- Product dispensers (e.g. shampoo, degreasers)
- Workstations, including customer chairs, and hand, foot and head rests (e.g. cosmetology manicure stations, hair cutting stations)
- Reception Area for customers using shop services (e.g. tables, chair arms and top of backs) – Consider removing magazines and coffee pots or refreshments.
- Linens in food service and cosmetology (e.g. towels, smocks, reusable capes, napkins, table cloths) – These dirty linens and laundry are not High-Touch Points but are likely to have had extensive skin contact. They should be<sup>45</sup>:
  - Handled by someone wearing gloves,
  - Handled without shaking,
  - Placed in a closed container (ideally with a liner that can be laundered or disposed of) and not used again until properly laundered,
  - Cleaned by using a commercial laundering service or a laundering process which includes immersion in water of at least 160 degrees Fahrenheit for at least 25 minutes, and thoroughly dried
  - Stored in a clean, covered place.

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<sup>4</sup> Cal/OSHA, Industry Guidance: Hair Salons and Barbershops, June 5, 2020

<sup>5</sup> CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

## Office

### Common High-Touch Points in All Rooms

- Light switches
- Tables and counter tops
- Handles on cupboards, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Computer mice, keyboards and keyboard covers
- Shared phones
- Audiovisual equipment and remote controls
- Tables and counters – work and snack tables
- Tops and arms of chairs

**Office** – whenever possible, try not to use other people’s tools (e.g. staple remover, stapler). If needed, clean hands before and after use.

- Coffee Pot
- Copy machine
- Laminator
- Printer
- Scanner
- Label maker
- Paper shredder
- Tools used by multiple people (e.g. stapler, staple remover, hole punch)

## **Library**

### **Common High-Touch Points in All Rooms**

- Light switches
- Tables and counter tops
- Handles on cupboards, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Computer mice, keyboards and keyboard covers
- Shared phones
- Audiovisual equipment and remote controls
- Tables and counters – work and snack tables
- Tops and arms of chairs

### **Library Specific**

- Card catalogues
- Water fountain and bottle filling station levers and bars
- Sink and faucet handles, sink counters, and paper towel and soap dispensers
- Headphones
- CD players
- Audio Visual cases (before re-shelving)
- Books with hard covers or plastic film coverings - before re-shelving.
- Paperback - paperback covers are porous surfaces and cannot be disinfected. An alternative is to quarantine the books for at least 24 hours, and then re-shelve them.
- Shelving carts for books, CDs, videos, etc.

## **Conference Rooms**

### **Common High-Touch Points in All Rooms**

- Light switches
- Tables and counter tops
- Handles on cupboards, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Computer mice, keyboards and keyboard covers
- Shared phones
- Audiovisual equipment and remote controls
- Tables and counters – work and snack tables
- Tops and arms of chairs

### **Conference Room Specific**

- Conference phones
- Sink and faucet handles
- Sink counters
- Paper towel and soap dispensers

### **Copy Room**

#### **Common High-Touch Points in All Rooms**

- Light switches
- Tables and counter tops
- Handles on cupboards, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Computer mice, keyboards and keyboard covers
- Shared phones
- Audiovisual equipment and remote controls
- Tables and counters – work and snack tables
- Tops and arms of chairs

#### **Copy Room Equipment (could be located anywhere, e.g. main office, teacher's lounge, etc.)**

- Copier
- Laminator
- Fax machine
- Scanner
- Printer
- Small equipment (e.g. stapler, staple remover, hole punch, pencil sharpener)

## Cleaning and Disinfecting of Common High-Touch Points by Location in School Building

### School Office

#### Common High-Touch Points in All Rooms

- Light switches
- Tables and counter tops
- Handles on cupboards, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Computer mice, keyboards and keyboard covers
- Shared phones
- Tables and counters – work and snack tables
- Tops and arms of chairs

#### School Office Waiting Area

- Counter where visitors and students sign in
- Pen and clipboard or binder for visitors, students and district staff to sign in
- Staff mail boxes

### Security Desk

**Note:** this desk is typically located at an entrance in a hallway, and not in a separate room. If it is located in a separate room, then also use the list: *Common High-Touch Points in All Rooms*.

- Counter or table where visitors and students sign in
- Pen and clipboard or binder for visitors, students and district staff to sign

### **Hallways and Stairways**

- Light Switches
- Elevator buttons – inside and outside of the elevator
- Drinking fountains and bottle filler handles and bars
- Door locks, handles, push bars and plates
- Handles on windows
- Stair railings and hall railings
- Vending machines

Notes: Locker handles are only touched by the student that uses them. Your school may want to clean and disinfect at an increased frequency, but they do not warrant as often as a surface touched frequently by many people.

## **Preschool**

### **Common High-Touch Points in All Rooms**

- Light switches
- Tables and counter tops
- Handles on cupboard, drawers, file drawers, windows, etc.
- Door locks, handles, push bars and plates
- Computer mice, keyboards and keyboard covers
- Shared phones
- Audiovisual equipment and remote controls
- Tables and counters – work and snack tables
- Tops and arms of chairs

**Preschool – Specific** (Please be sure to follow all licensing regulations for your state! Continue to follow disinfecting and sanitizing protocols for toys, mouthed items, toileting High-Touch Points, food and non-food surfaces, etc.)

- Handrails
- Handles on equipment (e.g. storage boxes)

### **Preschool Eating High-Touch Points**

- Bubbler handles/bars
- Sink faucet handles and countertops
- Handles on soap and paper towel dispensers
- Handles on appliances (e.g. refrigerators, stoves, microwaves, toaster ovens, coffee pots, dishwasher, etc.)

### **Preschool Restrooms**

- Sink faucet handles and countertops
- Toilet handle and seat (coronavirus is found in feces), and urinal handles
- Door locks, handles, push bars, and plates
- Handles/bars on soap, paper towel and toilet paper dispensers
- Hand dryer bar
- Sanitary napkin dispensers and disposal containers
- American Disabilities Act (ADA) assist bars in bathroom stalls
- Latches on the inside and outside of the bathroom stall doors

**Food Service**

**Kitchen Office – Common High-Touch Points in All Rooms** (if equipment and items are shared)

- Light switches
- Handles on cupboard, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Window handles
- Computer mice, keyboards and keyboard covers
- Shared phones
- Tables and countertops
- Tops and arms of chairs

**Kitchen** - continue to clean, sanitize and disinfect as required by Serv Safe and any other regulations. These High-Touch Points may be in addition to those requirements.

- Light switches
- Handles on cupboards and drawers
- Door locks, handles, push bars and plates
- Window handles
- Tables and counter tops
- Kitchen faucet handles, sink counters
- Handles/bars on paper towel and soap dispensers
- Dials and handles on equipment (e.g. refrigerator, stove, oven, steamer, mixer, ice machine)

**Cafeteria** (this will be affected if students are required to eat in their classrooms)

- Light switches
- Tables and counter tops
- Door locks, handles, push bars and plates
- Window handles
- Press buttons on vending machines
- Press buttons on machine tracking student meals
- Cash register buttons and drawer
- Drinking fountains and bottle filler handles and bars

**Teacher's Lounge/Staff Breakroom**

**Notes:**

- Consider reducing the use of this space by having staff eat in their work locations whenever possible, and bringing prepared meals to minimize the need to use kitchen equipment. If the school determines that they will continue to use these spaces, then consider developing a protocol for staff to wash their hands prior to using any equipment, and cleaning and disinfecting any items or High Touch Points that may have become contaminated during use.
- Consult the Facilities Department before staff consider bringing more appliances into their office or classroom spaces, such as coffee pots, small refrigerators, and microwave ovens. Although it could reduce use of common equipment, it can present other issues such as pest problems, increased energy use and electrical loads, etc.

**Common High-Touch Points in All Rooms**

- Light switches
- Tables and counter tops
- Handles on cupboard, drawers, file drawers, windows, etc.
- Door locks, handles, push bars and plates
- Window handles
- Computer mice, keyboards and keyboard covers
- Shared phones
- Audiovisual equipment and remote controls
- Tables and counters – work and snack tables
- Tops and arms of chairs

**Teacher's Lounge/Breakroom Specific**

- Handles and dials on all appliances (refrigerator, stove, microwave, toaster oven, toaster, coffee pot, etc.)
- Sink and faucet handles
- Sink counters
- Paper towel and soap dispensers
- Counter drawer handles
- Salt and pepper shakers
- Buttons on vending machines

## **Nurse's Suite**

### **Nurse's Office (Common High-Touch Points)**

- Light switches
- Tables and counter tops
- Handles on cupboard, drawers, file drawers, etc.
- Refrigerator handles
- Electronics (if used by more than one nurse)
- Phone (if shared)
- Door locks, handles, push bars, and plates
- Window handles

**Treatment Room High-Touch Points** – note that there are endless variations of configurations of nurse's suites, from one room to a suite with multiple treatment rooms.

- Light switches
- Door locks, handles, push bars, and plates
- Chair backs and arm rests
- Handles/bars on soap, paper towel and toilet paper dispensers
- Handles on sink faucets and water fountains
- Window handles

### **Nurse Bathroom**

- Light switches
- Sink faucet handles and counters
- Toilet handle and seat (coronavirus is found in feces)
- Urinal handles
- Door locks, handles, push bars, and plates
- Handles/bars on soap, paper towel and toilet paper dispensers
- Hand dryer bar
- Sanitary napkin dispensers and disposal containers
- American Disability Act (ADA) assist bars in bathroom stalls
- Latches on the inside and outside of the bathroom stall doors
- Window handles

**Athletic/Fitness Rooms**

**Athletics Office – Common High-Touch Points** (if equipment and items are shared)

- Light switches
- Handles on cupboard, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Window handles
- Computer mice, keyboards and keyboard covers
- Shared phones
- Tables and countertops
- Tops and arms of chairs

**Gym** – students should clean their hands before and after using the gym facilities, and all items used should be cleaned and disinfected between users

- Light switches
- Window handles
- Door locks, handles, push bars, and plates
- Sink faucet handles
- Water fountain knobs and push bars
- Equipment (e.g. balls, nets, rackets)

**Locker/Shower/Rest Room**

This may be determined by whether students are allowed to change and shower.

- Locker handles
- Water fountain knobs and push bars
- Door locks, handles, push bars, and plates
- Hand and hair dryers push plates
- Handles/bars on soap, paper towel and toilet paper dispensers
- Knobs on sanitary napkin dispensers and lids on sanitary napkin receptacles
- ADA assist bars in bathroom and shower stalls
- Latches on the inside and outside of the bathroom stall doors

**Music Room/Band Room**

**Music Office/Classroom – Common High-Touch Points** (if equipment and items are shared)

- Light switches
- Handles on cupboard, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Window handles
- Computer mice, keyboards and keyboard covers
- Shared phones
- Tables and countertops
- Tops and arms of chairs

**Band Room** – have students clean their hands before and after using shared equipment. Clean equipment after use for the next person. The following resource provides specific directions on COVID-19 Instrument Cleaning Guidelines - <https://www.nfhs.org/articles/covid-19-instrument-cleaning-guidelines/>.

- shared equipment - hand contact (e.g. drums, drum sticks, piano, strings)
- shared equipment – mouth contact (e.g. flutes, trumpets, tubas, clarinets)
- shared equipment - near mouth contact (e.g. chin rest on violin and viola)

**Performing Arts**

**Theater Office/Classroom – Common High-Touch Points** (if equipment and items are shared)

- Light switches
- Handles on cupboard, drawers, file drawers, etc.
- Door locks, handles, push bars and plates
- Window handles
- Computer mice, keyboards and keyboard covers
- Shared phones
- Tables and countertops
- Tops and arms of chairs

**Theater**

- Theater props (base the frequency of management on how much the items are handled)
- Audio visual equipment (e.g. control touch pads, remote controls, audio and lighting controls, microphone stands, speakers, projection equipment, screens)
- Tops and arms of chairs
- Door locks, handles, push bars and plates
- Light Switches