

COVID-19
Cleaning and Disinfecting
By School Department Staff

This is a companion document to the following documents:

- 1. Cleaning for Healthier Schools – An Infection Control Guide**
 - 2. Appendices:**
 - a. Cleaning and Disinfecting Common High-Touch Points by Location in a School Building (Customizable Templates)**
 - b. Using Disinfectant Wipes at School (for Covid-19)**
 - c. Staff Guidelines to Remove Cleaning Products from Home (Customizable Template)**
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Introduction:

The recommendations by the Centers for Disease Control and Prevention (CDC) and the Commonwealth to increase the frequency of cleaning and infection control tasks during the pandemic, in order to prevent transmission of disease most often exceeds the capacity of school Facility Departments' staffing levels. As a result, in addition to reprioritizing custodial tasks, some districts are considering having additional (noncustodial) staff conduct certain infection control activities in their departments.

Although it is not required in most non-custodial school employee job descriptions, some school staff bring in their own products, and clean and disinfect their spaces. Now that staff are beginning to return to school buildings as part of the re-entry process, districts have observed that there is already an increase in staff bringing in their own products. This is anticipated to increase.

Some staff and union representatives have taken the position that cleaning and disinfecting tasks are not part of their job. It is up to each district to determine its employees' roles in their district's infection control program. There are issues to be addressed whether; 1) the district permits staff participation, or 2) they prohibit staff participation. These issues and related options to solve them are outlined below:

- **If the district does not permit staff other than custodians to participate in the cleaning and disinfecting activities, they may need to address the following issues:**
 - Concerns about the level of infection control in rooms.
 - A procedure should be developed so that a staff person can request additional cleaning and disinfecting services.
 - A system to document the cleaning and disinfecting that was completed in a space. Some districts use a checklist mounted on the entrance to the space. This may be particularly important if a person previously in that space tested positive for COVID-19.
 - Unauthorized products brought in by staff.
 - Staff education about the risks and liability related to the presence and use of unauthorized cleaning and disinfecting products should address:
 - Health - Household cleaners and disinfectants pose health risks (e.g. asthma) to vulnerable adults, and students whose immune systems are less developed than adults. Also, children eat, breathe, and drink

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more relative to their body mass than adults do¹. Therefore, children have greater exposures to toxic chemicals for their body weight than adults.¹ These differences result in children being disproportionately exposed to toxic chemicals in air, food, and water.²

- Training - Under the OSHA Hazard Communications Standard, districts are required to provide training on hazardous products used in the workplace, maintain a product inventory and safety data sheet on each hazardous product, assign roles and responsibilities, etc. It is impossible to comply with these requirements when staff bring in random types, amounts and hazard levels of products.
- Storage - Teachers do not have safe storage areas as evidenced by inspection findings, particularly in elementary school classrooms. Hazardous products are found stored unsecured under the classroom sink in incompatible groupings of chemicals which can cause a chemical reaction (e.g. mixing bleach and ammonia can cause toxic gases³). Also, these products are often accessible to children in the classroom.
- Products - Staff may not understand disease transmission, and the correct products and processes to reduce transmission. Thus, they may have a false sense of security thinking that they have disinfected, when in actuality, they may have not, or may have actually caused cross contamination due to poor practices.
 - By law, you must keep disinfectants out of students' reach. Disinfectants should never be used by children, or to clean skin, including hands.
 - Removal of staffs' personal cleaning and disinfecting products. The district has several options to address this issue:
 - Provide an amnesty collection of any prohibited products, or
 - Provide a timeframe and guidance for staff on safely packaging and transporting products home. Please see Appendix A: *Memo Template - Staff Guidelines to Remove Unauthorized Cleaning Products* for guidance.



¹ EPA, *Children are Not Just Little Adults*, <https://www.epa.gov/children/children-are-not-little-adults>

² Landrigan, Philip J. and Golman, Lynn R. Children's Vulnerability To Toxic Chemicals: A Challenge And Opportunity To Strengthen Health and Environmental Policy, *Health Affairs*, vol. 30, No. 5: Environmental Challenges for Health, May, 2011

³<https://www.doh.wa.gov/YouandYourFamily/HealthyHome/Contaminants/BleachMixingDangers#:~:text=Mixing%20Bleach%20and%20Ammonia,Coughing.>

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- **If the district does involve staff other than custodians in cleaning and disinfecting activities** - there are several regulatory and safety issues to address, in addition to the issues outlined in the previous section. This document provides criteria when considering potential procedural, supply and training provisions that may need to be put into place for each department. Please consult the *Cleaning for Healthier Schools – An Infection Control Handbook*, for complete guidance on developing these program components.

The district's COVID -19 designated point person should meet with each department to go over the following to customize content for each department. The district may also want to:

- **Consult with Relevant Stakeholders** - Consult the school unions, parents' groups, local health department, etc.
- **Consider District-Wide Purchasing** - The district would streamline efforts across the district through coordinated purchasing and provision of supplies through the district and department levels.
- **Consider procuring supplies through the statewide contract (SWC) FAC85 at COMMBUYS** – Due to the pandemic, many environmentally preferable products, supplies and equipment are hard to procure, and may be on backorder for months. Use of this SWC contract may help expedite the procurement process. In addition, the Massachusetts Operational Services Division (OSD) has already screened products for hazard level, and evaluated the vendors for price and performance. OSD has also negotiated with these vendors for competitive prices and ancillary services (e.g. assistance with program set-up, training, delivery parameters, etc.).

One very important service provided is the technical assistance available from the FAC85 Contract Manager and Contract Team. Due to the limited availability of some products and equipment, schools are relying on vendors to find needed products. This can be a problem as salespeople do not always have the expertise at providing the least toxic products and safest product application equipment.

The following categories available in the contract for the majority of supplies and equipment include:

Category 1: General Purpose Cleaners

Category 3: Disinfectants and Sanitizers

Category 6: General Cleaning Supplies, Equipment, and Service

Category 7: Hand Soaps, Hand Sanitizers, and Personal Care Products

Category 12: Microfiber Cleaning Service

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Guidance on how to use this information to implement a program – please read this section before reading the department specific information.

- **Product References in the Matrix**
 - Cleaning Products - All references to cleaning products refer to third-party certified all-purpose cleaning products.
 - Disinfectants - All references to disinfectants are for a subset of the safest products listed on EPA's List N for Emerging Pathogens. This information is provided in the fact sheet, *Choosing Safer Disinfectants*.
- **High-Touch Points**
 - Please provide each department with a list of high-touch points for their area. These are available in the companion document, Appendix #1: *High-Touch Point Cleaning and Disinfecting Templates*. The Appendix #1 information is in addition to information provided in the second column (Items/Areas to be Disinfected) of the matrix below.
- **Criteria to Consider When Developing Procedures**
 - Each school department has specific issues to address depending on the population they serve, the activities conducted in that department, and types of items and surfaces touched. This section provides criteria to consider when developing a work practice or procedure in that department.
- **Training** – all departments should have training on the following topics:
 - **Work Practices** - How to store and use the product, including the use of personal protective equipment.
 - **Infection Control** – including: disease transmission, and preventing transmission through implementing personal hygiene and social distancing; cleaning for health; targeted cleaning and disinfecting for common high-touch points
 - **Hazard Communication** - or if employees have had the basic Hazard Communication training, they will just need an overview of the SDS for any new products they will be using. Departments that typically receive the Hazard Communication training are CTE, custodial, food service, etc.

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- **Supplies and Guidance** – districts need to provide all staff conducting cleaning and disinfecting activities with the following:
 - **Safety Data Sheets (SDS) and Written Work Practices** – under the OSHA Hazard Communication Standard, the school district is required to provide SDSs for all products used. In addition, the district should provide written work practices on how to use, store and dispose of products, and how to get supplies refilled.
 - **Product Spray Bottles and Labels** – work with your product supplier to obtain spray bottles and premade labels for the spray bottles.
 - **Microfiber** – Microfiber is an ideal cloth for cleaning and infection control. Its spilt fibers remove dirt and germs more efficiently than other cloths, and it harbors less germs due to its quick drying time.

Districts will need to organize a microfiber collection, laundering and distribution system. The lack of a collection and laundering system can seriously hinder efforts to use microfiber for infection control. Consider a microfiber laundering system or service. Note that SWC FAC85 described above has a listing under Category 12 for Microfiber Cleaning Services. Please also see the document, *Using Microfiber Cloths and Mops for Infection Control* for more information on the benefits and considerations for using microfiber.
 - **Disinfectant Wipes** – Either prohibit the use of, or, if use is authorized, provide the authorized brands of disinfectant wipes, and specify how, when and where they can be used. Please see the *Using Disinfecting Wipes in Schools* infographic to learn about their proper usage. There are many types of wipes, including disinfecting, sanitizing, cleaning and hand wipes. It is important to use the correct product for the job to prevent exposures to disinfectants, which are antimicrobial pesticides, and to ensure that surfaces are adequately disinfected. There is extensive misuse of these products.
 - **Disinfectants in Aerosol Containers** – Prohibit the use of disinfectant products in aerosol containers. They produce a fine mist that can stay suspended in the air for long periods of time, depending on the amount of air flow and air exchange in the space. As a result, they can pose more of a respiratory exposure than use of a spray bottle, which produces larger droplets that fall out of the air much faster. Note that disinfectants in aerosol containers are often used incorrectly as an air freshener/deodorizer, where they can cause an unnecessary exposure.
 - **Personal Protection Equipment (PPE)** - The Massachusetts Department of Elementary and Secondary Education (DESE) has developed a statewide purchasing system for PPE, called *K-12 Health Supply/PPE Acquisition Support*. They provide a spreadsheet with recommendations for the amount of PPE needed, as well as a way to calculate the needs across the district. For more information, contact LEAestimates@mass.gov.

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Department	Items/Areas to be Disinfected	Product and Equipment Criteria	Criteria to Consider When Developing Procedures
<p>Facilities</p> <p>These activities are an extension of normal custodial tasks.</p>	<p>Routine areas (e.g. bathrooms, locker rooms/showers).</p> <p>Add a list of high-touch points throughout building,</p>	<p>Use microfiber (whenever possible), and consider using color coded microfiber to help prevent cross contamination.</p>	<p>Frequency of high-touch point cleaning and disinfecting.</p> <p>Managing microfiber and custodial equipment and supplies to prevent cross contamination.</p> <p>Use of additional PPE if there has been a confirmed case of COVID-19</p> <p>When to air out, clean and disinfect a space where there has been a confirmed case (if the district is doing this in house).</p>
<p>Food Service</p> <p>This department currently provides “breakfast in the classroom” in many districts. The addition of serving lunch may be based on the system used for breakfast.</p>	<p>Cafeteria - touch pad for student lunch accounting, counters where students select food items, tray return areas, etc.</p> <p>Transport to Classroom – totes and carts used to transport breakfast to classrooms, etc.</p> <p>Food Service staff breakroom.</p>	<p>Must be approved for food contact surfaces if these surfaces are included.</p> <p>Ideally has a short dwell time.</p> <p>Sanitizers are used for food contact surfaces, not disinfectants. Sanitizers are not approved to kill viruses. There are some products registered as both a sanitizer and a disinfectant (typically at different concentrations and dwell times).</p>	<p>Must determine where non-food service staff touch surfaces in cafeteria.</p> <p>Kitchen staff wear PPE for various tasks and the Food Service department should determine additional places they may need to wear them.</p>

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Department	Items/Areas to be Disinfected	Product and Equipment Criteria	Criteria to Consider When Developing Procedures
<p>Transportation</p> <p>Many districts contract out this service. If so, they should review the state guidance on re-entry to determine if there are new guidelines the vendor should implement. If so, the vendor contract may need to be updated.</p>	<p>Bus interior and exterior high-touch points.</p> <p>Bus depot (where workers wait between routes), and buses are stored and/or maintained. This includes; the eating areas and facilities, bathrooms and break rooms.</p>	<p>Product must reach inaccessible areas.</p> <p>Do not recommend use of mister/fogger in the enclosed space of a bus due to exposure risks.</p> <p>The electrostatic sprayer used with an approved product has been tested by TURI to be safe to use in buses and is able to reach inaccessible areas.</p>	<p>Increase frequency to in-between each trip (more than just at the end of the day).</p> <p>Do not disinfect while the bus is occupied, even if there is an accident during transport.</p> <p>Time before bus can be re-occupied.</p> <p>Buses carrying SPED students may require additional management due to occupants' potential limited control over body functions.</p> <p>Work practices should include disinfecting from the back of the bus to the front, to minimize exposure to products. Also, to open windows while cleaning and disinfecting when weather permits. This is particularly important if using any type of spray applicator equipment.</p>
<p>Athletics</p> <p>This department has had to deal with disinfecting for MRSA, a resistant bacterium transmitted from infected skin.</p>	<p>Foam mats and shared athletic equipment (weights and weight machines), and shared items (e.g. balls, frisbees).</p>	<p>Ideally disinfectant requires no rinse, and has a short dwell time. Needs to have kill claims for MRSA as well.</p> <p>Consider an electrostatic sprayer to do mats, and equipment touch points quickly.</p>	<p>No student use of cleaning and disinfecting products.</p> <p>Items and surfaces cleaned and disinfected between every use.</p> <p>All students clean their hands before and after equipment use, and/or playing with a common item (e.g. ball, frisbee)</p>

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<p>Nursing</p> <p>Nurses may use disinfectants for either a limited or a wide range of surfaces and items depending on the level of service.⁴</p>	<p>Treatment rooms – beds/cots, counters, drinking water fixtures, and handwashing facilities.</p> <p>Nurses may also have refrigerators and other types of appliances.</p>	<p>Must be suitable to use with vulnerable populations.</p> <p>Need to determine if the disinfectant they are currently using is effective for COVID 19.</p>	<p>How to disinfect between patients in small nurses’ offices where there may be limited space to segregate patients from the area being treated.</p>
<p>Academics</p> <p>Although it is not a teacher’s job to clean and disinfect, these products can almost always be found under the sink in an elementary classroom.</p>	<p>Desks, counters, sinks, sink counters, water fountains, pencil sharpeners, and touch points.</p>	<p>Ideally disinfectant requires no rinse, and has a short dwell time.</p>	<p>Students do not use chemicals.</p> <p>Safe, secured storage.</p> <p>How to get refills on cleaning and disinfecting products and supplies.</p> <p>How to get microfiber collected, cleaned and returned (if used).</p>

⁴ Normal school nurse functions require very limited use of disinfectants. Health Centers located in schools provide more extensive services and use more hazardous products. This document will not address health center product infection control practices.

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<p>Offices/Main Office/Copy Room/Security Desk</p>	<p>Shared equipment – copier, fax, phone, laminating machine, etc.</p> <p>Counters where services are provided in main office, and binder and pens used for visitors and students to sign in.</p>	<p>Ideally disinfectant requires no rinse, and has a short dwell time.</p>	<p>Clean hands before and after use of shared equipment.</p> <p>Consider having a pen jar for signing into binders in main office and security desk. These pens can then be cleaned and disinfected after use.</p>
<p>Vocational/CTE</p> <p>This department does not typically do disinfecting unless related to the Career and Technical Education programs in health and animal care.</p>	<p>There are required surfaces and items to be managed as part of the program that should already be accounted for.</p> <p>There are also shared equipment, tools and supplies in these hands-on practicums. They range from hand tools to stationary equipment to working on a shared project, such as a car.</p>	<p>Need to determine if what they are currently using in the health care and animal care programs is effective for COVID 19.</p> <p>Ideally no rinse, short dwell time.</p>	<p>Handwashing before and after use of each piece of shared equipment.</p> <p>Cleaning and disinfecting after use of each piece of shared equipment.</p>

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Department	Items/Areas to be Disinfected	Product and Equipment Criteria	Criteria to Consider When Developing Procedures
<p>IT</p> <p>Laptop keyboards have been tested and found to have high levels of infectious disease⁵.</p> <p>In addition to disinfecting for viruses, the laptops used by students and staff in school buildings and off-site in homes may need to address issues of bedbugs and cockroaches inside laptops, rodent feces in keyboards, and other pathogens.</p>	<p>The keyboards and inside of laptops distributed to staff and students to be used on-site at school and at home.</p> <p>Other shared electronics on site, such as audiovisual equipment and remote controls, printers, scanners, etc.</p>	<p>Always check manufacturer’s instructions as disinfectants can damage surfaces on electronics.</p> <p>Must be able to clean and disinfect electronics without getting them soaked, while also keeping the surface wet long enough for the required dwell time. Although CDC recommends 70% alcohol for some part of electronics, it evaporates very quickly and may need to be reapplied to keep the surface wet for the required dwell time of 5 minutes⁶.</p> <p>Ideally disinfectant requires no rinse, and has a short dwell time.</p> <p>Use lint free, non-abrasive cloths for screens and covers. Consider use of microfiber, a brush and/or use of compressed air for keyboards. Consider using keyboard covers.</p>	<p>Prior to cleaning and disinfecting, unplug computer and remove battery.</p> <p>In addition to blowing particles from keyboards, you can also turn the unit upside down and shake it gently. If there are any signs of rodents, take precautions to do this outside or under a ventilation hood to prevent getting any dust and particles in the indoor air where they can be inhaled.</p> <p>Spray solutions on cloth, not electronics. All moisture you put on the computer must come off.</p> <p>Consider isolating returned equipment that has been returned when possible for a week in a sealed plastic bag. This will help with cockroaches, but not bedbugs⁷ who can survive without feeding for 20 to 400 days, depending on temperature and humidity⁸.</p>

⁵ Which, Press office, *Gadgets Grubbier Than Toilet Seats*, September, 2013, <https://press.which.co.uk/whichpressreleases/gadgets-grubbier-than-toilet-seats/>

⁶ Drexel University, *Methods for Disinfecting COVID-19 from Surfaces*

⁷ This issue is being explored by a national Integrated Pest Management Working Group of universities, state agencies and EPA. More information and guidance will become available in late summer 2020.

⁸ University California, IPM, Agriculture and Natural Resources, *Pests of Homes, Structures, People, and Pets, Bed Bug Management Guidelines--Bed Bug Management Guidelines--UC IPM*

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<p>Special Education</p> <p>This population has a higher risk factor for transmission of infectious disease due to physical and mental health conditions, which can result in less control over bodily functions, and result in higher transmission of infectious body fluids.</p> <p>This department may already be using disinfectants to address BBP spills and toileting tasks.</p>	<p>Food contact surfaces (e.g. sinks, counters, tables where students eat) and items (e.g. high chairs).</p> <p>Possibly the floor if activities are conducted on the floor.</p> <p>High-touch points (e.g. wheel chair handles).</p>	<p>Evaluate any products they may currently be using for bloodborne spills or toileting tasks to determine suitability for COVID-19 virus.</p> <p>Product should be food contact approved for at least some of the surfaces, and safe for vulnerable populations.</p> <p>Ideally disinfectant requires no rinse, and has a short dwell time.</p>	<p>Due to possible communication challenges with students, implementing protocols for student personal hygiene, cough etiquette, etc. may have limited effectiveness.</p> <p>As a result, SPED surfaces and items may require a more frequent schedule of cleaning and disinfecting.</p>

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<p>Preschool</p> <p>Please see a related publication; <i>Green Cleaning, Sanitizing, and Disinfecting: A Curriculum for Early Care and Education</i> for more detail⁹. https://www.informedgr eensolutions.org/toolkit</p>	<p>Follow DESE requirements on what and how to disinfectant and sanitizer use. Their 2014 guidance provides specifics: https://www.mass.gov/doc/cleaning-sanitizing-and-disinfecting/download. DESE updated these guidelines for COVID-19 in: <i>MA Child and Youth Serving Programs Reopen Approach, Minimum Requirements for Health and Safety, Updated June 12, 2020</i>, https://eeclead.force.com/resource/1591036172000/Min_Req. It is worth reviewing both documents.</p>	<p>This department already uses sanitizers per DESE regulations for food contact surfaces and disinfectants for toileting and other areas.</p> <p>Should be food contact safe and safe for vulnerable populations.</p> <p>Short dwell time, no rinse.</p>	<p>This department has a vulnerable population.</p> <p>Consider how to disinfect when students are not in space.</p>

⁹ The Caring for Our Children Appendix K is the standard most states base their regulations on.
<https://nrckids.org/files/appendix/AppendixK.pdf>.

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Department	Items/Areas to be Disinfected	Product and Equipment Criteria	Criteria to Consider When Developing Procedures
<p>Art</p> <p>Resources to address the COVID-19 virus are available at the National Endowment for the Arts.</p> <p>Many of the resources currently available are focused on teaching remotely. New guidance is constantly being generated as information is forthcoming and circumstances change.</p>	<p>Equipment in this department ranges from shared stationary equipment such as kilns and pottery wheels to hand held tools, such as Exacto knives, paint brushes, etc.</p> <p>Also, the handling of easels, rolls of paper and supplies, bags of items, etc. will require extra management.</p>	<p>This department has experience cleaning tools and supplies after projects. The level of infection control needed may require additional pre-class prep and post-class cleanup</p> <p>Consider purchasing consumable supplies or assigning supplies to students for the year whenever possible.</p>	<p>Students should clean their hands before and after tool and equipment use.</p> <p>Tools and equipment should be cleaned and disinfected after every use.</p> <p>Some equipment may be sharp and require careful cleaning.</p> <p>Consider creating a “clean supplies” section or cart in the classroom, and a “used supplies” section to ensure supplies will not be used again until they can be disinfected. Students will then know what items are safe to use.</p> <p>Monitor any supplies or tools taken and returned to the classroom to ensure they are disinfected before use.</p>

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Department	Items/Areas to be Disinfected	Product and Equipment Criteria	Criteria to Consider When Developing Procedures
<p>Music Department and Band Room</p>	<p>Contact transmission on shared instruments:</p> <ul style="list-style-type: none"> • hand contact (e.g. drums, piano, strings), mouth contact (e.g. flutes, trumpets, tubas, clarinets), and near mouth contact (e.g. chin rest on violin and viola) • items, surfaces and touch points in the room itself <p>Respiratory¹⁰ transmission¹¹ from:</p> <ul style="list-style-type: none"> • singing, acting, wind instruments 	<p>Products used to clean and disinfect musical equipment will require consideration of the materials the instrument is constructed from.</p>	<p>COVID-19 Instrument Cleaning Guidelines - https://www.nfhs.org/articles/covid-19-instrument-cleaning-guidelines/</p> <p>related downloadable resources: https://drive.google.com/drive/folders/1PZ8RF3EytzUWGwfJNpu4fsyXc4E_u2Yi</p> <p>guidelines for cleaning classroom ukuleles and guitars : https://www.facebook.com/86441965717/posts/10156874767740718/</p>

¹⁰ CDC, MMWR, Lea Hamner, MPH¹; Polly Dubbel, MPH¹; Ian Capron¹; Andy Ross, MPH¹; Amber Jordan, MPH¹; Jaxon Lee, MPH¹; Joanne Lynn¹; Amelia Ball¹; Simranjit Narwal, MSc¹; Sam Russell¹; Dale Patrick¹; Howard Leibrand, MD¹, High SARS-CoV-2 Attack Rate Following Exposure at a Choir Practice — Skagit County, Washington, March 2020, *Weekly* / May 15, 2020 / 69(19);606–610, CDC, *May 12, 2020*, <https://www.cdc.gov/mmwr/volumes/69/wr/mm6919e6.htm>

¹¹ There is a new international coalition of performing arts organizations that commissioned a study on the effects of COVID-19 to understand risks in performing arts classrooms and venues. It will examine aerosol rates produced by wind instrumentalists, vocalists, and actors. The article, <https://www.nfhs.org/articles/unprecedented-international-coalition-led-by-performing-arts-organizations-to-commission-covid-19-study/>, 6/30/20, For more information, Mark Spede (CBDNA), mspede@clemsun.edu, or James Weaver (NFHS), jweaver@nfhs.org

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<p>Performing Arts and Theater</p> <p>Includes areas where classes and events are held</p>	<p>Chairs – used as part of set, in auditorium, etc.</p> <p>Set pieces, props, rails, technical hardware, etc.</p> <p>Dressing rooms - hairdryers, makeup mirrors, lockers, costume racks, restrooms/showers/sinks, etc.</p> <p>Fly system used to move set pieces, lights, mikes.</p> <p>Lobby – ticket counters, concessions, and coat check areas. Shop areas to build sets.</p> <p>Equipment in the control booth.</p>	<p>If the items such as props, have not been handled for more than a week, they do not require disinfecting.</p>	<p>All students should wash hands before and after class, rehearsal and performances, as well as after handling equipment, props, surfaces, etc.</p>