

# Classroom Disinfection - COVID-19 Guidance

Sept 2020

This document provides cleaning /disinfection guidance for instructional areas during the COVID-19 pandemic.

The virus is primarily spread:

- Between people who are in close contact with one another (within two meters).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- When droplets land in the mouths or noses of people who are nearby or are inhaled into the lungs.
- When someone has touched a surface or object contaminated with the virus and then touches their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads.

## 1. Cleaning and Disinfection – Responsibilities

### 1.1 Facilities Custodial Department

The Facilities' Custodial Department will continue to provide enhanced routine cleaning service levels including classrooms, usually after classes have ended for the day. Services include:

- Emptying garbage and recycling bins
- Sweeping and mopping floors
- Wiping down podiums, desks, chairs, and other common touchpoints
- Please note: Keyboards and other electronics are not cleaned by FMD.

### 1.2 Teaching Personnel and Students

Students and faculty will be asked to apply hand sanitizer as they enter the class. Faculty members or others responsible for instruction (e.g. laboratory staff or teaching assistants) will wipe down surface areas in their work area after each class. Students are also responsible for disinfecting the touch surfaces around them. For efficiency, instructors may ask for a student volunteer to assist in disinfecting the space. This may include the keyboard, podium, front table, tabletops, etc. See below for products and instructions.



## 2. Cleaning and Disinfection Requirements

### 2.1 Materials

Each instructional area should be equipped with the following:

- Hand sanitizer near the entrance
- A disinfection kit containing the following
  - A WHMIS exempt USask approved disinfectant spray or pre-moistened wipes.
  - Paper towel
  - Disposable vinyl or nitrile gloves
- A trash receptacle for the wipes and gloves

### 2.2 Frequency

High touch surfaces in the area must be disinfected, at minimum, at the **end of each class** and before the space is used by a different group. Instructor or students may also choose to disinfect the space at the beginning of the class.

Examples of high touch surfaces in the class are:

Podiums	Drawer and cabinet handles	PowerPoint clickers
Projector remotes	Keyboard and mouse	Tabletops
Chair backs and arm rests	Demonstration props	Dry erase markers

## 3. Disinfectants

### 3.1 Approved Disinfectants

Common disinfectants include bleach solutions, quaternary ammonium (QUAT), alcohol (70%) and hydrogen peroxide. Some disinfectants will have an 8-digit Drug Identification Number (DIN). These products are approved for use by Health Canada and must be used according to the manufacturer's directions.

Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants.

### 3.2 Safe Use of Disinfectant

For disinfection in a classroom environment, ready-to-use household disinfectants or WHMIS exempt ready-to-use mild commercial disinfectants are the recommended choices. Examples are disinfectant (Lysol) wipes or the Quat Plus hard surface disinfectant available at [www.ppesales.usask.ca](http://www.ppesales.usask.ca). Concentrated bleach or 70% alcohol spray are not appropriate in most classroom environments.

Always follow manufacturer's instructions for use. Read labels for direction on personal protective equipment (PPE) needed (e.g., gloves), surfaces appropriate for use, contact time,



efficacy on specific organisms, and rinsing requirements. Use a prepared solution instead of diluting a concentrate on-site.

Prepared disinfectant solutions will have a shelf life indicated by the manufacturer. Check the expiry date. If a product has expired, do not use it. Some concentrated solutions will have a shorter shelf life after dilution.

## 4. Instructions for Disinfecting Surfaces

### 4.1 Precautions

Wear the recommended PPE including gloves while using disinfectants. After cleaning, remove and dispose of gloves and/or immediately wash hands.

Never spray disinfectant on or near electrical devices or outlets.

### 4.2 Disinfecting Hard Surfaces

- Heavily soiled surfaces should be cleaned before disinfecting.
- Wet a clean cloth or paper towel with disinfectant spray or use a disinfectant wipe.
- Using the cloth apply enough disinfectant to the surface so that it remains wet for the recommended contact time (up to 10min).
- Allow surfaces to air dry.
- Food contact surfaces should be rinsed with fresh water after disinfecting.

### 4.3 Items that can not be disinfected.

If items cannot be cleaned and disinfected, isolate items in a separate bin (labelled with return date) for at least 24 hours before being returned to circulation. As an alternative, consider wearing gloves or sanitizing hands before and after handling these items.

### 4.4 Protecting Sensitive Equipment

Certain equipment may be damaged by spraying disinfectants directly onto components (computer keyboards and mice, key-style equipment touchpads, on/off switches, power tools, etc.) and by harsher disinfectants such as bleach. If you have approved quaternary-ammonium (QUAT) disinfectant or 70% ethanol wipes, use them for these more delicate tasks. If you do not have disinfectant wipes, these items can be disinfected by soaking a dry wipe or clean soft cloth in the disinfectant until it is wet but not quite dripping, and then using it to wipe the keyboard/switch/etc., being careful to avoid getting liquid into any openings. The surface should be visibly wet after you wipe it, and the disinfectant should be left to evaporate from the surface.

Consider whether frequently used or hard to clean electronics should be protected with a disposable barrier.



Check with the manufacture or product manual for specific instructions on cleaning and disinfecting specialized equipment.

Consider bringing your own laptop rather than using a shared computer.

#### 4.4.1 General Guidance for Cleaning Computers

- Disconnect USB keyboard and mouse or shutdown laptop before cleaning and to allow to dry before plugging back in/powering back on
- Use only a soft, lint-free cloth. Avoid abrasive cloths, paper towels, or similar items.
- Avoid excessive wiping, which might cause damage.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray cleaners directly on the item.

## 5. Related References

<https://updates.usask.ca/working-on-campus/>

<https://www.saskatchewan.ca/-/media/files/coronavirus/info-for-health-care-providers/infection-prevention-and-control/covid19-cleaning-and-disinfection-fact-sheet-for-public-facilities.pdf>

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>



# COVID-19

## GUIDELINES



### DISINFECT

Wet a paper towel with disinfectant spray or use a disinfectant wipe



### CLEAN

Using the paper towel or disinfectant wipe, apply enough disinfectant to the surface so that it remains wet for the recommended contact time (up to 10 min)



### DISPOSE

Throw the wipe away and return the spray for the next user



### DRY

Allow surfaces to air dry

 Don't spray surfaces directly

 Recommend wearing gloves

 Disinfect after every class