

Bergen County Special Services

Adult Program Policy

Title: Indoor Air Quality Standards and Cleaning Policy

The Board of Education will provide air quality for district employees in district facilities that meet the standards established by the New Jersey Department of Labor and Workforce Development pursuant to N.J.A.C.12:100-13.

MAINTAINING PROPER AIR QUALITY AND TEMPERATURE

The Board will designate the School Business Administrator or Director of Operations as the individual who is responsible to assure compliance with New Jersey Department of Labor and Workforce Development standards for air quality and temperature. The designated person will assure that preventative maintenance programs for heating, ventilating and air conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or products that could reasonably be expected to result in hazardous chemical or particulate exposure. The designated person shall ascertain that all HVAC systems are working properly when the building temperatures are outside of the range of 68 to 79 degrees Fahrenheit. The designated person will make sure buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation and these portals are operational. The designated person will also promptly investigate all employee complaints or signs that may be associated with building related illnesses.

VENTILATION SYSTEMS

Districts and schools must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Filters for A/C units must be maintained and changed according to manufacturer recommendations.

FACILITIES CLEANING PROCEDURES TO REDUCE THE SPREAD OF CONTAGION

The Coordinator of Adult Services and Assistant to the Coordinator in consult with the maintenance supervisor shall develop a procedure for increased and more frequent routine

cleaning and disinfection. The procedures shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

- Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (i.e. doorknobs, light switches, sink handles, countertops). Examples of frequently touched areas in adult programs:
 - Tables, desks, chairs, computer stations;
 - Lunchroom tables and chairs;
 - Door handles and push plates
 - Handrails;
 - Kitchens and bathrooms;
 - Light switches;
 - Buttons on vending machines and elevators;
 - Shared telephones;
 - Shared desktops;
 - Shared computer keyboards and mice;
 - Drinking fountains, if in use;
 - Bus seats and seat belts
- Using all cleaning products in accordance with directions on the label. For disinfection most, common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are EPA approved for use against the virus that causes COVID-19 (available on the EPA approved website) shall be used. The manufacturers instructions for all cleaning and disinfection products (i.e. concentration, application method and contact time, etc.) shall be used.
- Cleaning bathrooms twice a day or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA). Additional considerations regarding bathrooms include:
 - Limiting the number of individuals who can enter at any given time to maintain social distancing.
 - Designating staff members to enforce limited capacity and maintain social distancing
 - Including appropriate signage about the benefits of handwashing.
- Cleaning and sanitizing drinking fountains and, also encouraging staff and clients to bring their own water to minimize the use and touching of water fountains.
- Making hand sanitizer stations with alcohol-based hand sanitizers (at least 60% alcohol) available throughout the building, at each entrance and in each client instructional area.
- Requiring clients to wear face coverings in the program and on the bus.
- Cleaning and sanitizing all district vehicles including seats, seatbelts, rails and any highly touched surfaces before each run. Contracted transportation vendors will be required to ensure same.

The District shall collaborate with contracted transportation vendors to develop these procedures and ensure that they are consistently followed; a checklist may be developed to identify cleaning/sanitizing steps and to certify the process has been completed so as to ensure compliance. The contracted transportation vendor shall collaborate with the District in establishing cleaning/sanitation protocols that are consistent with social distancing and sanitizing practices. The contracted transportation vendor shall ensure that employees are fully trained in the implementation of the established protocols, including proper use of cleaning and disinfecting agents, cleaning schedule for various surfaces and required safety precautions.

- Routinely cleaning and disinfecting furniture.
- On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.
- Providing EPA registered wipes to adult program staff so that commonly used services can be wiped down (i.e. desks, keyboards, phones).
- Ensuring that cleaning and disinfection supplies are stored correctly and safely.
- Placing barriers (i.e. plexiglass) in areas where social distancing of 6 feet cannot be maintained.
- Cleaning and disinfecting a program after a person has been identified as COVID-19 positive.
- The district may need to implement short term closure procedures in an adult regardless of community spread if an infected person has been in an adult program facility. If this happens, the CDC recommended procedures shall be followed:
 - Close off areas used by a sick person and do not use before cleaning and disinfection.
 - Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.
 - Whenever possible open outside doors and windows to increase air circulation in the area.
 - Cleaning staff will clean and disinfect all areas (i.e. offices, bathrooms, and common areas) used by the ill persons, focused especially on frequently touched surfaces.
- Additional training shall be provided to the personnel responsible for cleaning and sanitizing schools buses and facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (i.e. ensuring adequate ventilation while cleaning and sanitizing).

BOARD RESPONSIBILITIES

The Board will make certain that air quality will be maintained at acceptable standards during renovation and remodeling that results in the diffusion of dust, stone, and other small particles, toxic gases or other harmful substances in quantities hazardous to health. The designated person will notify employees at least twenty-four (24) hours in advance, or promptly in emergency situations, of work to be performed in the building that may introduce air contaminants into their work area.

The designated person will respond to a complaint received by the Department of Labor and Workforce Development within fifteen (15) days of receipt of the complaint.

JD: October 9, 2020