



# CHRIST CHAPEL

A C A D E M Y

CHRIST CHAPEL ACADEMY  
HEALTH MITIGATION PLAN  
REOPENING UNDER PHASE III GUIDELINES

Target Date: August 24<sup>th</sup>, 2020

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## OVERVIEW

*The purpose of this document is to provide a plan in the reopening of school activities under Phase III guidelines at Christ Chapel Academy safely for the whole school (Pre-K through 12<sup>th</sup> grade), and in compliance or beyond Federal, State, and Local guidelines for Phase III reopening. This plan is taking into consideration the many members of our school community including, students (aged preschool through- high school), staff, teachers, and parents.*

*For the reopening, we will observe the follow general guidelines:*

- *Consistent communication with teachers, families, and students on updated procedures for Phase III requirements*
- *Temperature taking*
- *Physical distancing including updated recommendations of 3 foot spacing in combination with wearing face masks.*
- *Cleaning and disinfection*
- *Training staff and teachers*
- *Identify and intervene if new cases arrive*
- *Establish a separate COVID-19 symptom response center*
- *Increase hygiene and sanitation measures*

## 1) Planning to reopen

- a. Establish a COVID-19 team within the school division and a point person at each school facility.
  - (1) *Reopening team will consist of Paul Miklich (Administrator), Ashleigh Burnette (Upper School Principal), Jacqueline Boykin (Lower School Principal), Elizabeth Speight (Lower School Assistant Principal), Debbie Hottle (School Nurse), Emily Trenum (Communications Director).*
- b. Know the contact information and procedures for reaching the local health department.
  - (1) *Prince William County Health Department 703-864-7000*
  - (2) *Virginia State Health Department 804-864-7000*
  - (3) *Virginia Department of Social Services- Terry Gandy 540-347-6345*
- c. Plan for health and absenteeism monitoring/approaches.
  - (1) *Health monitoring will include daily temperature checks before students or staff members enter the building. Staff members and students will be asked if they are exhibiting any symptoms of Coronavirus. CDC Self Checker Appendix C. If either staff members or students have a temperature of 100 degrees Fahrenheit or higher and/or presenting with COVID-19 symptoms, they will be excluded from school until cleared by their physician.*
  - (2) *Absenteeism monitoring - Teachers will notify school nurse or administration when a student is absent from school. The school nurse will contact parent through phone call or email as to the reason the child is absent.*
- d. Develop a communications strategy that includes:
  - i. Orientation and training for staff and students specific to new COVID-19 mitigation strategies;
    - (1) *Communication strategy for staff will occur with weekly updates on the plan to reopen. A copy of the Phase III guidelines reopening plan will be provided to the teachers upon state approval. The training for teachers and staff will occur at Teacher-In-Service Week (August 17<sup>th</sup>-21<sup>st</sup>) to educate teachers and staff on the reopening plan.*
    - (2) *Communication strategy for students/families will include email communication throughout the summer leading up to the start of school, and education at the mandatory Back-to-School Night for both upper and lower school families. Back-to-school night can also be live streamed. Additionally, the first day of school will include orientation on safety procedures and Phase III guidelines for students. The safety procedures and guidelines will be discussed on a regular basis with students during the first month of school.*
    - (3) *Christ Chapel Academy has developed a COVID-19 webpage at [www.christchapelacademy.org](http://www.christchapelacademy.org). This page will be regularly updated to provide information to all CCA stakeholders. Information on Phase III reopening requirements will be posted on the webpage.*
  - ii. Plans for communication with staff, parents, and students of new policies;
    - (1) *New policies will be communicated through multiple channels including, email, ParentAlert text messages, social media, and in-person orientation.*

- iii. Plans for how to communicate an outbreak or positive cases detected at the school.
  - (1) Email communication and ParentAlert text messages will be disseminated to families to ensure quick notification of any outbreak or positive cases as soon as the reopening team is aware.***
- e. Participate in community response efforts
  - (1) CCA administrator, principals, school nurse, or their representative will notify proper agencies if a staff member or student test positive for COVID-19. Parents and staff members will be notified through FACTS communication if there is a positive case of COVID-19 in the school.***
- f. Prepare your division's student health services:
  - (1) Those in high risk categories should not attend school. High risk groups include, but not limited to people that: are 65 years of age or older and:***
    - ***are immune compromised***
    - ***are diabetic***
    - ***have a heart condition***
    - ***have a lung condition***
    - ***have been exposed to others with COVID-19 symptoms***
    - ***are exhibiting COVID-19 symptoms or suspect they may have symptoms***
  - (2) CDC Guidelines - Appendix A***
  - (3) CCA will screen staff members and students for COVID-19 symptoms, including temperature checks, before entering the building every morning. This will eliminate anyone potentially infected from entering the building.***
  - (4) Staff members and students that become ill during the school day will be evaluated by the school nurse. Staff members and students presenting with fever and COVID-19 symptoms will be isolated in a separate room. This will not be the nurse's office to eliminate cross contamination of staff members and students not presenting with COVID-19 symptoms. The isolation room will only be used for COVID-19 symptoms and parents will be asked to pick up their child through a separate entrance in the school.***
- g. Assure provision of medical-grade PPE for health services staff;
  - (1) The school has already purchased masks, gloves and other medical grade PPE for our Health Services Staff.***
- h. Assure and maintain typical (non-COVID-19) health services;
  - (1) School Nurse Office will remain open for typical (non-COVID-19) health services for students.***
- i. For the provision of mental health services.
  - (1) School Nurse Office and School Counselor will remain available for mental health services to all students.***

## **2) Promoting Behaviors That Reduce Spread of COVID-19**

- a. Create an education/training plan for staff, students and families. Consider COVID-19 prevention education (hand washing, staying home if ill, etc.). Education should be part of staff and student orientations and to be sent to all parties before reopening schools and include:
  - i. Hand hygiene and respiratory etiquette,
  - ii. Use of cloth face coverings,

- iii. Staying home when sick,
- iv. Encouraging physical distancing.

**(1) Hand hygiene and respiratory etiquette - All staff will receive training on proper hand washing technique and respiratory etiquette using CDC guideline and Phase III reopening guidelines. Parents will be contacted by email as to the guidelines we will be following for both proper handwashing and respiratory etiquette. Students will receive classroom instruction on proper handwashing and respiratory etiquette through video instruction, role play and discussing any questions with the school nurse. CDC guidelines are as follows:**

**(2) Respiratory Hygiene/Cough Etiquette:**

- **Cover your mouth and nose with a tissue when coughing or sneezing;**
- **Use in the nearest waste receptacle to dispose of the tissue after use;**
- **Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.**

**(3) Proper Handwashing Technique:**

**With an alcohol-based hand sanitizer:**

- **Put product on hands and rub hands together**
- **Cover all surfaces until hands feel dry**
- **This should take around 20 seconds**

**With soap and water:**

- **Wet your hands with warm water. Use liquid soap if possible. Apply a nickel- or quarter-sized amount of soap to your hands.**
- **Rub your hands together until the soap forms a lather and then rub all over the top of your hands, in between your fingers and the area around and under the fingernails.**
- **Continue rubbing your hands for at least 15 seconds. Need a timer? Imagine singing the “Happy Birthday” song twice.**
- **Rinse your hands well under running water.**
- **Dry your hands using a paper towel if possible. Then use your paper towel to turn off the faucet and to open the door if needed.**

**(4) Staying home when sick- All staff received training on CDC guidelines on staying home when sick. Parents received notification through email that CCA will be following the CDC guidelines as to when their child should stay home. Parents were also made aware of that their child will be required to be screened for COVID-19 symptoms including a temperature check.**

**(5) Encouraging Social Distancing- Students will be encouraged to maintain social distancing of 6 feet apart or 3 feet apart with the use of face masks. Classrooms and hallways are equipped with social distancing markers.**

- b. Maintain adequate supplies to promote healthy hygiene.

- (1) *CCA will provide adequate supplies to promote healthy hygiene by:*
  - (a) *Providing conveniently located dispensers of alcohol-based hand rub; where sinks are available, ensure that supplies for hand washing (i.e., soap, disposable towels) are consistently available*
  - (b) *Providing tissues and no-touch receptacles for used tissue disposal.*
- c. Provide signs and messaging to promote healthy hygiene.
  - (1) *Posters have been ordered to place in bathrooms, classrooms and halls that inform students of best hygiene practices including handwashing, and using hand sanitizer in accordance with Phase III guidelines*
- d. Promote physical distancing
  - i. Modify layouts of classrooms, communal areas and buses to ensure social distancing is maintained.
    - (1) *Each classroom has been measured to ensure the placement of desks will be socially distanced-changing the capacity of students in each room. Floor markers with arrows have been purchased to display proper social distancing for students in classrooms, hallways, and other areas.*
  - ii. Develop strategies for food/dining services; these should be consistent with plans to optimize physical distancing.
    - (1) *Kitchen staff has worked to plan for students to dine within their socially distanced classrooms to avoid large gatherings in cafeterias. Proper sanitation measured will be followed by each kitchen staff members.*
  - iii. Limit size of gatherings consistent with Executive Orders and impose strict physical distancing place during gatherings.
    - (1) *School events will not include a number of people larger than the Executive Order Guidelines. Any gatherings that take place will include strict physical distancing with the assistance of the floor markers.*
  - iv. Follow relevant Virginia Phase Guidance[1] for Schools and [CDC guidance](#) for recreational sports for school-related sports and other recreational activities.
    - (1) *School-related sports will not take place until recommended by CDC guidance.*

### 3) Maintaining Healthy Environments

- a. Plan for daily health screening questions of staff and students.
  - (1) *Will include daily temperature checks before students or staff members enter the building as recommended by Phase III reopening guidelines. Staff members and students will be asked if they are exhibiting any symptoms of Coronavirus. CDC Self Checker Appendix C. If either staff members or students have a temperature of 100 degrees Fahrenheit or higher and/or presenting with COVID-19 symptoms they will be excluded from school until cleared by their physician.*
- b. Hygiene Practices:
  - i. Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.
    - (1) *Teachers - will wipe down frequently touched surfaces with disinfectant wipes or spray. All classrooms will be supplied with disinfectant wipes or spray.*

- (2) *Hall monitors - staff members not assigned to a classroom will wipe down classroom door handles and frequently touched surfaces.*
  - (3) *Maintenance crew - will provide routine cleaning of all areas of the school. They will increase cleaning of frequently touched surfaces such as counter tops and door handles. A variety of disinfectants are used and changed routinely. This prevents viruses of becoming resistant to one particular disinfectant.*
  - (4) *Water fountains - will not be turned on. Students and staff will bring their own personal water bottle.*
- ii. Provide additional hand sanitizer/handwashing stations.
- (1) *Preschool and elementary classrooms, and selected other classrooms are equipped with sinks.*
  - (2) *Students and staff will be encouraged to wash hands frequently. Touchless hand sanitizer stations will be in the lobby area and high traffic area of the school.*
- 4) Maintaining Healthy Operations**
- a. Implement protections for staff and children at higher risk for severe illness from COVID-19.
    - (1) *When possible, those in high risk categories should not attend school as recommended in Phase III reopening guidelines. High risk groups include, but not limited to people that: are 65 years of age or older and:*
      - *are immune compromised*
      - *are diabetic*
      - *have a heart condition*
      - *have a lung condition*
      - *have been exposed to others with COVID-19 symptoms*
      - *are exhibiting COVID-19 symptoms or suspect they may have symptoms*
    - (2) *Students and staff members in higher risk for severe illness from COVID-19 that must attend school will be encouraged to wear a mask. Masks are not recommended for children under 2 years old. The person wearing a mask must be able to put a mask on and take it off independently. Masks are not recommended for people with asthma. Social distancing will be encouraged by all staff and students. Frequently touched surfaces will be cleaned regularly.*
  - b. Align plans for gatherings, field trips and volunteer restrictions consistent with any Executive Order in place.
    - (1) *At the present time there will be no extra gatherings, field trips or volunteer opportunities.*
  - c. Implement sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.
    - (1) *CCA provides sick leave to all staff and all staff have personal time to use. In addition, CCA has a sick leave bank that allows employees to be paid for extended time off due to COVID, illness, hospitalization or other medical issues.*



- d. Train back-up staff to ensure continuity of operations.
  - (1) Staff members, substitutes, and part time employees taking temperatures will be trained on using non-contact thermometers, using proper PPE and signs and symptoms of COVID-19.*

**5) Protecting vulnerable individuals (e.g. 65+, underlying health conditions):**

- a. Create policy options to support those at higher risk for severe illness to limit their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).
  - (1) CCA will allow telework for those employees 65 + with underlying health conditions when applicable as recommended by Phase III guidelines. For students with underlying conditions, a modified learning program will be offered to parents for their students. This could include virtual learning, tutoring or written assignments.*
- b. Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.
  - (1) CCA provides sick leave to all staff and all staff have personal time to use. In addition, CCA has a sick leave bank that allows employees to be paid for extended time off due to COVID, illness, hospitalization or other medical issues.*
- c. Develop policies for return to class/work after COVID-19 illness.
  - (1) Students returning to class after COVID illness will work one-on-one with teachers (including the resource teachers) to create a make-up work plan, focusing on what is essential for the student to continue.*

**6) Preparing for When Someone Gets Sick**

- a. Separate and isolate those who present with symptoms.
  - (1) Staff members and students presenting with fever and COVID-19 symptoms will be isolated in a separate room. This will not be the nurse's office to eliminate cross contamination of staff members and students not presenting with COVID-19 symptoms as recommended by Phase III guidelines*
- b. Facilitate safe transportation of those of who are sick to home or healthcare facility.
  - (1) Parents will be notified when their child is sick and needs to be picked up. Student will be isolated and kept comfortable until parent arrives. Staff members will drive themselves home or to healthcare facility. 911 will be called if either staff member or student is in medical distress.*
- c. Implement cleansing and disinfection procedures of areas used by sick individuals.
  - (1) Maintenance company will be notified that isolation room was used and requires proper disinfecting. Proper PPE will be used in the cleaning of the isolation room.*
- d. Develop a communications plan with local health department to initiate public health investigation, contact tracing and consultation on next steps.
  - (1) CCA will follow DSS and Prince William Health Department guidelines. Both agencies will be notified of a positive COVID-19 case. All requirements set by both agencies will be met.*

**7) Planning to close down if necessary, due to severe conditions**

- a. Determine which conditions will trigger a reduction in in-person classes.

- (1) *In the event that a student or teacher tests positive with COVID-19, in person closure of select classes within the school may occur.*
- (2) *Prince William County and state of Virginia Phase reopening guideline reduction of in-person classes may result in CCA reducing in-person classes.*
- b. Determine which conditions will trigger complete school closure.
  - (1) *Prince William County and State of Virginia school closures may result in CCA closure.*

## 8) Arrival/Dismissal Changes

### Arrival:

- a. *While CCA does not provide any transportation for students traveling to and from school, procedures have been established to ensure their safety at these critical times. A staggered arrival and dismissal time will limit the number of people in the area, in accordance with Phase III guidelines. Additionally parents required to stay in their vehicles will limit exposure.*
- b. *During arrival, all traffic must enter the grounds at the front (Smoketown Road) entrance.*
- c. *Preschool and before care students may arrive as early as 6:00 AM. Traffic must bear to the left of the church and enter the building at the main entrance located on the north side of the church. Parents proceed to the school portico, and a staff member will take their temperature before entering the building. Parents should not park for preschool and before care drop off. An additional staff member will escort the child to their classroom and sign them in. Before care children will not be allowed to go unescorted at any time.*
- d. *Elementary and secondary school students not enrolled in before care may enter the building at 8:15 AM. Entering traffic must bear to the left and follow the directional arrows in front of the building and drop students off at the main school entrance (second portico) on the north side of the church. Staff members will take students temperatures in the drop-off line, and additional staff members will escort K-1<sup>st</sup> Grade students into the building.*
- e. **PARENTS WILL NOT BE ADMITTED INTO THE BUILDING DURING ARRIVAL AND DISMISSAL.**
- f. **ALL TRAFFIC MUST DEPART THE GROUNDS AT THE REAR EXIT. PLEASE DO NOT EXIT FROM SMOKETOWN ROAD.**

### Dismissal:

- g. *All traffic must enter the grounds at the Smoketown Road entrance. Dismissal can be a hectic time and requires cooperation to ensure the timely, secure, safe, and orderly transfer of students. Traffic must bear left upon entering the church grounds from Smoketown Road. Parents should follow the same traffic patterns for dismissal as prescribed for arrival. Parents should park in the parking lot.*
- h. *Lower school students will be dismissed at 3:30 PM. They will be released and escorted by a staff member directly from their classrooms to*
  - (a) *a parent or guardian in the parking lot.*
  - (b) *to appropriate after care or club classes.*

- (c) *Lower school siblings can be picked up by their secondary school brothers or sisters in their classrooms and escorted to their parent's vehicle per parent's written permission.*
- i. *Upper school students will be dismissed from the church portico entrance. Staff members will be on duty to monitor dismissal. Parents of upper school students should park in a marked space in the parking lot. Parents should not pull into the "through" lanes and park, or stop to wait on students exiting the building. For our students' safety, parents are asked to park in a marked parking spot and remain parked until their child is in the car.*
- j. **PARENTS WILL NOT BE ADMITTED INTO THE BUILDING DURING ARRIVAL AND DISMISSAL.**

**9) Before and After Care Changes**

- a. *Before care is available from 6:00 AM to 8:15 AM at a flat rate per student per week.*
- b. *All students arriving for Before Care will have their temperature taken by a staff member, at the school portico and escorted to the appropriate classroom in accordance with Phase III guidelines. Parents should not park their vehicle.*
- c. **ALL BEFORE AND AFTERCARE CLASSES WILL ADHERE TO THE SAME SAFELY GUIDELINES AS THE SCHOOL DURING REGULAR HOURS**

**10) Athletics**

- a. *CCA will comply with all Phase III reopening guidelines provided by VISAA, VHSL and the state of Virginia Department of Health and Human Services.*
- b. **Pre-Work Out/Practice/Play Screening**
  - o All coaches and students must be screened for signs/symptoms of Covid-19 prior to each work out, practice or competition. Screening includes a temperature check.*
  - o Responses to screening questions for each person must be recorded and stored so that there is a record of everyone present in case a student or coach develops COVID-19.*
  - o Any person with positive symptoms reported will not be allowed to take part in workouts or competitions and must immediately contact his/her primary care provider or other appropriate health care professional.*
- c. **Materials**
  - *There must be no shared athletic equipment between students.*
  - *Students must wear their own appropriate workout clothing. (Do not share clothing!)*
  - *Individual clothing/towels must be washed and cleaned after every workout/game. NO ITEMS will be left in the locker room overnight for any reason.*
  - *All athletic equipment including balls must be cleaned after each use and prior to the next workout/game.*





## Coronavirus Disease 2019 (COVID-19)

### People Who Are at Higher Risk for Severe Illness

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with **underlying medical conditions, particularly if not well controlled**, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

 Older Adults	 People with Asthma
 At Risk For Severe Illness	 People with HIV
 People with Liver Disease	 People Who Are Immunocompromised

COVID-19: Are You at Higher Risk for Severe Illness?

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## APENDIX B

### SCHOOL CLEANING PROTOCOL CHECKLIST

#### Entrance and Lobby

✓ Check	Action
	Sweep Exterior Entrance Areas
	Vacuum external rug
	Sweep or vacuum entrance lobby
	Sweep and mop stairways
	Wipe and clean all lobby surfaces
	Mop tile floor area
	Wipe doorknobs or handles
	Wipe light switches
	Wipe and clean glass doors
	Wipe and clean mirrors
	Wipe and clean monitors
	Wipe and clean flower bases or any decoration items

#### Hallways

✓ Check	Action
	Sweep or vacuum the floor
	Wipe any fixtures
	Mop tile floor
	Wipe light switches
	Wipe and clean glass fixtures
	Wipe and clean mirrors
	Wipe and clean flower bases or any decoration items
	Wipe and clean any doorknobs or handles exposed to the hallway
	Wipe and clean monitors

## Classrooms

✓ Check	Action
	Wipe and clean monitors
	Wipe and clean projectors
	Wipe and clean whiteboard
	Wipe and clean chairs and tables
	Sweep or vacuum and mop full floor areas
	Use a disinfectant while mopping
	Wipe and clean all surfaces within the classrooms
	Wipe the doorknobs
	Wipe windowsills
	Wipe door glass
	Clean and disinfect all surfaces
	Empty wastebaskets and remove trash to the designated disposal areas
	Wipe and clean media devices and all loose items

## Gym and Chapel

✓ Check	Action
	Empty wastebaskets and remove trash to the designated disposal area
	Replace basket wastebasket liners as necessary
	Clean and polish wood surfaces
	Wipe pews
	Vacuum pews
	Wipe railings
	Clean altar benches
	Vacuum floor carpeting
	Wipe pulpit
	Wipe surfaces
	Wipe and clean drum cage
	Wipe and clean all instruments
	Wipe and clean microphones

	Wipe and clean microphone stands
	Wipe and clean window frames
	Sweep or vacuum and mop all hard floor areas
	Wipe and clean any surface areas, and tidy as needed
	Wipe doorknobs or handles
	Wipe light switches
	Wipe and clean monitors
	Wipe and clean flower bases or any decoration items
	Wipe down bleachers in gym
	Wipe down any equipment used during the day

**Parlor, Cafeteria and Kitchen**

✓ Check	Action
	Sweep and mop or vacuum full-floor areas
	Wipe horizontal surfaces of all furniture
	Thoroughly clean and sanitize all countertops
	Clean and sanitize oven (inside and outside)
	Clean and sanitize stove (inside and outside)
	Clean and sanitize toasters (inside and outside)
	Clean and sanitize microwave (inside and outside)
	Wipe refrigerators on all surfaces and handles outside
	Wipe and clean window frames
	Clean all light fixtures
	Sanitize faucets
	Sanitize sinks
	Wipe down walls and baseboards
	Clean appliances
	Check contents of refrigerators
	Wipe and clean cabinets
	Wipe and clean drawers
	Wipe doorknobs or handles



	Wipe light switches
	Wipe and clean monitors
	Wipe and clean flower bases or any decoration items
	Wipe down all surfaces on tables

### **Administrative Offices**

<b>✓ Check</b>	<b>Action</b>
	Wipe and clean printers
	Wipe and clean phones and or fax machine
	Wipe and clean keyboards
	Wipe and clean copier machines and or scanners
	Wipe, clean and sanitize coffee maker
	Empty wastebaskets and remove trash to the designated disposal area
	Replace plastic wastebasket liners as necessary
	Wipe and clean desks
	Wipe and clean chairs
	Wipe and clean cabinets, shelves and drawers
	Clean all glass surfaces and windows
	Thoroughly sweep and vacuum all floors and carpet areas
	Wipe doorknobs or handles
	Wipe light switches
	Wipe and clean monitors
	Wipe and clean flower bases or any decoration items

### **Restrooms (will be cleaned after each classroom use).**

<b>✓ Check</b>	<b>Action</b>
	Report items in need of repair
	Wipe light switches
	Wipe, clean and sanitize sinks, urinals, commodes
	Sweep and mop the floor with a cleanser-disinfect
	Wipe and clean all counter surfaces
	Clean and sanitize washbasins

	Wipe all external plumbing fixtures
	Wipe, clean and polish all mirrors
	Wipe and clean all dispensers and replenish as necessary
	Wipe and clean soap dispenser
	Wipe and clean paper towel dispenser
	Wipe and clean toilet paper dispenser
	Empty trashcans and replace liners
	Wipe and clean doors
	Wipe and clean vents

## Coronavirus Disease 2019 (COVID-19)

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### Cleaning and Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

#### How to clean and disinfect



##### Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



##### Disinfect

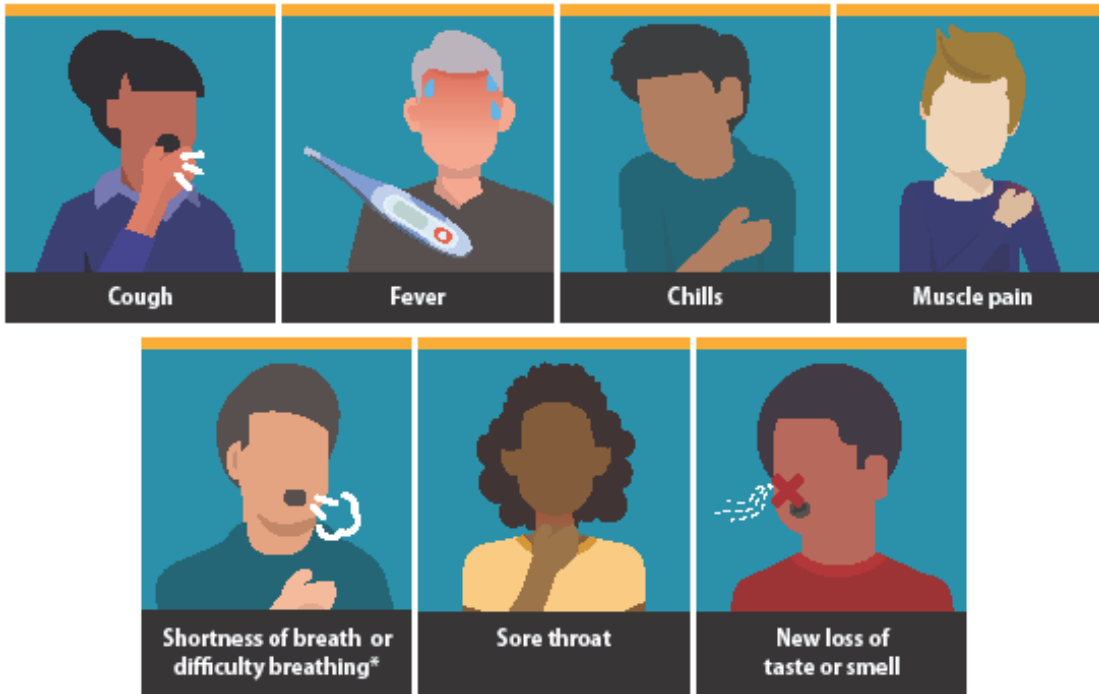
- Recommend use of [EPA-registered household disinfectant](#) .
- Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
- Keeping surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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