

Custodial Regulations

1. **GLOVES:** Gloves must be worn for cleaning restrooms and for other activities where the employee may come in contact with body fluids. In general, employees must carry a pair of gloves. **PLEASE NOTE:** Gloves are to be worn when working on tasks where an employee may come in contact with body fluids and caustic materials. **THIS PROCEDURE IS NOT AT THE OPTION OF THE EMPLOYEE.**
2. **MOP WATER:** Mop water with disinfectant must be changed after a spill is cleaned up. Generally the mop water must be changed when the mop is not visible through the solution.
3. **CLEANING OF SCHOOL DESKS:** Desks where spills occur on the desk will be cleaned using the standard procedure in this packet. This means they will be cleaned with germicide. **NOTE:** We are not giving instructions to sterilize each desk every night.
4. **SPECIAL PROVISIONS FOR HANDICAPPED PERSONS.** **NOTE:** Special Education student areas, handicapped student areas and child care areas must be cleaned daily as a high priority in this department. E.G.: Exercise and wrestling mats must be disinfected daily if used. Carpet that has had a body fluid spill, after the spill is cleaned up must be sprayed with germicide.
5. **GARBAGE CAN LINERS** must be changed daily in restrooms, locker rooms and first aid and nurse's rooms.
6. **RESTROOM CLEANING.** All restrooms must be cleaned and disinfected daily. Employees must wear gloves. While restrooms are being cleaned, water should be changed frequently. Incidents where toilets are overflowing or drains are backing up require that the restroom be placed out of service until it is disinfected. **NOTE:** Equipment must be disinfected after each use.
7. **NURSES ROOMS:** Nurses rooms are extremely high priority on a daily cleaning basis. Nurses rooms must be disinfected dusted and a 100 percent clean condition each day.
8. **DISCARD OF TRASH:** Materials that are used in body fluid spill cleanups must be bagged properly in a "red bag" and disposed of. All the tools used must be disinfected after each use in a spill cleanup. The trash bag does not then go into the classroom wastebasket, it goes into the nearest custodial closet then will be taken down with the regular trash. We want these materials, we consider to be dangerous unavailable to the students or staff for recontamination.
9. Sinks, drinking fountains and showers must be disinfected with germicide daily.
10. First aid must be administered according to policy especially first aid related to bleeding injuries.
11. **MSDS SHEETS:** These sheets are available in your buildings. Please be familiar with all the materials that we use so that employees can deal with our chemicals safety.

12. NO EXPERIMENTATION! NO UNMARRED OR IMPROPERLY LABELED CONTAINER: We are providing materials that will be used only in a certain way. They are not meant to be mixed with other chemicals or adapted to different purposes. We are a highly visible program where community concern is intense. These procedures must reflect the involvement of all, and especially the custodial staff.
13. It is the Lead Custodian's responsibility to bring this information and procedures to the building and enforce them. Enforce is the key word. Lead Custodians and Custodian II's as the manager of the building custodial staff are responsible to see that all tasks are performed safely and effectively.
14. All laundry such as uniforms, bedding and red bagged materials must be assumed to contain body fluids and handled accordingly.