

Memorandum

To: Staff
From: Robert Finney, Facilities Director
Date: November 22, 2021
Re: COVID Cleaning Protocol

Staff,

As we continue our diligence in ensuring the appropriate safety protocols for our district during the COVID-19 pandemic, I have outlined the specific cleaning protocols that are currently in place at the Woodland Hills School District. They are as follows:

- Frequently touched surfaces are cleaned and disinfected on a daily basis and in between use by different students and staff.
- NABC spray is used daily to disinfect restrooms, hand railings, water fountains, and interior door handles.
- Shared objects will be cleaned and disinfected in between use, which include:
 - Before and after food service.

- Second and third shift custodians will clean all high touched areas after students and staff leave for the day with multipurpose cleaner Peroxy 15.
- The spray will sit on surface for 5 minutes and then wiped off with hot water.
- The final cleaning stage is going through each area with NABC Disinfectant use Fogger Monday – Friday after your night cleaning, Hallway ways, stairwell and restrooms also if we have a breakout of COVID in a certain area.
- Additionally, cleaning should not occur around staff or students at any time.

As a final note, please ensure that everyone is wearing masks, gloves, and washing their hands with soap and water on a regular basis.

If you have any questions, please feel free to contact me at 412.731.1300 Ext. 0192

Thank you.