

# Memorandum

To: Staff  
From: Robert Finney, Facilities Director  
Date: February 18, 2021  
**Re: COVID Cleaning Protocol**

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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 once an hour. Custodians are responsible for noting each time these areas are cleaned on the posted sign-in sheets.
- Shared objects will be cleaned and disinfected in between use, which include:
  - Between classes, if students change rooms and while students are not present;
  - Before and after food service; and
  - Before students return from recess or breaks.
- 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 Fogger.
- 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.