**ATTACHMENT A**

**NMSBVI COVID-19 PREVENTION: ENHANCED CLEANING AND DISINFECTION PROTOCOLS**

In alignment with public health recommendations, NMSBVI is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures. The Center for Disease Control (CDC) has recommended enhanced cleaning and disinfection procedures for schools to follow during the COVID-19 public health situation.

1. Enhanced cleaning and disinfection for prevention
2. Enhanced cleaning and disinfection after notification of a confirmed case of COVID-19
3. **ENHANCED CLEANING FOR PREVENTION**
	1. General guidance:
		1. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as residence hall communal rooms, public restrooms, exercise rooms, library tables, buttons, handrails, tables, faucets, doorknobs, shared toys, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.
			1. All areas should be cleaned at the end of the day and/or after each use. (ie. offices, work areas, conference rooms, etc.)
		2. Practice good hand hygiene after cleaning (and always!):
			1. Wash hands often with soap and warm water for at least 20 seconds.
			2. If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
	2. Safety guidelines during cleaning and disinfection:
		1. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
		2. Wear eye protection when there is a potential for splash or splatter to the face.
		3. Gowns or aprons are recommended to protect personal clothing.
			1. Gowns should be disinfected with an approved disinfectant after cleaning each work space.
		4. Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.
	3. Cleaning and disinfection of surfaces:
		1. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water mixture prior to disinfection.
		2. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
		3. Use an EPA-registered disinfectant for use against the novel coronavirus. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against Covid-19.
		4. Follow the manufacturer’s instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents. Refer to the list of products pre-approved (N-list) for use against emerging enveloped viral pathogens, or the list of disinfectants for use against Covid-19.
		5. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipeable covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.
		6. The following products are effective for disinfection of hard, non-porous surfaces:
			1. A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA-registered disinfectant for use against COVID-19.
			2. Prepare a 10% diluted bleach solution by doing the following:
				1. Mix five tablespoons of bleach per gallon of water.
				2. After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).
		7. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:
			1. Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
			2. After cleaning, launder items (as appropriate) in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
			3. If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against Covid-19.
		8. If a COVID-19 case is confirmed in the NMSBVI community, NMSBVI staff are required to follow the guidance Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19 outlined in this document.
4. **ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19**

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in NMSBVI spaces. It is applied from 48 hours prior to the onset of symptoms until seven days have passed since the person was present on the NMSBVI Campus.

After notification of a person with confirmed COVID-19 on NMSBVI campus, the following cleaning and disinfecting protocol will be followed:

* 1. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. The cleaning scope will be implemented based on the risk of potential contamination as determined by the Center for Disease Control (CDC) and the New Mexico State Health Department (NMDOH), in coordination with the impacted department, Health Services, Administration and Housekeeping.
	2. NMSBVI staff will do the following (as applicable):
		1. Identify areas that require restricted access during and immediately following enhanced cleaning.
		2. Communicate with impacted department(s).
		3. Coordinate with building coordinators/managers.
	3. When cleaning and disinfecting rooms with increased surface area due to a large number of desks, tables, and other furniture, and where a spray application of disinfectant is needed, NMSBVI will notify the building coordinator in advance if the spraying will occur during normal work hours. Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.
	4. The cleaning crew will:
		1. Follow the Enhanced Cleaning for Prevention guidance outlined in this document.
		2. Open windows to the outside to increase air circulation, if possible.
		3. If possible, wait 24 hours after the ill person was present in a space prior to beginning cleaning and disinfection.
		4. If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be reviewed by NMSBVI prior to work commencing.
	5. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:
		1. Disposable gloves, gowns or a lab coat to protect contamination of clothing.
		2. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant.
		3. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.
	6. Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.

**COVID-19 PREPARATION: OPERATING PROCEDURES**

NMSBVI staff is currently taking steps to prevent the spread of COVID-19 among our students and staff. Operating procedures are organized into three categories based on the level of community transmission: 1) when there is no community transmission (preparedness phase), 2) when there is minimal to moderate community transmission, and 3) when there is substantial community transmission. The CDC also provides guidance for when a confirmed case has entered a school, regardless of the level of community transmission.

1. No community transmission (preparedness phase)
2. Minimal to moderate community transmission
3. Substantial community transmission
4. Confirmed case at NMSBVI, regardless of community transmission
5. **NO COMMUNITY TRANSMISSION (PREPAREDNESS PHASE)**
	1. General guidance:
		1. Teach and reinforce healthy hygiene practices.
		2. Train staff on healthy hygiene practices so they can teach these to students.
		3. Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
		4. Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices are available in common areas.
		5. Non-essential volunteers and visitors in shared areas should be limited or avoided.
		6. Staff should avoid entering residents’ rooms or living quarters unless it is necessary.
	2. Intensify cleaning and disinfection efforts.
		1. Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
		2. Provide EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.
		3. Ensure adequate supplies to support cleaning and disinfection practices.
		4. Dorm students should avoid placing their toothbrushes directly on counter surfaces.
		5. Students and staff should not share dishes, drinking glasses, cups, or eating utensils. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher.
	3. Monitor and plan for absenteeism.
		1. Review the usual absenteeism patterns at your school among both students and staff.
		2. Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19).
		3. Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
		4. Discourage the use of perfect attendance awards and incentives.
		5. Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
		6. Determine what level of absenteeism will disrupt continuity of teaching and learning.
		7. Students who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should eat or be fed in their room, if possible.
6. Assess group gatherings and events. Consider postponing non-critical gatherings and events.
	1. Ensure you have a clear understanding of all upcoming gatherings and large events for your school community (e.g., assemblies, field days, spirit nights, athletic events). Give special consideration to events that might put students, staff, or their families in close proximity to others from communities that may have identified cases of COVID-19.
	2. Consider whether any of these events should be canceled. Speak with local health officials to help determine the best approach.
7. Require sick students and staff to stay home.
	1. Students and staff who become sick at school or arrive at school sick should be sent home as soon as possible.
	2. Keep sick students and staff, particularly those with symptoms of respiratory illness, separate from well students and staff until they can leave. These individuals should be brought to Health Services be isolated from well students and staff until they can leave the school.
	3. Refer students with illnesses to the appropriate provider for medical care/and or screening.
8. **MINIMAL TO MODERATE COMMUNITY TRANSMISSION**
	1. General guidance:
		1. Continue using the strategies implemented when there is no community transmission. Additionally, the CDC recommends the following:
		2. Coordinate with local health officials.
		3. Implement multiple social distancing strategies.
			1. Select strategies based on feasibility given the unique space and needs of the school. These strategies may include:
				1. Cancel field trips, assemblies, and other large gatherings.
				2. Cancel or modify classes where students are likely to be in very close contact.
				3. Increase the space between desks.
				4. Avoid mixing students in common areas.

For example, allow students to eat lunch and breakfast in their classrooms rather than mixing in the cafeteria.

* + - * 1. Stagger arrival and/or dismissal times. These approaches can limit the amount of close contact between students in high-traffic situations and times.
				2. Reduce congestion in the health office.

Students can wait outside in the hall, standing/sitting 6 feet apart, until they are called into the office

* + - * 1. Limit nonessential visitors.
				2. Limit cross-school transfer for special programs.

For example, if students are brought from multiple schools for special programs (e.g., music, robotics, academic clubs), consider using distance learning to deliver the instruction or temporarily offering duplicate programs in the participating schools.

* + - * 1. Teach staff, students, and their families to maintain distance from each other in the school. Educate staff, students, and their families at the same time and explain why this is important.
		1. Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19.
			1. Encourage the high risk/medically fragile students to consider using distance learning to deliver the instruction.
1. **SUBSTANTIAL COMMUNITY TRANSMISSION**
	1. General guidance:
		1. Continue using the same strategies that were implemented when there is no, minimal, or moderate transmission identified. However, additional strategies should also be considered when there is substantial transmission in the local community. These strategies include:
		2. Continue to coordinate with local health officials.
		3. Consider extended school dismissals.
		4. Ensure continuity of education.
			1. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.
		5. Ensure continuity of meal programs.
			1. Have transportation staff distribute food to students once daily.
			2. If there is community spread of COVID-19, use strategies to avoid distribution in settings where people might gather in a group or crowd.
			3. Consider options such as “grab-and-go” bagged lunches or meal delivery.
		6. Providing essential medical and social services for students remotely, as best as possible.
2. **CONFIRMED COVID-19 CASE AT NMSBVI CAMPUS, REGARDLESS OF COMMUNITY TRANSMISSION**
	1. General guidance:
		1. Coordinate with local health officials.
		2. Communicate with staff and parents
			1. Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.
				1. Plan to include messages to counter potential stigma and discrimination.
				2. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
		3. Clean and disinfect thoroughly.
			1. Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
			2. Should a student who is staying in the dorms become sick, we would isolate and then arrange for transport home while maintaining the confidentiality of the sick person as required by the Americans with Disabilities Act (ADA) and, if applicable, the Health Insurance Portability and Accountability Act (HIPAA).
			3. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
			4. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
			5. Use EPA-registered household disinfectants to disinfect the areas.
				1. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
				2. Additionally, diluted household bleach solutions can be used if appropriate for the surface.

Follow manufacturer’s instructions for application and proper ventilation.

Check to ensure the product is not past its expiration date.

Never mix household bleach with ammonia or any other cleanser.

Prepare a bleach solution by mixing:

5 tablespoons (1/3rd cup) bleach per gallon of water or

4 teaspoons bleach per quart of water

* + 1. Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community.
			1. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.
		2. Ensure continuity of education.
			1. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.
		3. Ensure continuity of meal programs.
			1. Have transportation staff distribute food to students once daily.
			2. If there is community spread of COVID-19, use strategies to avoid distribution in settings where people might gather in a group or crowd.
			3. Consider options such as “grab-and-go” bagged lunches or meal delivery.
		4. Providing essential medical and social services for students remotely, as best as possible.
1. **RETURN TO WORK/SCHOOL CRITERIA**
	1. NMSBVI will follow site-specific NMDOH guidelines.