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(The cleaning and disinfection of floors, walls and other low touch areas should follow your existing schedules)

1. High Touch Surfaces

High Touch Surfaces should be **cleaned and disinfected at least twice a day** to limit the spread of germs (including the Covid-19 virus).

Examples of High Touch Surfaces	
General Areas/Classrooms	Bathrooms
<ul style="list-style-type: none"> • Frequently touched areas on the door and frame 	<ul style="list-style-type: none"> • Stall door edges and locks
<ul style="list-style-type: none"> • Locker doors/cubby holes/storage bins for children 	<ul style="list-style-type: none"> • Sanitary napkin dispensers
<ul style="list-style-type: none"> • Desks/tables/chairs/counter tops 	<ul style="list-style-type: none"> • Soap dispensers
<ul style="list-style-type: none"> • Hand railings 	<ul style="list-style-type: none"> • Paper towel dispensers
<ul style="list-style-type: none"> • Light switches 	<ul style="list-style-type: none"> • Taps/faucets
<ul style="list-style-type: none"> • Water fountains (if being used) 	<ul style="list-style-type: none"> • Flush handles (toilets and urinals)
<ul style="list-style-type: none"> • Telephones, faxes, photocopiers, intercoms 	<ul style="list-style-type: none"> • Toilet seats
You may have other High Touch Surfaces in your school	

You should also clean and disinfect High Touch Surfaces when they are visibly dirty

The Difference between Cleaning and Disinfection

- Cleaning removes dirt and some germs and is usually done with soap and water.
 - Removing what you can see like dirt and grease
- Disinfecting kills the germs with a chemical product.
 - Removing what you can't see

Always do "C" before "D"

- You should always clean before you disinfect. If you don't, the disinfection will likely not be effective.
- After cleaning, let the surface dry or wipe off excess cleaning solution before applying disinfectant.

Disinfectant Approved for Covid-19

- Use only disinfectants that have a Drug Identification Number (DIN) and have been approved by Health Canada for use against Covid-19. For an up to date list of approved disinfectants use this link: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>

- Make sure the disinfectant hasn't expired.
- Follow the manufacturer's directions on personal protective equipment and application.
 - Additional information may be available on the disinfectant's Safety Data Sheet
- Any food contact surfaces, including water fountains/dispensing equipment, should be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.
- If the surfaces appear clean there are Health Canada approved products that can clean and disinfect in one step.
- Never mix chemicals products together. For example mixing an ammonia-based cleaner with a chlorine bleach-based disinfectant can produce harmful if not deadly gas.
- Do not use aerosol cans of disinfectant as the force of spray may push germs into the air.

Application of Disinfectant

- Read and follow manufacturer's instructions to:
 - properly prepare solution;
 - allow adequate contact time for disinfectant to kill germs (see product label)—if the contact time is two minutes, then the surface has to be visibly wet with the disinfectant for at least two minutes for it to kill germs;
 - Only wipe or rinse off the disinfectant when the contact time is met;
 - If the disinfectant is food safe, wiping and rinsing is not required;
 - wear gloves when handling cleaning products including wipes; and,
 - wear any other personal protective equipment recommended by the manufacturer

It might be tempting to mix cleaning products to make sure your facility is germ-free, but don't. Mixing some cleaners and disinfectants (like chlorine bleach and ammonia) can be harmful, even deadly. Others can irritate your eyes, nose, or throat and cause breathing problems.

2. Telephones, faxes, photocopiers, intercoms

- Students should not be allowed to use these pieces of equipment.
- If staff share this equipment, any touch pads and handsets should be cleaned and disinfected after each use.
- For cleaning and disinfection instructions see "5. Computer Equipment (keyboards, mice, iPads and other tablets)

3. Face Shields and Goggles

- Face shields should be cleaned following manufacturer's instructions.
- If no cleaning instructions are available, at least once a day:
 - While wearing disposable gloves, carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with detergent solution or cleaner wipe.
 - Carefully wipe the inside and then the outside of the face shield or goggles using a wipe or clean cloth saturated with a Health Canada approved disinfectant solution.
 - Once the contact time has been met, you can, if needed, rinse with clean water to remove residue.
 - Allow to air dry or dry with clean absorbent towels.
 - Remove disposable gloves, discard and perform hand hygiene.
 - Store eye protection in a clean spot.

4. Barriers

- Barriers should be cleaned following manufacturer's instructions.
- If no cleaning instructions are available, at least once a day:
 - While wearing disposable gloves, carefully wipe the inside, followed by the outside of the barrier using a clean cloth saturated with detergent solution or cleaner wipe.
 - Carefully wipe the outside and inside of the barrier using a wipe or clean cloth saturated with a Health Canada approved disinfectant solution.
 - Once contact time has been met, wipe the outside of the face barrier with clean water or alcohol to remove residue.
 - Allow to air dry or dry with clean absorbent towels.
 - Remove disposable gloves, discard and perform hand hygiene.

5. School Buses

- See “Frequently Touched Surfaces” above for general requirements for cleaning and disinfection.
- The frequently touched surfaces on a school bus are: handrails, seats and the area on and around the bottom of the windows.
- These areas should be cleaned and disinfected after each run.
- The steering wheel, seat and instruments panel used by the driver, only requires cleaning and disinfection, when a different driver takes command of the bus.
- All other areas of the bus should be cleaned and disinfected as per normal operations.

6. Classroom Toys & Play Structures

- See “Frequently Touched Surfaces” above for general requirements for cleaning and disinfection.
- With the increase in cleaning and disinfection requirements it’s recommended you decrease the number of toys available to children.
- All items (bedding, toys, etc.) used by children that day should be removed from the play area and disinfected, or disinfected in place.
- Indoor shared spaces and structures that cannot be cleaned and disinfected between groups should not be used.
- If play structures are to be used by more than one group, the structures can only be used by one group at a time and must be cleaned and disinfected before and after use by each group.

7. Computer Equipment (keyboards, mice, iPads and other tablets)

- Check with the manufacturer for cleaning and disinfecting guidelines.
 - For example:
 - Apple: <https://support.apple.com/en-ca/HT204172>
 - HP: <http://h10032.www1.hp.com/ctg/Manual/c06593291>
 - Dell: <https://www.dell.com/support/article/en-ca/sln308919/guidance-for-keeping-your-dell-technologies-equipment-clean?lang=en>
- If no advice is available, you should consider using commercially available wipes with 70% Isopropyl Alcohol or using disposable wipe cloths, moistened with bottled 70% Isopropyl Alcohol, which is widely available in grocery stores and other locations. Whichever product you are using, it should have a DIN or NPN (Natural Product Number) which means it’s approved by Health Canada.
- Do not dilute the 70% Isopropyl Alcohol before use.
- Surfaces to be cleaned and disinfected between each user are: keyboard, mouse, and touchscreen.
- Disinfecting with Isopropyl Alcohol:

- Moisten the surfaces with a wipe that is damp (but not overly wet) with the 70% Isopropyl Alcohol;
- Don't allow liquid to get into ports or opening; and,
- Allow to air dry.
- Remember to clean and disinfect the top of the desk and the armrests of the chair (regular disinfectant should be used).
- As keyboards are difficult to clean and disinfect consider using removable plastic covers that are easily cleaned and disinfected.
- **Users should either wash their hands or use an approved alcohol-based hand sanitizer before and after using shared computer equipment.**

8. Musical Instruments

- Instruments, drum sticks/mallets, music stands and other items must not be shared between participants, unless cleaned and disinfected between uses. Items that can't be disinfected (e.g. sheet music) must not be shared.
- Instruments should be cleaned and maintained at home or off site. A designated area can be established where onsite cleaning or maintenance is absolutely necessary; however, the area must be used individually and cleaned/disinfected after each use.
- **While 70 per cent isopropyl alcohol can often be used for disinfecting instruments, schools should consult manufacturers or other professionals to ensure they aren't damaged.**
- Users should either wash their hands or use an approved alcohol-based hand sanitizer before and after using shared musical equipment.