



Custodial Operational Safety Plan

Publication Date: March 30, 2020

PURPOSE: To prevent and or reduce the possible spread COVID-19 within PPS properties and staff.

SCOPE: These procedures apply to all Custodial Service employees working in PPS facilities who have the potential to come in contact with bloodborne pathogens.

RESPONSIBILITY: Head Custodians are responsible for their specific sites in regards to safety; both with the sanitation/disinfection and physical plant. Head Custodians will ensure that all instructions outlined in this Safety Plan are followed and or corrected at their site of responsibility. If a Head Custodian is not on site then this responsibility falls on the Custodian that is on site.

OPERATIONAL TIMELINE: Operational hours are site specific depending on customer activity and emergency situations. Generally daily operations will be Monday through Friday and may include Weekends depending on emergency situations.

INSTRUCTIONS:

All custodial employees must:

1. Custodial Services employees must follow the procedures in this Safety Plan.
2. Follow all hand washing and personal hygiene standard operating procedures.
3. Follow all social distancing protocols: Attempt to work in separate spaces within the site when possible and maintain a distance of approximately 6 feet from others when possible. No handshaking or physical touching – use other non-contact methods of greeting.
4. Wear gloves at all times.

Note: The above instructions are ALL critical control points. However, during any type of infectious disease outbreak proper personal hygiene and using gloves becomes even more important.

INSTRUCTIONS For Head Custodians:

1. Inspect and ensure that staff are properly trained and are using proper disinfecting protocols for cleaning all potential transmission surfaces.
2. Ensure custodial equipment used is clean and disinfected.
3. Properly dispose of trash and disposable cleaning supplies.
4. Wash hands thoroughly once the job is completed and before heading home. Remember that your building keys, cell phone and or radio are additional areas of concern.



5. Follow-up as necessary.

MONITORING:

1. Verify daily access to the building by users other than custodial staff.
2. Routinely clean and sanitize properly. This will be dictated by access and use of your facility.
3. Take corrective action as necessary.
4. Follow-up as needed.
5. Check and stock essential supplies as needed.

CORRECTIVE ACTION:

1. Retrain any custodial services employee found not following the procedures in this Safety Plan.
2. Assess fellow employees for signs of illness and report immediately to the Facilities Manager.

VERIFICATION AND RECORD KEEPING:

Follow-up during the day to verify all requirements of this Safety Plan are being followed to ensure PPS facilities remain a safe environment for all staff.

QUESTIONS AND CONCERNS

Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at staysafe@pps.net.