

Safety Guidelines for School Buses, Offices and Common Areas for Berkeley Unified School District Transportation Department; Disinfecting Protocols, Limiting the Spread of Coronavirus for Parents Transporting Students on School Buses Information

Cleaning and disinfecting will be a part of a broad approach to prevent infectious diseases exposure in the Transportation office, shop, common areas and on school buses. All information gathered is to help slow the spread of the Coronavirus, and other infectious diseases such as the influenza by disinfecting, proper cleaning and sanitizing, using disinfectants; and other measures to include usage of personal protective equipment (PPE), waste disposal, staying home when sick, washing hands often, transporting students (i.e. loading/unloading procedures, dealing with a sick student, etc.) and sanitation process for school buses

Proper School Bus Sanitizing Steps:

Student transportation professionals recommend steps Berkeley Unified School District Transportation Department should take to help ensure the school buses their students ride in are as hygienically clean as possible.

- 1. Conduct a high-touch audit.** Some high-touch areas in school buses, such as ceilings, emergency roof hatches and many more we do not realize. Sit in the bus seats and look around, likely see many surfaces that are touched and can become contaminated each day."
- 2. Clean floors first.** Often when cleaning the floor of a bus, dust and contaminants on the floor become airborne and land on nearby surfaces. By cleaning the floor first, we can remove these pathogens, so this does not happen.
- 3. Avoid using old, reused mops.** Mops collect soils and contaminants, but these also build up on the mop. "When this happens, the mop starts spreading soils. This can be dangerous because this build-up can collect on shoe bottoms and shoelaces that are later touched by children." Essentially, the way they work is cleaning solution and disinfectants are applied to the floor and other areas of the school bus needing to be cleaned. By using an electrostatic sprayer machine it disinfects all the surfaces.

4. Practice two-step cleaning. First, after using an electrostatic sprayer, manual cleaning touchable surfaces of the school bus should be required. Know that surfaces must be cleaned first, preferably with soap and water, and then the same surfaces wiped down with approved EPA disinfectant. It is a two-step process. While it can be challenging, it must be performed. Routine cleaning removes contaminants so that the areas on the school buses will be disinfected and safe for transporting students.

Best Practices for Proper Sanitation of Offices, Common Areas and School Buses

Tips on how to slow the spread of the Coronavirus specifically through cleaning and disinfecting for Berkeley Unified School District Transportation Department Staff and Employees:

1. Know the difference between cleaning, disinfecting, and sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

2. Clean and disinfect surfaces and objects that are touched often

Follow your Berkeley Unified School District Transportation Department standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, etc. On school buses, handrails, bus seats, seat belts, windows, window latches, driver's compartment area (i.e. steering wheel, control buttons, knobs, gearshift lever, driver seat, seat belt, and dashboard) and other items, surfaces touched on a daily routine basis. Standard daily

disinfecting practices for specific common areas of the transportation facility such as break room, training classroom and restrooms

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled, contaminated with body fluids or blood, use gloves, follow the CDC and OSHA Bloodborne Pathogen (attached factsheet) standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

3. Simply do routine cleaning and disinfecting

It is important to match your cleaning and disinfecting activities to the types of germs we do not want staff, mechanics and school bus drivers exposed too. Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. However, it is not necessary to close the offices to clean or disinfect every surface in the building to slow the spread of Coronavirus. If staff, mechanics, school bus drivers are dismissed because Transportation or school district cannot function normally (e.g., district closure, sheltering-in-place orders during COVID-19 Public Health Emergency), it is not necessary to do extra cleaning and disinfecting.

All viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down table tops, countertops, sinks, door handles, etc., regularly, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

4. Clean and disinfect correctly

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water, and follow with an EPA-registered disinfectant to kill germs. Read the label to make sure it states that EPA has approved the product for effectiveness against Coronavirus.

If a surface is not visibly dirty, you can clean it with an EPA-registered product that both cleans and disinfects instead. Be sure to read the label directions carefully, as there may be a separate procedure for using the product as a cleaner or as a disinfectant.

Disinfection usually requires the product to remain on the surface for a certain period of time (e.g., letting it stand for 3 to 5 minutes).

Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.

5. Use products safely

Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves shall be worn to protect your hands when working with bleach solutions.

Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.

Ensure that Berkeley Unified School District custodial staff, and Transportation staff, mechanics, school bus driver who will use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use.

6. Handle waste properly

Follow state, local and District standard procedures for handling waste, which may include wearing gloves. Recommending to place throughout the yard, office no-touch trash cans where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying a trash can. Wash your hands with soap and water after emptying trash can and touching used tissues and similar waste.

Personal Protective Equipment (PPE) and Hand Hygiene

- **The risk of exposure to cleaning by staff is inherently low. Staff should wear disposable gloves and face covering for all tasks in the cleaning process, including handling trash.**
 - Gloves and face covering should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and face covering should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
 - If cleaning gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- **Staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a student when transporting.

How to Clean and Disinfect

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in common areas in the office where visitors, employees frequent, on the school buses when transporting students, interaction with parents, school officials, etc. should be cleaned and disinfected on routine basis.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Recommend use of EPA Disinfectant Pesticide List, Use against Coronavirus. Follow the instructions on the label** to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Always read and follow the directions on the label** to ensure safe and effective use.
- Wear skin protection and consider eye protection for potential splash hazards
 - Ensure adequate ventilation
 - Use no more than the amount recommended on the label
 - Use water at room temperature for dilution (unless stated otherwise on the label)
 - Avoid mixing chemical products
 - Label diluted cleaning solutions
 - Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use. See attached EPA's Six Steps for Safe and Effective Disinfectant

- **Diluted household bleach solutions may also be used** if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. **Leave solution** on the surface for **at least 1 minute**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water OR
- 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

Soft surfaces: For soft surfaces such as furniture, carpeted floor, rugs, and blinds

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Vacuum as usual.**

Electronics: For electronics, such as computers, touch screens, keyboards, mouse, telephones, cell phones, laptops, tablets and remote controls

- Consider putting a **wipe able cover** on electronics.
- **Follow manufacturer’s instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

Cleaning and disinfecting the office or school bus if someone is sick

- **Close off areas** used by the person who is sick.
 - Transportation office will not necessarily need to close operations, if they can close off affected areas.
- **Open all doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect **all areas used by the person who is sick**, such as offices, school buses, bathrooms, common areas, shared electronic equipment like printers, keyboards and remote controls.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 14 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

General School Bus Operations During COVID-19; Loading and Unloading at Designated Bus Stops, School Sites

Berkeley Unified School District Transportation Department shall follow the recommended protocols, safeguards and practicing physical distancing on school buses.

1. Determine number of buses required for maximum capacity of students for each vehicle while meeting 6-foot physical distancing objectives.
2. A plan for seating based on maximum capacity determined. Sample options:
 - Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.
 - Option 2: Seat one student to a bench if applicable, alternating rows on each side to recreate a zigzag pattern on the bus.
3. Mark or block seats that must be left vacant.

Loading and Unloading Procedures:

- All entries on a school bus shall be authorized by the school bus driver. Unauthorized passengers, parents and school officials shall not enter onto the school bus at any time.
- Students and parents who congregate at a designated bus stops stay 12 feet from the bus entrance door and wait for the school bus drivers' directive when to approach.
- Parents, school officials shall be present at all times during the loading and unloading process at designated bus stops and school sites. Parents, school officials shall maintain a distance of 6 feet from the school bus entrance door and have face covering
- Screening and health check with a non-contact thermometer performed by a parent, adult, guardian or school official at the designated bus stop or school site for any students who may exhibit any complications from sickness, illness. It will be recommended that any student is sick or ill should not be transported on the school bus. Other arrangements will need to be made such as solo transportation in relief school bus to get the student to or from school. A parent, adult or guardian shall be present at the location to retrieve the student.

- Each student shall have a face covering while being transported on the school bus. Students who do not have their face covering when the school bus arrives at their designated bus stop may be provided one by the school bus driver if applicable. If school bus driver does not have a face covering to provide to the student, transportation shall not be denied to the student, and student must be transported to their school site. The student shall sit in the seat, next to the window, 6 feet away from the school bus driver and other students on board. In addition, it recommended every school bus should have tissues available for students who cough or sneeze. In addition, a trash disposal station should be readily available. Students should be educated in proper disposal of used tissues. Dispose of tissues after each run as part of disinfecting the bus. Face Covering is recommended not to be used:
 - Children younger than 2 years old
 - Anyone deemed to be at risk due to health complications
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance
- School bus drivers can consider increased natural ventilation whenever possible by opening windows, roof hatches while transporting students. School bus drivers shall take into account outdoor air temperature prior to opening windows, roof hatches. Students need to be comfortable in weather climate conditions.
- Students shall be assigned to a bus seat by their school bus drivers. The school bus driver may determine if siblings from the same household may ride together near each other.

School Buses Transporting Special Needs Students

- Establish seat assignments considering the student's one-on-one assistants
- School bus drivers shall wear a face covering and gloves when assisting special needs students transported in a wheelchair, safety harness, car seat, etc. Some special needs students may not be able to wear a face covering due to their disability or is deemed a health risk to the student.

Note: Transportation management will communicate updated student transportation, loading and unloading protocols with staff, parents, administrators and school officials.

What Should Parents Do to Avoid Having a Sick Child?

Social distancing means:

- Not going out unless it is necessary. Necessary reasons to go out include buying food, getting medical care, or going for a walk or a bike ride alone or with members of the household.
- During school closure, not take your children to places where large groups of people may gather such as, parks, playgrounds, beaches, restaurants, shops, movie theaters, etc.
- Not getting together with family and friends
- Doing schoolwork from home or daycare facility that has put in place recommended social distancing guidelines, sanitizing offices, frequently used surfaces, toys, etc.
- Not using public transportation, including buses, subways, taxis, and rideshares

During this COVID-19 health crisis, it is best to take a "better safe than sorry" approach. This means:

- Keep your family home and away from others as much as possible. Don't have friends and extended family over, and don't go to their homes. People who look healthy still can be infected and can spread the virus. That is why it is important to stay away from everyone, even if they do not seem sick.
- If you have to go out, make sure you are at least 6 feet (2 meters) away from other people. Viruses can spread when someone sneezes or coughs out tiny droplets. They may even spread when people talk. These droplets don't usually travel more than 6 feet before falling to the ground. Also, follow the CDC's advice on wearing a cloth face covering (or a facemask, if you have one).
- If you are caring for someone who is sick, take all recommended precautions. It's important to keep that person away from others.

Contracted Services, Parts Deliveries from Vendors

Communicate with vendors regarding Berkeley Unified School District protocols during COVID-19 Public Health Crisis, including screening or health check, face covering when on district property

Notices, Postings to the Public and Visitors

All visitors shall adhere to the notices, posting regarding face covering, health checks by Transportation staff and practice social distancing guidelines while on district property at all time.

Visitors shall schedule an appointment regarding any district business prior to coming to Transportation office. No walk-ins will be permitted on district property unless approved by management.

Additional Considerations for Berkeley Unified School District

- District should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of the Coronavirus
- District should educate staff, employees performing cleaning, and trash pick-up activities to recognize the symptoms of Coronavirus and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor, physician and the local health department if they develop symptoms of Coronavirus. The health department should provide guidance on what actions need to be taken.
- District should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- District must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard
- District must comply with OSHA's standards on Bloodborne Pathogens including proper disposal of regulated waste, and personal protective equipment (PPE)