

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES**

August 25, 2020

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2020/21

NOTE: All Circulars are to be kept in a permanent file

TO ALL CUSTODIAN ENGINEERS

2020-21 SCHOOL YEAR RE-OPENING PLAN

In preparation for the upcoming school year, the Division of School Facilities (DSF) is implementing a strategic approach to help maintain the health and safety of all building occupants during the Covid-19 crisis. The pillars from which we have built our strategy are as follows:

- **Cleaning and Disinfecting**
- **Training**
- **Personal Protective Equipment (PPE)**
- **Disinfectant Supplies**
- **HVAC Systems**
- **Handwashing Sinks**
- **Social Distancing Signage**

Cleaning and Disinfecting

During the school day, custodial staff members must continuously disinfect all high touch surfaces using Covid-19 combating disinfectants. These surfaces include but are not limited to:

**Countertops
Door knobs
Door pulls/push plates
Staircase hand rails
Light switches
Flush valves on toilets and urinals
Bathroom partition handles and latches
Faucet handles
Drinking fountains**

In order to accomplish these ongoing disinfection tasks custodian engineers are to modify day shift work schedules to maximize efficiency and to meet daily disinfection standards. Schedule adjustments are to be considered since feeding will no longer take place in the cafeteria and buildings will be operating with much lower attendance. Night shift employees who would typically come in to clean the cafeteria(s) are to be shifted to a later start to cover the additional nightly disinfection or earlier to cover day shift disinfection.

Custodian engineers are encouraged to experiment with team cleaning/disinfection to create efficiencies.

Custodian engineers are to actively engage their deputy director of facilities and principals to strategize on effective ways to provide a clean, safe learning environment for every school community.

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All handypersons must be reassigned to disinfection duties. This reassignment can be during their normal schedule or shifted to a different schedule, including a night shift to assist with the evening disinfection.

Where practicable the fireperson must also preform on-going touch point disinfection throughout the building while occupied. The fireperson's disinfection schedule should not interfere with the proper operation of the building's fire, life safety and ventilation/HVAC systems.

Additionally, custodial staff members who are assigned to the day shift must also ensure student and staff restrooms are regularly checked for cleanliness, touchpoints disinfected, stocked with hand soap, toilet paper and paper towels at all times. The Bathroom Inspection Log [Attachment 1], must be completed on an ongoing basis and all completed logs are to be maintained in the custodian engineer's office.

All custodial staff work schedules must be updated to include disinfection tasks, any schedule changes and log completion requirements. All custodial staff members must have a work schedule and must sign any updated versions. Updated work schedules are to be posted in the custodian engineer's office. Handyperson and cleaner's primary job responsibilities are to clean, provide disinfection and ensure bathrooms and hand sanitizer dispensers are fully stocked at all times.

At the end of each day every occupied area, including but not limited to, classrooms, restrooms, offices, breakrooms, common spaces, public assembly spaces, staircases and vestibules must be cleaned and disinfected utilizing an EPA list-N disinfectant suited for the elimination of Covid-19.

In order to accomplish the task of nightly disinfection, the Division of School Facilities will provide every building with at least one electrostatic disinfectant sprayer, as well as an EPA List-N disinfectant suited for the elimination of Covid-19. Certain buildings may receive additional sprayers based on their square footage. In the event a sprayer is unavailable, e.g. broken unit, battery drained, etc., staff members are to utilize traditional disinfection methods such as an EPA List- N disinfectant spray bottle and towel. Regardless of the disinfection method, all disinfectant products must be used in accordance with their specific manufacturer's specifications. This includes the specification regarding the "dwell time" or contact time on a surface in order to kill Covid-19. Soiled surfaces will require pre-cleaning prior to the electrostatic disinfectant application.

All custodial staff members tasked with disinfection must complete the Disinfection Log [Attachment 2] for every space/room they disinfect. This log is to be completed each day and maintained in the custodian engineer's office. These logs are a critical component to the disinfection protocol as this will be the only way to document that the building was disinfected.

Since most custodian engineers and custodial staff members have never used an electrostatic sprayer it is especially important to thoroughly review all user manuals and training information provided by the manufacturer. Custodian engineers must train all custodial staff members under their supervision on the safe and proper use of these devices and the associated disinfectant. Custodian engineers must also ensure all NYCSSS employees wear the appropriate PPE during electrostatic spraying tasks. PPE includes, but may not be limited to, gloves, masks and eye protection. All electrostatic sprayer disinfection must take place after students and staff have left the building.

To avoid electrical shock. Do not touch or insert anything into the nozzle of the sprayer. The electrostatic sprayer may interfere with sensitive medical devices such as pacemakers, defibrillators or similar devices. Do not operate the electrostatic sprayer or stand within 10 feet of the device if you use such medical devices. Individuals should contact their physician prior to operation if they are unsure if the sprayer will interfere with their medical device.

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Classroom Area Rugs

Where practicable, custodian engineers are to work with principals to remove and store classroom area rugs. Removal of area rugs will reduce the need to vacuum and allow more time for disinfection. In the event a carpet cannot be removed, it is to be disinfected each evening utilizing an electrostatic sprayer.

Extended Use (113)

At this time most after-school and weekend activities will be postponed. Funding allocated in My Galaxy for Extended Use (113) is to be re-purposed to ensure disinfection tasks outlined in this circular are completed daily.

Non-Essential Hours

All non-essential straight time and overtime hours are to be eliminated and funding is to be re-purposed to support disinfection tasks.

Budgetary or staffing concerns should be immediately raised with your deputy director of facilities.

Custodian engineers are to consult with their principals if modifying their annual building plans in order to accomplish this rigorous, ongoing disinfection protocol.

COVID-19 Training

All NYCSSS employees must view the COVID-19 Training video before the first day of school. Additional information regarding the COVID-19 training will be forthcoming.

Personal Protective Equipment (PPE)

*PPE supplies will be centrally funded.

The Division of School Facilities will provide the following PPE supplies centrally:

Face coverings for adults and children
Disposable gloves for pedagogical staff
Face shields for pedagogical and NYCSSS staff
Non-contact thermometers
Oral thermometers
Hand Sanitizer (8oz bottles, gallon containers, wall mount dispensers and refills)
Floor decals
Protective suits or gowns

Custodial staff members will have access to the following additional PPE; protective suits or gowns, goggles or face shields, and face masks.

Installation of Wall Mount Hand Sanitizer Dispensers

Hand sanitizer dispensing stations are to be installed in all classrooms and high traffic areas of all buildings. Hand sanitizer pump stations and personal hand sanitizer bottles must be provided when dispensing stations are not feasible. Additionally, hand sanitizer dispensers and pump stations must be placed throughout all administrative buildings. All hand sanitizer dispensers must be accessible and replenished as needed.

Custodian engineers are to refer to the building's AHERA report prior to the mounting of hand sanitizer dispensers. If ACM is present, custodian engineers must utilize double-sided adhesive strips when mounting. Additionally, when installing dispensers in rooms that are occupied by students under the age of 6, custodian engineers are to either utilize double-sided adhesive strips or must follow the O&M Procedures for deteriorated lead-based paint outlined in Circular No. 3 – 2019/20.

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Hand sanitizer dispenser installations must comply with the New York State Fire Code section 5705.5 as it pertains to alcohol-based hand rubs.

Hand sanitizer is a flammable substance, and as such, specific dispenser placement and storage requirements must be met:

- The maximum capacity of each dispenser shall be 68 ounces.
- The minimum separation between dispensers shall be 48 inches.
- The dispensers shall not be installed above, below, or closer than 1 inch to an electrical receptacle, switch, appliance, device or other ignition source. The wall space between the dispenser and the floor or intervening counter top shall be free of electrical receptacles, switches, appliances, devices or other ignition sources.
- Dispensers shall be mounted so that the bottom of the dispenser is not less than 42 inches and not more than 48 inches above the finished floor.
- The custodial staff shall test the dispensers each time a new refill is installed in accordance with the manufacturer's care and use instructions.

In addition to the above, hand sanitizer dispensers are not to be installed in any corridors that is less than 72" in width or in carpeted areas/rooms.

Unused supplies of hand sanitizer are to be stored in the paint room or other secured sprinkled storage rooms.

Disinfectant Supplies

Certain disinfecting supplies will be centrally funded. Items not centrally funded are the responsibility of the custodian engineer to purchase utilizing their building's custodial supply budget.

The Division of School Facilities will provide the following disinfectant supplies centrally:

Disinfectant wipes or liquid for pedagogical staff
Disinfectant Cleaners (Lemon Quat, Neutral Q, Bleach, SmartTouch RTU, Effersan tablets, Green Klean tablets and Purtab tablets)
Electrostatic Sprayers

Custodian engineers will be responsible for ensuring their buildings have a 30 day inventory of all supplies. Urgent supply needs for items provided centrally must be escalated to your deputy director of facilities immediately. Centrally provided supplies will be strategically placed across the City for rapid deployment. Additionally, the Division of School Facilities will send custodian engineers an inventory survey of COVID-19 supply and PPE items. This survey will be sent to you weekly for the foreseeable future.

Wellness Barriers

Wellness barriers (Plexi-Glass Free Standing Partitions) are being provided centrally for each DOE Org's general office. An additional wellness barrier is being provided for School Safety at the building's main entrance. Custodian engineers are to place these barriers in locations designated by the principal. Every building will receive a minimum of at least two barriers.

There are two different sized barriers being shipped to schools.

36" wide by 36" high – For the security desk at the main entrance.
48" wide by 36" high – For the general office.

These barriers are free standing and may not necessarily need to be secured to surfaces. Should they require securing, custodian engineers are to screw them into the surfaces they are being mounted to. Under the NYC Fire Code, these barriers are considered furnishings. Because Plexiglas is combustible, special care must be taken to ensure that installations do not become a fire hazard. This includes the following safety concerns:

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Plexiglas shields and dividers must be installed in a manner that does not obstruct any egress. FC1027.3 requires that all required means of egress, including each exit, exit access and exit discharge, be continuously maintained free from obstructions and impediments to immediate use in the event of a fire or another emergency. Even if not installed directly in the path of egress, care should be taken in placing the shield or divider to ensure that it will not fall into the path of egress during a fire.

Plexiglas shields and dividers must be installed in a manner that does not interfere with the fire alarm activation. Care should be taken in placing the shield or divider to ensure that it does not block or enclose a smoke, carbon monoxide or heat detector.

Plexiglas shields and dividers must be installed in a manner that does not interfere with sprinkler system activation. Care should be taken in placing the shield or divider to ensure that it does not block or enclose a sprinkler heat, delaying its activation and/or interfering with the water distribution pattern when activated. The minimum required clearance from sprinkler heads is 18 inches.

Because Plexiglas is combustible, these barriers must be installed a safe distance from any flame, heat source or other source of ignition.

HVAC Systems

Custodian engineers must turn on all applicable HVAC equipment, e.g. exhausts, blowers, AHUs, RTUs, etc. and ventilate buildings, two (2) hours prior to occupancy at the start of the school day, and turn them off one (1) hour after the school day has ended. Buildings are to remain well ventilated during electrostatic spraying applications. This includes, but is not limited to, running all exhaust systems and keeping windows open to circulate fresh air. Exhaust systems are to be turned off and windows are to be closed and locked at the conclusion of electrostatic spraying applications. All HVAC equipment must be inspected daily by the custodian engineer to ensure all equipment is in a good state of repair. Issues are to be brought to the deputy director of facilities immediately.

Custodian engineers are to perform regular maintenance on all HVAC systems such as replacing belts, adjusting linkages and damper controls to ensure the maximum amount of outside air is entering a building. All air filters are to be cleaned, replaced, or modified as required and will be maintained throughout the school year. MERV 13 filters will be provided where applicable. HVAC systems must be maintained in proper working order focusing on fresh air intake, ventilation, exhaust and filtration. FY21 1st quarter filter replacements will be provided centrally at no cost the building's custodial supply allocation.

Windows are a part of the building's ventilation system and are to be utilized whenever possible. Lower sash frames must have stops limiting their opening to 6". Upper sash frames, other than those used for window AC units, can be opened as required. Safe procedures must be adhered to in order to keep lower sash windows with inoperable balances opened, utilizing chocks fabricated by the Division of School Facilities. Custodian engineers are to request these devices by immediately advising their DDF and submitting a work request. Whenever utilizing window chocks, the appropriate WARNING signage [Attachment 3] is to be placed over the window.

Custodian engineers are to ensure that all univents that circulate outside air are free from obstructions and debris such as student desks, boxes, bookcases, etc. Additionally, all exhaust registers, especially those found in student wardrobe closets are to be free from obstructions such as boxes, clutter, etc.

Handwashing Sinks

The Division of School Facilities is working to ensure that the maximum amount of handwashing sinks are operational in every building. This includes restoring handwashing sinks that were previously decommissioned as well as handwashing

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sinks requiring general maintenance and repair. Custodian engineers are to repair handwashing sinks as required. Custodian engineers are to immediately enter a work request for any repair beyond the scope of their responsibilities.

Social Distancing Floor Decals

Floor decals are being provided to all schools and administrative buildings, and includes directional arrows, stay 6' apart and stand here signage for elevators.

The quantity of floor decals each building receives will be based on its size. Here are a few examples;

An 80,000 sq. ft. elementary school building will receive 58 directional signs and 58 maintain 6' apart.

A 150,000 sq. ft. JHS will receive 109 directional signs and 109 maintain 6' apart.

A 250,000 sq. ft. HS will receive 182 directional arrows and 182 maintain 6' apart.

“Stand Here” elevator signage will be provided to buildings with passenger and freight elevators.

Custodian engineers are to work with principals and building captains to determine where signage is placed.

Principals may request additional floor decals through their custodian engineer. Custodian engineers should contact their deputy director of facilities if additional floor decals are needed.

Please contact your Deputy Director of Facilities if you have any questions regarding this information.

John T. Shea
Chief Executive Officer
Division of School Facilities

PN/SC

WARNING

**Do not attempt to
operate.**

**If you need to open or close
this window,
contact the custodian
engineer.**