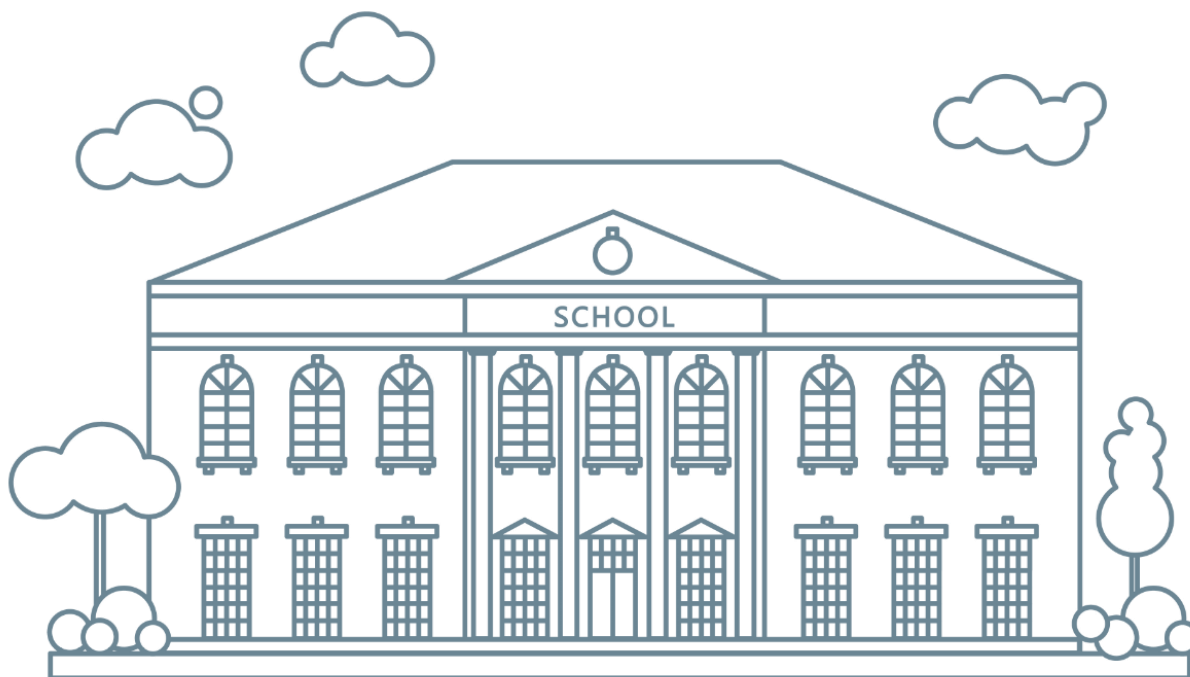


Protecting students and staff
under a new normal

A GUIDE FOR K-12 EDUCATION FACILITIES



The New Norm for K-12 Education Facilities

As many schools plan to restart operations after a crisis, they'll need to consider a new set of concerns and needs. Those who visit and attend your facilities—students, teachers, staff and parents will come with a heightened sensitivity to cleaning, hygiene, and sanitation. This “new normal” will raise expectations and impact the reputation for facilities moving forward.

To help institutions of education respond to these new expectations, NETWORK has collected essential information from industry sources that can be considered as you navigate through these new challenges.

As a national distributor of facility supplies, NETWORK has been partnering with educational institutions to provide janitorial supplies as well as cleaning and disinfecting best practices that create welcoming facilities.

NETWORK understands the importance of cleaning for health and delivers a full range of operational insights and product solutions. For more than 50 years, NETWORK's value to educational institutions is knowing what's in the box and how to properly use it to deliver best performance when it matters most.

We have an essential job ahead to help with safety and wellness as people return to a “new normal.”

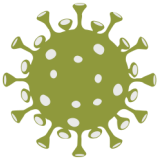
We've enlisted **Norm** to share important information throughout this guide to support your efforts to keep spaces clean and healthy.

Look for his guidance under “**Norm Knows.**”



Key Considerations in this Guide:

1	Coronavirus Disease (COVID-19)
2	Effective Handwashing
3	Basics of Face Covering
4	Social Distancing
5	Caring for Students & Staff
6	Preparing to Open
7	Surface Safety
8	Cleaning for Health
9	Distribution by Design [®]



Coronavirus disease (COVID-19) is a respiratory disease of international public health concern caused by a “novel coronavirus” not previously seen.

People with COVID-19 have reported a wide range of symptoms – from mild symptoms to severe illness. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and trouble breathing. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

The virus may spread by respiratory droplets from an infected person to others through:



- ☐ **The air** by coughing and sneezing
- ☐ **Close personal contact**, such as touching or shaking hands
- ☐ **Touching an object or surface with the virus on it**, then touching your mouth, nose, or eyes before washing your hands

Risk of infection can be reduced by:



- ☐ Washing hands often and correctly
- ☐ Avoiding touching your eyes, mouth, or nose with unwashed hands
- ☐ Avoiding close contact with people who are sick
- ☐ Use hand sanitizer if soap and water are not readily available
- ☐ Wearing a mask according to federal, state or local guidelines

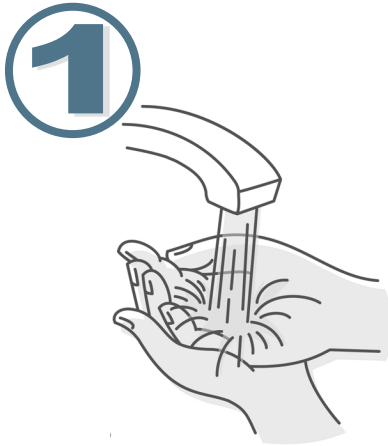
Norm Knows

The 2019-nCoV is a virus. Antibiotics should not be used as a means of prevention or treatment as they are not effective against viruses.

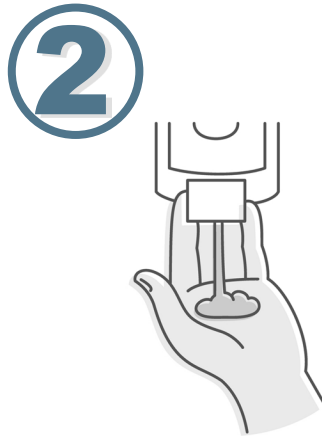
Please note that the situation surrounding COVID-19 is evolving and that the subject matter discussed in this publication may change.



2 Effective Handwashing



1 Wet hands under lukewarm running water.



2 Dispense soap.



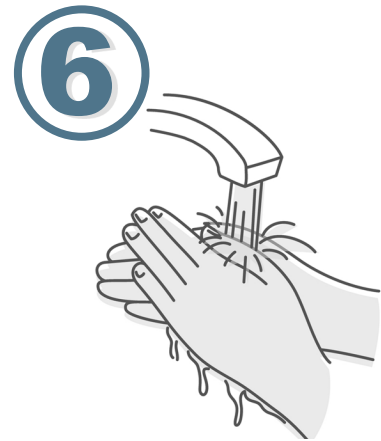
3 Rub hands palms together. Left over right and right over left.



4 Rub hands with fingers interlaced. Palm to palm, Left over right, right over left.



5 Rub hands, fingertips into palm to clean under nails. Scrub each thumb individually.



6 Rinse hands thoroughly with running water.



7 Dry hands with clean paper towels.



8 Turn water off using a towel if the faucet is not automatic.



Norm Knows

Handwashing is one of the best ways to protect against spreading germs. Effective handwashing should last at least 20 seconds.

3 The Basics of Face Covering

When combining with every day good hand hygiene and social distancing practices, face coverings are an additional step to help slow the spread of COVID-19 and other germs.

If social distancing is difficult, it is recommended staff and students (particularly older students) wear a face covering. It is important to understand the Do's and Don'ts of face coverings since they may be challenging for students (especially younger students) to wear in all-day settings such as school.



DOs



Wash your hands before applying a mask



Make sure you can breathe



Wear when you're around others



Be sure the cloth covers your mouth and nose



Wash after use



DON'Ts



Do not use for children under age 2



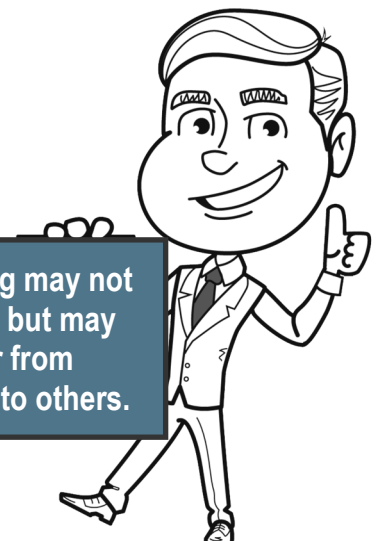
Do not to touch your face covering



Do not use masks or other PPE intended for healthcare workers



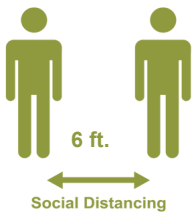
A cloth face covering may not protect the wearer, but may keep the wearer from spreading the virus to others.



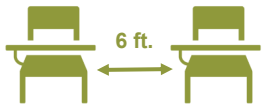
4 Social Distancing

Social distancing means keeping enough space between people to minimize the spread of germs. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible — even if they have no symptoms. The following tips can help you maintain a healthy environment.

Keep larger groups of people from coming together and allow for more physical space between individuals



- ☐ Protect and support staff and students who are at higher risk for severe illness, such as providing options for telework and virtual learning
- ☐ Enhanced social distancing measures
- ☐ Limit nonessential visitors, volunteers, and activities involving external groups or organizations
- ☐ Consider temporarily closing shared spaces such as cafeterias, breakrooms, and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use
- ☐ Increase space between desks and reduce seating in commons areas to support social distancing
- ☐ Designate “up” and “down” hallways and stairwells with signage
- ☐ E-learning or distance learning opportunities should be provided for all students
- ☐ Promote virtual meetings for events or meetings whenever possible
- ☐ Follow state and local guidelines regarding limits on meetings, gatherings, and events
- ☐ Discourage sharing of phones, desks, offices, or other tools and equipment, when possible



Face masks may be helpful where social distancing is a challenge



- ☐ Follow CDC guidelines to maintain social distancing and follow federal, state and local mandates for wearing face masks
- ☐ Instruct students, staff, vendors, and contractors to wear face masks. Amend existing service agreements, if necessary, to include these new requirements.



Norm Knows

When an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air they land on others nearby.

Covering your coughs and sneezes along with social distancing can prevent the spread of infection.

Establishing carefully coordinated policies and providing training will help mitigate risks and reduce concerns. Administration should keep track of rapidly emerging developments and regulations in their areas and consider taking the steps below.

Keep your students & staff healthy and protected



- ☐ **Pre-Screen:** Measure temperature of all school occupants and assess symptoms prior to starting the day. CDC guidance states the minimum temperature that indicates a fever is 100.4°F.
- ☐ **Monitor:** Watch for change in temperature and symptoms
- ☐ Provide **Personal Protective Equipment (PPE):**
 - Masks, face coverings or respirators
 - Gloves

Adjust, communicate, and train



- ☐ Train when to use PPE, how to properly put on, use, take off, and dispose of PPE
- ☐ Train students and staff not to share PPE
- ☐ Train all cleaning staff on proper cleaning procedures
- ☐ Train students and staff to increase the frequency of cleaning commonly touched surfaces
- ☐ Train students and staff on monitoring social distancing, sanitation, and hygiene protocols
- ☐ Display visible signage to remind students & staff of proper hygiene procedures and checklists to follow to keep facilities clean and protected
- ☐ Broadcast regular announcements on reducing the spread of COVID-19 on PA systems
- ☐ Encourage staff and students to bring their own water to minimize use of water fountains
- ☐ Bus drivers should practice all safety actions and protocols (e.g., hand hygiene, masks)
- ☐ Disinfect school buses at least daily or between use as much as possible
- ☐ Create distance between children on school buses (one child per row, skip rows)
- ☐ Increase air exchange in buildings and buses
- ☐ Stagger arrival and drop-off times or locations
- ☐ Educate all to recognize the symptoms of COVID-19
- ☐ Provide instructions on what to do if someone develops symptoms
- ☐ **Reward good behavior – what gets recognized gets repeated!**



Norm Knows



If a Student or Staff Member Becomes Sick

- ☐ **Immediately** send them home
- ☐ **Surfaces in their workspace** should immediately be cleaned and disinfected
- ☐ **Gather information on anyone** who had contact within 6 feet with the ill person

Every school should have a good cleaning and disinfection program taking into account the areas and materials to be cleaned and disinfected; frequency of cleaning, the proper protocols, and the cleaning and disinfecting products to be used.



Norm Knows

Clean = Germs and soils removed

Sanitize = Germ count reduced on a surface by at least 99.9%

Disinfect = Germs and a wider range of microorganisms killed

More than ever proper cleaning, sanitizing and disinfecting plays a critical role in preventing the spread of diseases. These terms are often used synonymously, but it's important to know the difference.

Plan and Order Now!

Prepare your facility by ordering cleaning and hand hygiene supplies well in advance of anticipated reopening to ensure timely delivery. Consider the products and practices that will keep your school functioning and meet the demands for safer, cleaner spaces.



Cleaning Necessities

- ☐ Surface sprays
- ☐ Disposable wipers
- ☐ Disinfecting solutions and dilutions
- ☐ Floor cleaners/sanitizers
- ☐ Janitorial carts
- ☐ Gloves
- ☐ Masks
- ☐ Consider upgrades to IOT technology for targeted cleaning resource deployment



Main Entrances and Library

- ☐ Signs at entrances notifying individuals to STOP if they are sick
- ☐ Position touch-free hand sanitizer stands or wall mounts at entrances/exits
- ☐ Add touch-free hand sanitizer stations near high touch points such as doors and elevators
- ☐ Floor mats at entryways
- ☐ Post social distancing signage throughout areas
- ☐ Social distancing signage in elevator
- ☐ Consider designating entrance separate from exits
- ☐ Consider designating one way hallways, aisles, or staircases
- ☐ Provide trash containers for tissues and face masks near entrances/exits



Communication and Signage

- ☐ Handwashing and hygiene guidelines
- ☐ Infection prevention best practices
- ☐ Steps taken in additional cleaning and disinfection
- ☐ Social distancing recommendations and reminders, floor tape and decals



Public Restrooms

- ☐ Touch-free soap dispensers
- ☐ Hand soap
- ☐ Hand sanitizer
- ☐ Touch-free paper towel dispensers
- ☐ Paper Towels
- ☐ Toilet Tissue
- ☐ Seat covers
- ☐ Seat cover dispensers
- ☐ Hand sanitizer station outside restrooms
- ☐ Provide trash containers for towels and tissue near exit



Classrooms

- ☐ Space seating/desks at least 6 feet apart when feasible
- ☐ Hand sanitizer available
- ☐ Disinfecting disposable wipes at each desk
- ☐ Disposable desk pads to be replaced daily
- ☐ Facial Tissues
- ☐ Masks
- ☐ Create a process to enter/leave classrooms, offices and meeting rooms
- ☐ Consider one way aisles or hallways
- ☐ Social distancing signage



Staff Break Room

- ☐ Wrapped cutlery kits
(fork, spoon, knife, napkin/wipe, salt, pepper)
- ☐ Touch-free single use dispensers for cutlery
- ☐ Single use cups and lids
- ☐ Touch-free paper towel dispensers
- ☐ Paper Towels/Napkins
- ☐ Touch-free hand soap and sanitizer dispensers
- ☐ Surface sprays
- ☐ Disinfecting disposable wipes for cleaning
- ☐ Social distancing signage

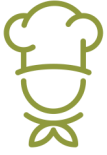
Norm Knows

**In the span of 24 hours,
the average adult
touches 7,200 surfaces¹
and touches their face
552 times².**

**Increase frequency of hard
surface disinfection using an EPA
-registered disinfectant with an
emerging viral pathogens claim.
Disinfect ALL hard surfaces, not
just high touch points.**



1. Zhang, N., Li, Y. and Huang, H., 2018. Surface touch and its network growth in a graduate student office. *Indoor air*, 28(6), pp.963-972
2. A frequent habit that has implications for hand hygiene Kwok, Yen Lee Angela et al. 2015. *American Journal of Infection Control*, Volume 43, Issue 2, 112 – 114



Kitchen

- ☐ Surface sprays
- ☐ Pre-wet disposable wipers
- ☐ Disinfecting solutions and dilutions
- ☐ Germicidal spray
- ☐ Floor cleaners/sanitizers
- ☐ Buckets/mops
- ☐ Bleach
- ☐ Hand sanitizers
- ☐ Hand Soap
- ☐ Paper towel dispensers
- ☐ Disposable food service items
- ☐ Appropriate PPE: gloves, mask, head covers, aprons, shoe covers, eyewear

Norm Knows

Consider transmission risks in terms of

- Time — less is better
- Space — more is better
- People — less is better
- Place — outdoor is better



Cafeteria

- ☐ Encourage students to bring their own meals or serve meals in classrooms instead of cafeteria
- ☐ Touch-free hand sanitizer dispensers in convenient locations
- ☐ Post social distance signage
- ☐ Add table top signs to convey surfaces have been cleaned and sanitized
- ☐ Enable access to disposable wipers for sanitizing tables, chairs, napkin dispensers, condiments, etc.
- ☐ Ensure body fluid spill kits are on hand



Gym and Playgrounds

- ☐ Touch-free hand sanitizer dispensers
- ☐ Disinfecting wipes for cleaning equipment
- ☐ Post signage to reinforce the need to clean equipment
- ☐ Encourage staff and students to bring their own water to minimize use of drinking fountains
- ☐ Drinking fountains should be cleaned and sanitized
- ☐ Signage reinforcing hand hygiene

Many viruses can live for hours to days* on surfaces like countertops, cutting boards, desks, tables and doorknobs. How long the virus survives depends on the material the surface is made from. Here's a guide to how long coronaviruses can live on some of the surfaces people touch on a daily basis.

Surface	Examples	Duration
Aluminum	Foil, soda cans, catering pans, cooking pots and pans, food trays	2 to 8 hours
Cardboard	Shipping boxes	24 hours
Ceramics	Dishes, pottery, mugs	5 days
Copper	Coins, cookware, electrical wires	4 hours
Food/Water	Does not seem to spread through exposure to food	N/A
Glass	Screens for TVs, computers, and smartphones, windows, mirrors, drinkware	Up to 5 days
Metals	Door handles, metal handrails, counters, silverware, jewelry, keys	5 days
Paper	Towel, tissue, toilet paper, napkins, paper bags, letters and stationary, magazines and newspapers, paper money	The length of time varies up to 5 days
Plastics	Computer keyboards and mouse, phones, elevator buttons, light switches, remote controls, credit cards, water bottles, detergent bottles, cutlery and cups	2 to 3 days
Stainless Steel	Door handles, metal handrails, refrigerators, sinks, counters, keys, some water bottles, industrial equipment	2 to 3 days
Wood	Furniture, desks, tables, shelving	4 days

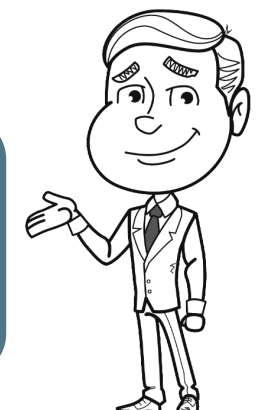
Table Sources: Aerosol and surface stability of SARS-CoV-2 as compared with SARS-CoV-1. N Engl J Med. 2020; (published online March 17.)DOI:10.1056/NEJMc2004973
Pan Y Zhang D Yang P Poon LLM Wang Q Viral load of SARS-CoV-2 in clinical samples. Lancet Infect Dis. 2020; (published online Feb 24.) [https://doi.org/10.1016/S1473-3099\(20\)30113-4](https://doi.org/10.1016/S1473-3099(20)30113-4)

Norm Knows

The best way to keep surfaces safe from germs is to clean AND disinfect frequently touched surfaces before each use.

Use an EPA-registered disinfectant¹ following the manufacturer's instructions and appropriate dwell time.

1. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>



*New England Journal of Medicine 4/16/2020; 382:1564-1567

Discuss the best surface cleaning and disinfecting solutions with your NETWORK distributor.

Staying open, means staying healthy

The health condition of your staff has a direct impact on the productivity of a business and significant implications on the economy. The Integrated Benefits Institute, a U.S. health research organization, estimated the impact to be nearly \$230 billion.

With this in mind, good hygiene, cleaning and disinfecting to maintain good health in your facility is now, more than ever, an economic business imperative.

Cleaning for Health

can reduce the impact of preventable infections

Business Segment	Economic Loss*
Office setting	\$84 Billion
Foodservice	\$51 Billion
Education	\$40 Billion
Healthcare	\$35-45 Billion

* Contracting Profits How Much Do Workplace Illnesses Cost Facilities? Aug. 23, 2016

Norm Knows

Proper cleaning can reduce the spread of contagious viruses by 80 to 90 percent¹.

Appropriate cleaning can result in a 5 percent productivity gain, which amounts to \$11 billion.²



¹ Evaluation of a Disinfectant Wipe Intervention on Fomite-to-Finger Microbial Transfers:
² HLW International LLP (Buildings, 1999)

As a leading distributor in the janitorial market, NETWORK values cleaning for health. More than a decade ago the company created a proprietary program, Healthy Measures, to provide a disciplined approach to measure and monitor cleaning efforts in buildings and improve business outcomes.



- Creates cleaner, healthier environments
- Defines and implements best practices for surface cleaning, hand hygiene, and improved safety
- Provides a disciplined means to measure continuous improvement

Healthy Measures combines effective strategies in surface disinfection, hand hygiene, and other infection prevention activity to help eliminate environmental issues that can lead to illness. The program provides essential protocols, checklists, and assessments for a holistic solution that protects facilities against cross contamination.

Learn how NETWORK can create a consistent janitorial and disinfecting supply program for all of your locations. **Reach us at 800.683.0334**

NETWORK is a national distributor focused on comprehensive, customized facility cleaning programs and offers a wide selection of industry leading name-brand paper products, skin care, cleaning supplies, chemicals, equipment, and foodservice disposables.

Our aim is to make it easy to protect the wellness of your buildings with janitorial and sanitation solutions and foodservice disposable packaging that are as cost-effective as they are comprehensive. With over **7,000 responsive local facility cleaning experts**, we have the category expertise needed to improve the cleanliness, health, safety and appearance of your school.

Focused on multi-site corporate operations, NETWORK strikes the ideal operational balance by providing centralized control with the local flexibility you need to drive your success.

With more than 600 distribution warehouses across North America, you can rely on:

- ☐ More than 50 years of supply chain expertise
- ☐ Locally stocked corporate contract-compliant branded inventory
- ☐ Name-brand janitorial, sanitation and foodservice disposables from top manufacturers
- ☐ Full line of environmentally-preferred products
- ☐ Order staging and quick start-up support
- ☐ Flexible delivery schedules
- ☐ Local will call and emergency order options
- ☐ On-site training for improved efficiency and effectiveness
- ☐ Decades of experience solving the toughest cleaning challenges as well as designing the right Grab-and-Go lunch programs

Norm Knows

NETWORK is here to help you with your janitorial and disinfecting supplies, and foodservice disposables. In times of crisis, certain items may be in high demand and normal delivery times impacted.



For more information

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www.equalisgroup.org/2021/01/14/network-eq-101519-03a