



**Custodial Management Guide for Pandemic Influenza and Viral
Gastroenteritis (Norwalk-like illness)**

November 17, 2009

Introduction

This protocol provides cleaning procedures for pandemic influenza and viral gastroenteritis (VG) required at any school or facility. By following the cleaning requirements within this protocol a safe and healthy work environment can be created under normal circumstances. During an influenza pandemic or an outbreak of VG, more stringent cleaning methods must be adopted in order to protect the safety and health of staff and students. Given the concern regarding the spread of either virus through contaminated objects and surfaces, additional measures are required to minimize the transmission of the virus through environmental surfaces such as sinks, handles, railing, desktops, counters or other shared work surfaces. The additional cleaning requirements contained in this document will assist in reducing the spread of influenza and VG.

Procedures for Absence Reporting

The following procedures have been communicated to schools regarding absence reporting. They are included here to inform Facility Services staff of the process.

1. If three or more students in a particular class, or more than 10% of the student and staff population, are absent due to symptoms of a viral illness (see # 2 below), sites are to notify the Safety, Health and Emergency Preparedness Officer via email of the following information:
 - the room(s) affected (**indicate room numbers**)
 - the number of students/staff absent due to symptoms of the virus.
2. This procedure is applied to the following:

Virus	Signs & Symptoms
Viral Gastroenteritis ("Norwalk"-like virus)	<ul style="list-style-type: none">• Loose, watery diarrhea• Mild to severe abdominal cramps• Vomiting• Fever
H1N1 (Swine) Influenza	<ul style="list-style-type: none">• Similar to seasonal influenza and include:<ul style="list-style-type: none">○ high fever○ cough○ Headache and general aches,○ fatigue○ eye pain○ shortness of breath○ lack of appetite○ Some people with the H1N1 flu have also reported a runny nose, sore throat, nausea, vomiting and diarrhea.

3. The Safety, Health and Emergency Preparedness Officer will notify the Manager and Assistant Managers of Facilities Services and the Fraser Health Authority of the sites affected so that appropriate measures can be taken.

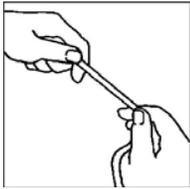
Personal Protective Equipment (PPE)

The following pieces of PPE are available for use upon request:

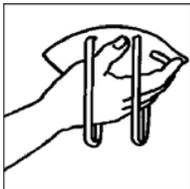
- Gloves
- N95 respirator masks
- Eye protection.

At minimum, gloves should be worn when using any cleaner or disinfectant. Eye protection should be used if there is risk of splashing a liquid. Please refer to the following procedures for use of respirator masks.

Respirator Use and Seal Check Procedures



1. Check the straps before placing the respirator on the face.



2. Cup the respirator in your hand, with the nosepiece at your fingertips, allowing the headbands to hang freely below your hand.



3. Position the respirator under your chin with the nosepiece up. Pull the top strap over your head resting it high at the top back of your head. Pull the bottom strap over your head and position it around the neck below the ears.



4. Place your fingertips from both hands at the top of the metal nosepiece. Using two hands, mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece. Pinching the nosepiece using one hand may result in improper fit and less effective respirator performance. Use two hands.



5. Perform a User Seal Check prior to each wearing.

SEAL CHECKS FOR DISPOSABLE RESPIRATORS (N95)



For disposable respirators, the user seal checks are done somewhat differently. For disposable respirators with no valve, both hands must be placed completely over the respirator while the wearer exhales. Be careful not to disturb the position of the respirator. The respirator should bulge slightly. For disposable respirators that have a valve, both hands should be placed over the respirator and the user inhales sharply. The respirator should collapse slightly. If air leaks at the edges of the respirator, it should be re-positioned and adjusted for a more secure fit and the test repeated. If the seal check cannot be successfully completed, another type/style/size of respirator should be tried.

Cleaning Supplies

Cleaning supplies shall be ordered online by the custodial lead hands through the current supplier as these products have been evaluated and deemed to be safe. Sufficient supplies should be on hand at all times. Any alternative product needs to be approved by Facilities Services management. In the event that supplies are depleted at the school level prior to receipt of supplies, contact Facilities Services Assistant Managers.

Application of Prepared Disinfectant

1. The concentration of solution to be used is to be directed by Facility Services Management in consultation with the Safety, Health & Emergency Preparedness Officer. The different concentrations available are:
 - a. DFC Oxidizing 14000 at 50 ppm (red application gun): “normal” disinfectant
 - b. DFC Oxidizing 14000 at 200 ppm (green application gun): disinfectant used during an influenza outbreak
 - c. DFC 1000 ready to use (rtu) at 1000 ppm: disinfectant used during a VG outbreak.
2. Place the appropriate solution in either a properly labeled flip top bottle or a small hand bucket
3. Disinfect all horizontal surfaces in the room by applying the disinfecting solution allowing for a 5 minute contact time. Allow to air dry or wipe dry. If a surface is visibly and heavily soiled, clean the area first then disinfect.
4. If using cloth and bucket method, once room has been cleaned discard all unused cleaning solution.
5. Although air drying of disinfected surfaces is preferable, should surfaces still be wet after the 5 minute contact time, the surface may be wiped dry if necessary. Washrooms within a room should be cleaned last.

Priority Cleaning

Facilities staff will prioritize cleaning based on the absence report provided by the Safety, Health & Emergency Preparedness Officer. The following areas will take priority:

- Desks
- Doors, door handles, handrails and push plates
- Light switches
- Dispensers
- Telephones in offices, classrooms, and public places
- Water fountains
- Handles on microwaves, stoves and fridges in staff rooms
- Washroom sinks, toilet bowls, urinals and fixtures.

Cleaning of Medical Rooms

Medical rooms should be cleaned daily using the Oxidizing 14000 at 200 ppm (green application gun) during an influenza outbreak as directed by Facility Services management in consultation with the Safety, Health & Emergency Preparedness Officer.

Contacts

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References

Public Health Guidance for Child Care Programs and Schools (K to grade 12) regarding the Prevention and management of Influenza-Like-Illness (ILI), Including the pandemic (H1N1) 2009 Influenza Virus, Public Health Agency of Canada <http://www.phac-aspc.gc.ca>

Custodial Pandemic Management Guide for Schools, September 22, 2009, Edmonton Public Schools

Letter from Fraser Health Authority to all Fraser Health Authority School Districts' Health & Safety Officers, September 16, 2009