

Directive to Administrators (Specify which administrators)		WAD (Wednesday) Publication Date	WAD Notice ( Number )	No. of Pages
All Site Administrators		May 5, 2010		1 of 2
WAD Title ( Limit to 4-6 Words )		Date Due (if applicable)	Not Applicable After this Date:	
Cleaning in K-12 Classrooms and Workplaces & Protecting against H1N1 and Influenza Type A Viruses		N/A	N/A	
From:	Title:	Signature:	Telephone:	
Meyla Ruwin (Cabinet member or approved by one below)	Senior Executive Director, Student Support Services		242-2615	
Inform:				
( x ) Certificated Staff    ( x ) Classified Staff    ( x ) Parents    ( x ) Post on Bulletin Board    Other <u>All Interested Staff</u>				
<b>Administrative Directive</b>				
<b>WHAT:</b>	<b>Cleaning Products used in SFUSD Classrooms and Workplaces</b>			
<b>WHO:</b>	All SFUSD employees			
<b>WHERE:</b>	All SFUSD classrooms and workplaces			
<b>WHEN:</b>	Everyday and as needed			
<b>WHY:</b>	<ul style="list-style-type: none"> <li>• Products <u>not approved</u> by the district can trigger asthma and other respiratory reactions in susceptible individuals.</li> <li>• The SFUSD Custodial Services Department has instructed custodians and supervisory staff to do their utmost to keep surface areas clean.</li> <li>• <b>The cleaning materials used by our custodians are sufficient and have been approved</b> for use at all District sites and meet the stringent health requirements mandated by City and State regulatory agencies.</li> <li>• We encourage special attention be given to hand washing as recommended by the Center for Disease Control and our own Student Support/Intervention Services.</li> </ul>			
<b>HOW:</b>	<ul style="list-style-type: none"> <li>• The California Department of Public Health's September 2009 Health Alert explains that soap and water solution used to clean environmental surfaces is adequate to kill H1N1 and other influenza A viruses (see attached handout for further details).</li> <li>• Follow the attached fact sheet on Cleaning in K-12 Classrooms and Workplaces &amp; Protecting against H1N1 and Influenza Type A Viruses.</li> <li>• Ask your custodian for a diluted bottle of cleaning solution for use in your classroom.</li> </ul>			
<b>If you have any questions, please contact the Nurse of the Day at Student Support Services Department 242-2615.</b>				
<i>Approved</i>	Cabinet Member: Trish Bascom	Title: Associate Superintendent of Student Support Services Department	Signature:	
SAN FRANCISCO UNIFIED SCHOOL DISTRICT – WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)				

# Cleaning in K-12 Classrooms and Workplaces & Protecting against H1N1 and Influenza Type A Viruses

With widespread concern about protecting against influenza and H1N1 viruses, there is good news! The California Department of Public Health's September 2009 Health Alert explains that soap and water solution used to clean environmental surfaces is adequate to kill H1N1 and other influenza A viruses (see further details below).

Protecting your health and the health of others is simple.  
Just follow these practices and help others do the same:

For surfaces and items that have frequent hand contact by multiple individuals, routinely clean with fragrance-free liquid soap and water solution. These surfaces may include doorknobs, phone handles, shared computer equipment and photocopiers, etc. These areas should also be cleaned immediately when visibly soiled. Special cleaning with bleach-containing or other harsh cleaners is not necessary.



- ❖ Use liquid soap and water (soapy water) to clean commonly touched surfaces. Fill an empty spray bottle that did not contain any chemicals previously with a few squirts of clear, fragrance-free liquid soap; Label the bottle “Soap and Water”; spray surface and wipe with paper towel. [Note: Any bottle or container must be clearly labeled with contents per OSHA regulations]
- ❖ Wash hands well for 30 seconds with soap and warm water. Note: Never use anti-bacterial soaps and wash your hands regularly.
- ❖ Sneeze or cough into a tissue or into your arm at the bend of your elbow, and dispose of used tissues properly.
- ❖ Ask your custodial staff to clean blood spills, other bodily fluids, and difficult to remove items with the approved chemicals they have been provided by SFUSD.

The California Department of Public Health (CDPH) has received frequent requests for recommendations for the cleaning and disinfection of environmental surfaces outside of healthcare settings (e.g., desks and tables in schools and offices). Previous recommendations from the Centers for Disease Control and Prevention (CDC) and CDPH have referred to the use of disinfectants. However, influenza is an extremely fragile virus, remaining infectious for only minutes upon exposure to air and is easy to kill. It can remain infectious for hours when protected from exposure to air by material such as respiratory secretions (mucus), which can be deposited on environmental surfaces by infected persons. Simple cleaning will remove most of the virus along with the secretions, leaving the remaining virus to be exposed to air and rendered non-infectious within minutes. The following recommendations are based on current CDC guidance for business and schools. For more information visit [www.cdph.ca.gov](http://www.cdph.ca.gov)

For information on disposal of your hazardous cleaning products  
visit [www.recologysf.com](http://www.recologysf.com) or [www.sfenvironment.org](http://www.sfenvironment.org)

Source: California Department of Public Health, Center for Infectious Diseases, Division of Communicable Disease Control. Pandemic (H1N1) 2009: Health Alert Update for Providers, Schools, and Businesses. September 3, 2009.