

HADDON TOWNSHIP BOARD OF EDUCATION
Regulations for Policy #7410

R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING AND ACCOUNTING (M)

A school district with three or more district buildings shall have an automated work order system by July 1, 2009 for prioritizing, performing and recording all maintenance and repair requests for all district buildings and grounds.

A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carry out the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of pupils and/or staff, the work order system shall include the following information for a request for work before work begins:
 - a. The name of the person making the request;
 - b. The date of the request;
 - c. The appropriate approval(s) as established by SOP;
 - d. The date of approval(s);
 - e. The location of work requested;
 - f. The priority level (for example, urgent, high, average, low);
 - g. The scheduled date(s) of service;
 - h. The trade(s) needed such as general maintenance worker, custodian, carpenter, plumber, electrician, HVAC, grounds, roofer, masonry, glazer, other;
 - i. A description of the work requested;
 - j. A projection of the materials and supplies needed for the work;
 - k. The estimated man hours needed to complete task;
 - l. The name of the work order assigner; and
 - m. The name of the employee(s) working on the order.

3. The work order system shall include the following close-out information for each request for work:
 - a. The actual hours worked by date for each assigned staff member;
 - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - c. The aggregate cost of labor by regular, over-time and total;
 - d. The actual materials and supplies needed to complete the work order;
 - e. Actual cost of materials and supplies; and
 - f. The name of the employee responsible for attesting that the job was completed satisfactorily.
4. Except where prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.
6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

B. Ventilation Systems

Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.

C. Facilities Cleaning Procedures to Reduce the Spread of Contagion

The building principal in consultation with the maintenance supervisor shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

1. Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Examples of frequently touched areas in schools:
 - a. Classroom desks and chairs;
 - b. Lunchroom tables and chairs;
 - c. Door handles and push plates;
 - d. Handrails;
 - e. Kitchens and bathrooms;
 - f. Light switches;
 - g. Handles on equipment (e.g. athletic equipment);
 - h. Buttons on vending machines and elevators;
 - i. Shared telephones;
 - j. Shared desktops;
 - k. Shared computer keyboards and mice;
 - l. Drinking fountains;
 - m. School bus seats and windows; and
 - n. Playground equipment.
2. Using all cleaning products in accordance with directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are EPA-approved for use against the virus that causes COVID-19 (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) shall be used.
3. Sanitizing bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA). Additional considerations regarding bathrooms include:
 - a. Limiting the number of students who can enter at one in order to avoid crowds;
 - b. Designating staff members to enforce limited capacity and avoid overcrowding;
 - c. Installing no-touch foot pedal trash cans, if possible;
 - d. Propping doors open to avoid touching handles; and
 - e. Including appropriate signage about the benefits of handwashing.
4. Cleaning and sanitizing drinking fountains and encouraging staff and students to bring their own water to minimize the use and touching of water fountains;
5. Making hand sanitizer available at the school bus entrance for each student to use when boarding. Similarly, students must be required to wear face coverings while riding on the bus. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP. For adults, accommodations shall be consistent with those provided by the school district for staff and others. Exceptions to this requirement are as follows:
 - a. Doing so would inhibit the student's health;
 - b. The student is in extreme heat outdoors;
 - c. A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering;
 - d. The student is under the age of two (2), due to the risk of suffocation;
 - e. Face coverings should not be placed on anyone who has trouble breathing or is

- unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time);
- f. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
6. Maintaining hand-sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
 - a. In each classroom (for staff and older children who can safely use hand sanitizer);
 - b. At entrances and exits of buildings;
 - c. Near lunchrooms and toilets.
 7. Supervising children ages 5 and younger when using hand sanitizer;
 8. For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol);
 9. Reminding bus drivers to take certain personal hygiene actions (e.g., frequent hand washing) and affording them the opportunity to do so (such as having sufficient time between routes);
 10. Cleaning and sanitizing district vehicles including seats, rails and any highly touched surfaces before each run.
 11. Requiring contracted transportation providers to clean and sanitize seats, rails and highly touched surfaces touched before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed; a checklist may be developed to ensure compliance. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:
 - a. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:
 - i. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
 - ii. Provide a certification that, before the route commenced, the required was process completed as required.
 - a. These procedures will include a minimum of two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.
 - b. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have shown to be effective against COVID-19.
 12. Routinely cleaning and disinfecting furniture, recognizing the varying materials used in furniture in each school building;
 13. Providing EPA-registered disposable wipes to teachers and staff so that commonly used surfaces

(e.g., keyboards, desks, remote controls) can be wiped down before use;

14. On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.
15. Ensuring that cleaning and disinfection supplies are used and stored correctly and safely. This includes storing products securely away from children, while ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.
16. Placing physical barriers, such as plastic flexible screens, in classrooms, school buses, restrooms and other areas where social distancing cannot be maintained.
17. Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:

The district may need to implement short-term closure procedures in a school regardless of community spread if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:

- a. Close off areas used by a sick person and do not use before cleaning and disinfection;
- b. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible;
- c. Open outside doors and windows to increase air circulation in the area; and
- d. Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Additional training shall be provided to the personnel responsible for cleaning and sanitizing school buses and facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g., ensuring adequate ventilation while cleaning and sanitizing).

Issued: November 20, 2008

Revised: October 15, 2020