March 19, 2020

Dear Imagine Schools Team and Family,

Imagine Schools’ Facilities Teams completed deep cleaning and disinfecting of the Imagine Schools campuses on Wednesday, March 18 2020 in response to the closing of schools due to the Coronavirus COVID-19 pandemic. As part of this process we developed guidance for cleaning and disinfecting our school buildings for the Facilities Teams, capturing best practices and current recommendations from the CDC, Prince George’s County Health Department and Prince George’s County Public Schools’ Building Service department. This was presented and reviewed with the Facilities Team Members before the start of the deep cleaning and disinfecting to make sure their work was thorough and most importantly, safe.

All Imagine Schools buildings in Prince George’s County closed on the evening of Friday, March 13 through the morning of Tuesday, March 17, following CDC guidelines and PGCPS guidance. This building closure allowed the Facilities Teams to work in a safer environment while they were cleaning and disinfecting the facilities. Beginning March 17, deep cleaning and disinfecting was conducted by Facilities Team Members throughout the entire buildings, including the following areas and surfaces:

- **Common Areas – all touchpoints**
  - Doorknobs
  - Panic bars
  - Door handles and push plates
  - Benches
  - Water Fountains

- **Classrooms – all flat surfaces**
  - Desk
  - Tables
  - Countertops
  - Sinks
  - Cubbies
  - Any other misc. equipment
  - Keyboards and telephones

- **Kitchen – all flat surfaces**
  - Tables
  - Counters
  - Serving line
  - Freezer and refrigerator doors
  - Any other equipment doors

- **Multi-Purpose Rooms**
  - Cafeteria tables
  - Tables
  - Doorknobs and push plates
  - Water fountain
  - Any other misc. equipment

- **Lavatories -- all surfaces**
  - All fixtures
  - All partitions
  - All countertops
  - All toilets
  - Any other misc. surfaces or fixtures
Health Room – all surfaces
   Tables
   Counters
   Beds
   Sinks
   Freezer and refrigerator doors
   Any other equipment doors
   Lavatory (follow lavatory procedure)

Facilities Team Members used personal protective equipment (PPE) consisting of nitrile gloves and facemasks during the cleaning and disinfecting process. KBQ-32, a neutral disinfectant cleaner that is used in hospital, long-term care and school settings, was sprayed in solution on all surfaces noted above, and a further disinfecting wipe-down of the areas and surfaces was conducted using ½ cup bleach per gallon water disinfectant solution. All floor surfaces were also cleaned and disinfected with bleach disinfectant solution.

As we all work together to prevent the further spread of COVID-19 throughout our communities, we remind you to continue to take the following precautions:
   • Put distance between yourself and other people through social distancing;
   • Avoid close contact with people who are sick;
   • Stay home if you are sick;
   • Cover your sneeze or cough with a tissue, and then dispose of that tissue after use;
   • Wash your hands often with soap and water for at least 20 seconds;
   • Avoid touching your eyes, nose, and mouth with unwashed hands; and,
   • Clean and disinfect frequently touched surfaces daily.

Once schools are allowed to re-open, Imagine Schools’ Facilities Teams will complete additional deep cleaning and disinfecting to prepare for school opening. We continue to monitor this evolving situation closely, and will update the Imagine Schools Team and Family as necessary.

Again, please feel free to reach out if you have any questions or concerns at David.Miller@imagineschools.org or 443.827.4264.

Sincerely,

David N. Miller
Regional Facilities Director