



# Greenlee County Health Department

P.O. Box 936, Clifton, AZ 85533 · Phone: (928) 865-2601 · Fax: (928) 865-1929 · Website: [www.greenlee.az.gov](http://www.greenlee.az.gov)

---

## Custodial Staff

In Greenlee County, we are currently planning and preparing for a possible Coronavirus outbreak. As a school you have an additional responsibility to protect a vulnerable population and will be required to take additional steps to protect against Coronavirus. The following procedures should be implemented immediately:

1. Cafeterias – For environmental surfaces (NOT FOOD AREAS) such as, door handles, chairs, register areas, bathroom doors, sink handles, toilet handles, walls, and any other hard surfaces, most commercial sanitizers are effective if used per manufacturer specifications. However, if you run out or need to use bleach, please use a 1% bleach solution. **To make your own 1% bleach solution dilute 1/3 cup 5.25-6.15% sodium hypochlorite (bleach) into one gallon of water. Allow the surface to air dry for at least 2 minutes.**
2. Classrooms – Teachers will be vital to sanitizing and disinfecting the hard to reach areas of the classrooms. Pay attention to desks, door handles, keyboards, remote controls, and any surface that is subject to high touch. Teachers can use a 1% bleach solution, quaternary ammonia to manufacturer specifications, or disinfectant wipes to sanitize commonly used surfaces between uses.
3. Create a plan to enhance your current disinfection procedures of your high traffic areas. These areas will include, door handles, hallways, lockers, (non-food use) tables, chairs, register areas, bathroom doors, sink handles, toilet handles, walls, floors, and any other hard surfaces that can be disinfected. Tables, chairs, and register areas can be sanitized easily after each use, however, consider disinfection in other areas at least 2 times per day. Most commercial sanitizers are effective if used per manufacturer specifications. However, if you run out or need to use bleach, please use a 1% bleach solution. **To make your own 1% bleach solution dilute 1/3 cup 5.25-6.15% sodium hypochlorite (bleach) into one gallon of water. Allow the surface to air dry for at least 2 minutes.**
4. Employees exhibiting a fever and cough, or other signs of sickness should stay home and not be at work. Do not come to work if you are sick.
5. Disinfectant wipes can also be effective. Please adhere to directions on the label for proper sanitation.
6. For a complete list of CDC and EPA approved disinfectants please visit <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

Together we can help minimize the likelihood of a community outbreak and you will be a vital part of that plan. If you have any questions or need guidance please contact Haiden LaFoy at (480) 747-0080.