

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF FIELD OPERATIONS**

**September 1, 2022**

**OFFICE OF FIELD OPERATIONS CIRCULAR NO. 1 – 2022/23**

**NOTE: All Circulars are to be kept in a permanent file**

**TO ALL CUSTODIAN ENGINEERS**

**Cleaning and Disinfection Guidance During the Current Monkeypox Outbreak**

**Monkeypox can spread by touching surfaces or items that have been in contact with the rash or sores of someone who has the virus or breathing in respiratory droplets from someone while in very close contact for a prolonged period of time.**

**Custodian Engineers are to implement the following protocol in the event of a confirmed monkeypox case in their building.**

**Additional cleaning and disinfecting is only needed if someone who is confirmed to have monkeypox attended school while exhibiting symptoms. Positive monkeypox cases are confirmed through testing.**

**Custodial staff members must clean and disinfect any space where an individual with a confirmed monkeypox diagnosis may have been. Many disinfectants currently available in FAMIS are on the U.S. Environmental Protection Agency's (EPA) list of Disinfectants for Emerging Viral Pathogens (EVPs) List Q. Disinfectants on List Q can be used against the monkeypox virus. For the complete list of disinfectants, visit [bit.ly/epa-disinfectants-list](https://www.epa.gov/disinfectants).**

**What to Wear While Cleaning, disinfecting, or Handling Waste**

**Custodian engineers must ensure all custodial staff members wear the appropriate PPE while performing cleaning and disinfecting tasks or handling waste. While cleaning, disinfecting, or handling waste, staff must wear clothing that fully covers their skin, disposable gloves, and a KN95 mask that covers their mouth and nose.**

### **Cleaning Before Using Disinfectants**

Use wet cleaning methods to avoid spreading infectious particles. Do not dry-dust or sweep surfaces.

- Clean floors, surfaces, and frequently touched objects, such as door handles and light switches, thoroughly with soap and water or detergent (to remove soil and debris) before using disinfectants.
- Always follow the instructions on cleaning products and disinfectant labels for safe and effective use.

### **Disinfection of Hard Surfaces and Objects**

Hard surfaces and objects include tables, desks, door handles, toilet flush handles, faucets, light switches, staircase handrails, bathroom partitions, and toys.

- Use disinfectants from the EPA's list Q (Disinfectants for Emerging Viral Pathogens) on hard surfaces and objects. Follow directions for contact time and use.
- Use products in well-ventilated areas.
- Do not mix disinfectants. Never mix ammonia with bleach.

### **Soft Surfaces, Carpets, and Upholstery**

- People who have monkeypox should limit their direct contact with soft and porous surfaces that cannot be laundered while they are sick

In the limited instances where a confirmed case of monkeypox has been identified and additional funding is required, custodian engineers are to code those additional labor hours to 202S-MP. Custodian engineers are to work with their deputy director of facilities and building principal(s) to ensure all funding sources are fully maximized before seeking labor reimbursement via 202S.

For more information on monkeypox, visit [nyc.gov/monkeypox](https://nyc.gov/monkeypox). For additional monkeypox cleaning guidance, visit [cleaning-homes-workplaces-schools-facilities.pdf \(nyc.gov\)](#)

Custodian engineers are to contact their Deputy Director of Facilities with questions regarding this information.

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