

DAILY CLEANING AND SANITIZING PROCEDURES

Opening Procedures

1. Open campus up at gates specified by the Principal.
2. Place Temperature taking devices at all entrances per Principals direction.
3. Place hand sanitizer stations at all entrances. Make sure they are filled and working.
4. Confirm that all opened restrooms are stocked and ready to use. Make sure hand soap dispensers are full.

Cleaning the Classroom

DAY CREW	NIGHT CREW
<ul style="list-style-type: none">• Assist when possible, clean tabletops and desks. Sanitize stationary countertops and desks• Clean the floors by mopping or vacuuming.• Empty trash cans and recycling bins• 3 Times Daily minimum- Disinfect surfaces frequently touched, like light switches and door knobs• Weekly- When room is complete, use disinfectant fogger in classroom, enter in classroom log and close door.• Daily or more as needed- Refill hand sanitizer stations	<ul style="list-style-type: none">• Clean tabletops and desks. Sanitize stationary countertops and desks• Clean the floors by mopping or vacuuming.• Empty trash cans and recycling bins• Weekly- When room is complete, use disinfectant fogger in classroom, enter in classroom log and close door.• 3 Times Daily minimum- Disinfect surfaces frequently touched, like light switches and door knobs

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Cleaning Common areas, Offices, Halls and Student Common Spaces

DAY CREW	NIGHT CREW
<ul style="list-style-type: none"> • Daily and throughout the day- Pick up trash • Empty the trash cans and recycling bins • <u>3 Times Daily minimum-</u> Disinfect places that people commonly touch, like doorknobs, light switches, bottle fillers • Daily or more as needed- Refill hand sanitizer stations • Assist with daily cleaning tasks and/or at the Principals request 	<ul style="list-style-type: none"> • Sanitize refrigerator doors and handles. • Empty the trash cans and recycling bins • Sanitize hard surfaces such as countertops and work surfaces. • Clean, Sanitize and Disinfect the Nurses offices • Make sure distancing signs are in place in all restrooms

Cleaning School Restrooms

DAY CREW	NIGHT CREW
<ul style="list-style-type: none"> • Twice Daily- Clean all toilets, sinks and urinals with a disinfectant • Wash, Mop rinse and sanitize the floors when needed • Replace all used toilet paper rolls • <u>Daily as needed-</u> Empty and sanitize trash cans • 3 Times Daily minimum- Sanitizer surfaces commonly touched, like light switches, toilet flushers, hand dryers, sink faucets, etc. • Twice Days, Once Nights- Clean and sanitize sinks and counters around sinks • Daily or more as needed- Refill all soap dispensers and hand sanitizer stations 	<ul style="list-style-type: none"> • Clean all toilets, sinks and urinals with a disinfectant • Wash, Mop rinse and sanitize the floors • Sanitize partitions, clean mirrors (if equipped) • Sanitizer surfaces commonly touched, like light switches, toilet flushers, hand dryers, sink faucets, etc. • Refill all soap dispensers and hand sanitizer stations