

COVID Cleaning Procedures

Key Words:

- **Clean:** Soap and water
- **Sanitize:** Clear spray (safe to use with children present; does not need to be wiped down afterwards)
- **Disinfect:** Green Spray (MUST be wiped down after “kill time” to remove residue; DO NOT use in children's presence)

Shelf Life for Sanitizer & Disinfectant:

- 5 days . Dump every Friday; Refill every Monday

Kill Time:

- **Clear Spray (Sanitizer):** 10 minutes
- **Green Spray (Disinfectant):** 60 seconds

**Cleaning procedures will be posted in each classroom and in the common areas*

***When cleaning, staff shall wear gloves*

****Staff shall initial when tasks have been completed in the morning and afternoon*

*****Boxes highlighted in Green must be cleaned using the Disinfectant*

Week Of _____

General: Common Area (Staff Room, Staff Kitchen, Copier Station, Staff Bathrooms)

AREAS	Mon PM	Tues PM	Wed PM	Thurs PM	Fri PM	Expectations
Desk Tops						<ul style="list-style-type: none"> • Staff must sanitize hands before and after using the workroom • Staff must sanitize hands before and after using the kitchen • Staff must sanitize hands before and after using community bathrooms • Staff must wash dishes and food utensils after use and PUT AWAY
Keyboards, iPads, Other Touch Screens						
Shared Materials (paper cutter, laminator, copier)						
Bathroom						
sinks						
faucets						
soap dispenser						
Chairs						
Doorknobs, Light Switches						

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Week Of _____

Office Area: School Offices, Business Offices, Individual Staff/Therapy Offices

Areas	Mon PM	Tues Pm	Wed Pm	Thurs PM	Fri PM	Expectations
Desk Tops						<ul style="list-style-type: none"> Each Staff is expected to sanitize listed areas daily
Keyboards, iPads, Other Touch Screens						
Phones						
Doorknobs, Light Switches						

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Week Of _____

Classroom Area

AREAS	Mon AM	Mon PM	Tues AM	Tues PM	Wed AM	Wed PM	Thurs AM	Thurs PM	Fri AM	Fri PM
Desk Tops										
Chairs										
Counters, Cabinets										
Sinks, Faucets, Soap Dispensers										
Microwave										
Phones, Keyboards, iPads										
Vocational Materials										
Doorknobs, Light Switches, Door Frames										

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