

Week of _____

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 with the Green spray (disinfectant), 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**

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General: Common Areas (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 wash dishes and food utensils after use and PUT AWAY.
Keyboards, iPads, Other touch screens						
Shared Materials (paper cutter, laminator, copier)						
Chairs						
Meal tables/Counters						<ul style="list-style-type: none"> Staff must sanitize hands before entering the bathroom and must complete thorough hand washing prior to exiting the bathroom. LEAP Only: Refer to posted cleaning procedures in the staff bathroom. Staff bathrooms are disinfected daily by the custodial staff.
Food prep surfaces						
Appliances (fridge, microwave, stovetop)						
Doorknobs, Light switches, Handrails						
Laundry						

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Office Areas: 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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Outdoor Play Areas

Areas	Mon AM	Mon SDC	Mon GBMP	Tues AM	Tues SDC	Tues GBMP	Wed AM	Wed SDC	Wed GBMP	Thurs AM	Thurs SDC	Thurs GBMP	Fri AM	Fri SDC	Fri GBMP
Swings															
Tables															
Mats															
Spinner															
Rolling tube															
Hanging Spinner															

****Outdoor areas generally require normal routine cleaning and do not require disinfection.**

****The targeted areas to sanitize are outdoor hard surfaces and objects touched/used by multiple students in a single cohort and between use by different cohorts.**

****Highly touched areas-** Railings, handlebars, knobs on climbing wall, play kitchen, single spinner, larger spinner, dome, etc.

LEAP

Area	Mon. PM	Tues. PM	Wed. PM	Thurs. PM	Fri. PM
Playground Equipment (highly touched areas)					

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Classroom Areas

Areas	Mon AM	Mon PM	Tues AM	Tues PM	Wed AM	Wed PM	Thurs AM	Thurs PM	Fri AM	Fri PM
Toys (anything mouthed remove immediately until end of day)										
Meal tables										
Desks										
Vocational materials										
Chairs										
Counters										
iPads										
Doorknobs, light switches										

LEAP Only: Disinfect nap cots on the child's last day of attendance for the week.

****High touch areas should be cleaned after use.**

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Student Bathroom Areas

Areas	Mon AM	Mon SDC	Mon GBMP	Tues AM	Tues SDC	Tues GBMP	Wed AM	Wed SDC	Wed GBMP	Thurs AM	Thurs SDC	Thurs GBMP	Fri AM	Fri SDC	Fri GBMP
Toilets															
Diaper Trash Cans															
Sink, Faucet															
Soap Dispenser															
Handrails															
Benches															
Clothing containers															

****LEAP Only:** Refer to posted cleaning procedures in your classroom bathrooms.