



Parkland School Division Enhanced Cleaning Protocol

Cleaning and disinfecting expectations are now increased for the safety of all staff and students in our schools and facilities during the COVID-19 Pandemic.

Cleaning uses soaps or detergents to physically remove germs from surfaces.

Disinfecting uses chemicals to eliminate germs on surfaces after they have been properly cleaned.

Keeping our spaces clean is a shared responsibility.

A great practice to follow to keep our spaces clean is to ensure that you are leaving the space in better shape than when you first entered. *“Leave it better than you found it!”*. Our custodians are better able to attend to deep disinfecting if we all do our best to keep our areas clean.



Ensuring that your hands are clean is the best way to ensure you don't get sick or spread viruses or germs to others. It's recommended that regular hand-washing occur with soap and water for at least 20 seconds.

Cleaning Frequency:

Always remember to consider the safe handling of cleaning products and consider whether or not they need to be stored safely away from children.

Everyone must do their part to keep our areas clean. Some items that require deep cleaning or chemicals must be attended to by the custodian. The chart below lists frequency and responsibility for cleaning items or places. There is no way to add every item in a school to this list, but it should help to provide an idea of how to keep our schools clean.

Custodial: The custodian attends to deep cleaning and disinfecting. The custodian is ultimately responsible for the school's cleaning products and will provide the appropriate product as required (ie., class cleaning disinfectants).

Staff (all staff as able to do so): attend to wiping down surfaces and keeping areas clean. Gentle cleaning products are available for use. This category includes the custodian and staff are to assist as able to do so. In particular, the custodian needs to attend to deep cleaning, so staff can assist by reducing or eliminating non-essential items from the classroom.

Everyone (staff, students and volunteers) do their part to keep surfaces clean.

School administration will discuss cleaning protocols and hand-washing protocols with staff and students as necessary. Some areas of the school may need more frequent cleaning and disinfecting. All staff should understand the cleaning products and items that are available to them, and those that are only to be used by the custodian.

Schools may modify their schedules to ensure that proper cleaning takes place.

Surfaces that are soiled or dirty need to be cleaned immediately (with approved PSD cleaning products only).

Surfaces that are soiled by bodily fluids or blood need to be attended to with gloves and other necessary precautions. The affected area needs to be cleaned and disinfected.

In order to minimize the amount of cleaning and disinfecting that is required, to the greatest extent possible, sharing of items should be avoided.

Wherever and whenever possible, eliminate the use of shared objects.

- Personal items should only be handled by the owner.
- Items should be labeled as there is an ability to do so.
- If items do need to be shared, they must be cleaned between users

The following chart provides examples of school spaces or items. Each school should consider their own processes.

Areas that are clean and uncluttered ensure that the custodian can attend to deep cleaning. Keeping our spaces clean is a shared responsibility.

Item to be cleaned or disinfected	Frequency	Responsibility
Hallway door handles and knobs	Often throughout day	Custodian
Water fountains	Often throughout day	Custodian
Light switches (once on, leave on).	Often throughout day	School Staff
Pencil sharpener handles	Often throughout day	School Staff
Shared electronics (ie., printers, keyboards)	Often throughout day	School Staff
Hand railings	Often throughout day	Custodian
Elevator buttons	Often throughout day	Custodian
Common area items (ie., telephones)	Often throughout day	Custodian
Instructional resources	After use	School Staff
Musical instruments	After use	School Staff
Cafeteria / lunch room chairs and tables	After use	Everyone
Toys, games, manipulatives, etc.	After use	School Staff
Personal items (staff and students)	As required	Everyone
Physical education equipment	After use	Everyone

Places to be cleaned or disinfected	Frequency	Responsibility
General classrooms	As required	Everyone
Washrooms	Often throughout day	Custodian
Infirmery / Sick Room	As required after use	Custodian
Specialized classrooms	Between cohorts	School Staff
Hallways (including hallway walls)	Every evening	Custodian
Physical Education spaces	Between cohorts	School Staff
Office / kitchen / staff spaces	As required	School Staff
Lockers	As required	Everyone (students are responsible for the inside of their lockers).

Other Procedures

- Day-time custodians will be available during relaunch to assist with enhanced cleaning.
 - School principals should meet with day-time custodians to develop [site-based plans](#) for cleaning.
 - Clean and disinfect frequently touched surfaces (i.e. door handles, water fountain push buttons/knobs) within the school as frequently as possible based on school cleaning protocol developed with custodians/facilities.
 - The custodian will be responsible for completing the school's [Surface Checklist](#).
 - Keeping our spaces clean is a shared responsibility. Any cleaning of classroom surfaces must be recorded by the PSD staff member (Example: teacher, Educational Assistant or custodian) on the [Classroom Checklist](#). The school custodian will then collect these weekly for record keeping purposes.
- To the greatest extent possible, minimize the need to touch surfaces by implementing measures such as propping doors open, etc.
- Disinfectant/cleaning supplies will be available in all classrooms, teaching spaces, meeting rooms for ongoing cleaning between users.
- Individuals are asked to clean individual work spaces (i.e. teacher desk) following use and before using a new work space.
 - Where appropriate, students will be asked to wipe down individual work spaces (for instance, a teacher could spray desks and ask students to wipe the surface with paper towel).
- Schools are to increase circulation of outdoor air as much as possible by opening doors or windows where practical.
- All non-essential 'soft surfaces' (area rugs, pillows) that cannot be easily cleaned must be removed from classrooms.
 - Some soft surfaces may be required for educational programming (i.e.; seating, mobility or accessibility devices). Schools should develop additional protocols around these essential items.