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|  | **Parkland School Division No. 70 – *ENTER SCHOOL NAME***  **Enhanced Cleaning Protocol–Surface Checklist-SCHOOLWIDE DAYTIME** |

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. This document must match the School Cleaning Plan.

***Keeping our spaces clean is a shared responsibility. Please attend to this chart daily.***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE:** | | | | | **STAFF MEMBER NAME:** | | | | | | |
| **Item to be cleaned or disinfected (if applicable)** | | | **TIME COMPLETED / STAFF INITIALS ( i.e. 9:30 am / HH )** | | | | | | | | |
| INTERIOR  DOOR HANDLES/KNOBS | | |  |  | |  |  |  |  |  |  |
| EXTERIOR/MAIN ENTRANCES  DOOR HANDLES/KNOBS | | |  |  | |  |  |  |  |  |  |
| COMMON AREA SWITCHES  (once on, leave on): | | |  |  | |  |  |  |  |  |  |
| WATER FOUNTAINS | | |  |  | |  |  |  |  |  |  |
| HAND RAILINGS | | |  |  | |  |  |  |  |  |  |
| COMMON AREA CHAIRS | | |  |  | |  |  |  |  |  |  |
| COMMON AREA TABLES | | |  |  | |  |  |  |  |  |  |
| VENDING MACHINES  (if in use) | | |  |  | |  |  |  |  |  |  |
| LOCKERS | | |  |  | |  |  |  |  |  |  |
| HIGH TOUCH WALL AREAS | | |  |  | |  |  |  |  |  |  |
| **WASHROOMS** | Sinks | |  |  | |  |  |  |  |  |  |
| Surfaces | |  |  | |  |  |  |  |  |  |
| Toilets, urinals, handles | |  |  | |  |  |  |  |  |  |
| Paper towel dispensers/air hand dryers | |  |  | |  |  |  |  |  |  |
| Door handles | |  |  | |  |  |  |  |  |  |
| **STAFF AREAS** | Telephones |  | |  | |  |  |  |  |  |  |
| Tables and counters |  | |  | |  |  |  |  |  |  |
| Chairs |  | |  | |  |  |  |  |  |  |
| Microwaves |  | |  | |  |  |  |  |  |  |
| Handles-Sink, fridge, dishwasher |  | |  | |  |  |  |  |  |  |
| Coffeemaker |  | |  | |  |  |  |  |  |  |
| **OTHER** |  |  | |  | |  |  |  |  |  |  |