|  |  |
| --- | --- |
|  | **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 ENTRANCESDOOR 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** |  |  |  |  |  |  |  |  |  |