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|  | **COVID: CUSTODIAL WALKTHROUGH AND PLAN (Template)** |

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. School administration, through collaboration with the head custodian, shall individualize, update and maintain the school’s individual school cleaning and disinfecting plan.

Clear communication and collaboration are essential to ensuring everyone’s safety. Prior to the return of students, school administration shall complete a thorough walk-through with custodians and amend the draft template plan below.

Consider:

* What items or surfaces in each area will require repetitive cleaning?
* What areas and/or items are closed/restricted and will not require cleaning?
	+ For instance, if a vending machine is used – it will need frequent cleaning. If it is not used, it will need signage indicating “not in use” and therefore it will not be cleaned on a regular basis.
* What areas or items may be used temporarily during a particular time? Has a cleaning plan been established for these areas or items?
* What process will be used to indicate deviations from the normal routine? For instance, if a room that is not usually used is put to use – who will inform the custodian and how?

Principals are to ensure the development and ongoing adherence to the cleaning plan in collaboration with the custodian. You are to complete a plan and it must be signed and remain on file (an example is provided below).

**TEMPLATE – THOROUGHLY ADAPT THIS TO FIT YOUR SCHOOL**

**NAME OF SCHOOL – DAILY CUSTODIAL CLEANING ROUTINE – YOUR PLAN MUST BE THOROUGH IN CONSIDERATION OF YOU SPECIFIC BUILDING’S NEEDS.**

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| **Area** | **Items** | **Frequency** |
| **Principal / secretary identify any changes to normal routine and these must be communicated to the cleaning staff** |
| **Daily Cleaning Routine** |
| **Entry Areas / Common Areas / Halls** | Area door handles and/or knobs | High frequency on rotation |
|  | Water fountains: | High frequency on rotation |
|  | Common area switches (once on, leave on): | High frequency on rotation |
|  | Shared electronics (ie., printers, keyboards): | Nightly |
|  | Hand railings: | High frequency on rotation |
|  | Elevator buttons: | High frequency on rotation |
|  | Common area telephones: | Nightly |
|  | Cafeteria / lunch room / common area chairs (surfaces) | High frequency on rotation |
|  | Vending machines (if in use) | High frequency on rotation |
|  | Lockers | On rotation (just lock and handle) |
|  | High touch wall areas | On rotation and as required |
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| **Washrooms** | Sinks | High frequency on rotation |
|  | Surfaces | High frequency on rotation |
|  | Toilets / Urinals and handles | High frequency on rotation |
|  | Paper dispensers / air dryers | High frequency on rotation |
|  | Door handles | High frequency on rotation |
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| **Staff Only Area** | *Staff clean items listed below before and after use.* |
|  | Telephones | Nightly |
|  | Tables & Counters | Nightly |
|  | Chairs | Nightly |
|  | Microwave / oven /  | Nightly |
|  | Sink handles | Nightly |
|  | Fridge handle(s) | Nightly |
|  | Coffee pot / coffee maker | Nightly |
| **Classrooms** | Surfaces, (desks, chairs, counters) | Nightly |
|  | Door handles | Nightly in addition to on rotation.  |
|  | Phone | Nightly |
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**Process for informing the Custodian regarding deviations to the daily routine:**

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**Areas / Items that are restricted or not in use, and school specific strategies to reduce high-touch surfaces. (i.e., addition of doorstops, blocking off certain areas, etc.)**

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| **Area:** | Notes |
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| **Strategies to reduce surface contact:** |

**Reviewed and approved**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| PRINCIPAL NAME | PRINCIPAL SIGNATURE | HEAD CUSTODIAN NAME | HEAD CUSTODIAN SIGNATURE |