



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 YOUR SPECIFIC BUILDING’S NEEDS.

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
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
Staff Only Area	<i>Staff clean items listed below before and after use.</i>	
	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

Process for informing the Custodian regarding deviations to the daily routine:

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.)

Area:	Notes

Strategies to reduce surface contact:

Reviewed and approved

Date: _____

--	--	--	--

PRINCIPAL NAME

PRINCIPAL SIGNATURE

HEAD CUSTODIAN NAME

HEAD CUSTODIAN SIGNATURE