

August 26th, 2020**COVID-19 Cleaning and Disinfecting Plan / Policy / Schedule**

The purpose of this document is to:

- 1) *Clearly outline Sacred Heart School's plan / policy for cleaning and disinfecting for the 2020-2021 school year amid the COVID-19 pandemic.*

This document recognizes that:

- 1) *It is vital to maintain a clean and safe environment throughout the COVID-19 pandemic, and*
- 2) *Sacred Heart School employs one full time custodian who begins his shift at 11:00am – 7:00pm.*
- 3) *All Sacred Heart Staff are responsible for ensure their areas of work are neat and tidy at the conclusion of each school day as the cleanliness of the school is everyone's responsibility.*

A) Cleaning and Disinfecting Protocols

- 1) General cleaning occurs once every 24 hours by the school custodian, including items a single student uses, such as individual desks or lockers.
- 2) Cleaning of high touch areas occur twice every 24 hours by the school custodian, including:
 - a) Doorknobs
 - b) Light switches
 - c) Toilet handles
 - d) Tables/desks/chairs used by multiple students
 - e) Keyboards and iPads.
- 3) Any area that is visibly dirty will be cleaned and disinfected as necessary.
- 4) Staff will disinfect shared areas after each use (i.e. shared table).
- 5) Shared hard manipulatives or hard toys will be cleaned daily either using a spray disinfectant or using a mesh laundry bag in a sink of warm water and cleaning solution.
- 6) Student laptops and tablets will be sprayed with a disinfectant after each student use.

B) Cleaning and Disinfecting Materials

- 1) Use common, commercially available detergents and disinfectant products.
- 2) A spray, electrostatic mist gun will be used for general disinfecting.

C) Cleaning and Disinfecting Schedule

- 1) Sacred Heart's full-time custodian will begin at 11:00am with cleaning of high touch surfaces, and restrooms.
- 2) Upon dismissal of students, the full-time custodian will complete the after-school cleaning of Sacred Heart School.
- 3) Sacred Heart staff will ensure the preparedness of each space to be cleaned by ensuring items are stored, all surfaces that are visibly dirty are wiped clean, and all items are picked up off the floor. This will ensure the efficiency of custodial work after regular school hours.