



Excelsior School Cleaning and Disinfecting Definitions, Assignments, Tasks, and Schedules In Response to COVID-19

- Cleaning and Disinfecting Defined (CDC)
 - Cleaning: the use of soap and water to reduce the number of germs, dirt, and impurities
 - Disinfecting: killing of germs on surfaces
 - CDC guidelines for common areas to disinfect
- Cleaning and Disinfecting Assignments on School Site
- Cleaning and Disinfecting Tasks by location (Classroom, Offices, Restrooms)
- Cleaning includes:
 - Empty trash, spray interior and reline, dust all surfaces
 - Wipe desks, tables and chairs with cleaner/disinfectant.
 - Disinfect sinks, and counters and drinking water fountain (10 min dwell time), check and refill dispensers, disinfect dispensers, clean glass, vacuum carpets, mop floors.
 - Dust mop/damp mop the floor. Clear cobwebs, clean air vents
- Trash/Disinfect includes:
 - Taking the trash from the room, spray interior
 - Taking the trash from the hallways, spray interior
 - Reline, wipe outside of can with disinfectant/cleaner

Please note that trash is emptied when necessary. Pending on manpower, spray disinfectant are just as effective at disinfecting as a spray bottle and cleaning cloth.

COVID-19 Disinfecting Schedule at Excelsior School

	Monday	Tuesday	Wednesday	Thursday	Friday
Classrooms	Daily	Daily	Daily	Daily	Daily
Laboratory	Daily	Daily	Daily	Daily	Daily
Front Office	Daily	Daily	Daily	Daily	Daily
Other Offices	Daily	Daily	Daily	Daily	Daily
Library	Daily	Daily	Daily	Daily	Daily
Lavatories	3x/day	3x/day	3x/day	3x/day	3x/day
Kitchen/Lounge	Daily	Daily	Daily	Daily	Daily