

SPACE	FREQUENCY	PERSON(S) RESPONSIBLE
:		
Plexiglass Barriers	3x / day	Custodian at 10:45 & 1:00 & evening
Door handles/knobs/push bars/light switches/elevator button/stairway railings/water fountain buttons/etc.	3x / day	Custodian at 10:45 & 1:00 & Evening -
Mail and delivery space		
Photocopy area	Before each use	User
Washrooms	3x / day	Custodian 10:15 & 1:05 & evening
Meeting room	Before each use	User
Staffroom frequently touched surfaces	2 x / day	Custodian - evening Staff
Isolation Room/Area	After each visit	Custodian
Class room	1x/day (after class)	Custodian
	Between classes if different	Teacher/EA
Toys	Before each use	Teacher/EA
Desks/Chairs	At the beginning of class	9-12 : Student
Playground	Wash Hands Before/After use	Student/teacher/EA
Gymnasium	1x/day	Custodian 12:00 & evening
Gym Equipment	Before each use	Teacher/student
Auditorium	Before each use	Custodian
Pool	Before each use	Teacher/student
	1x/day	Custodian
Library	After each use	User
Cafeteria	2x/day	Custodian
	TBD	Cafeteria Staff
Work Shop (garage, kitchen, wood), science class	Before each use	Teacher/Student
Music class/Art Class Equipment	Before each use	User
Computer Laboratory	Before each use	User
Vehicle <i>*Keep windows open if possible</i>	Before each use	User
School Bus	2X/day	Bus Driver
Day care (on site/school)	Equal or more stringent than schools	User
External Organizations (Boys & Girls Club, Sistema)	Equal or more stringent than schools	User

PERSONAL SPACE		
Office/cubicle - personal items i.e chair, phone, etc.	1x/day or as needed	User
Personal locker	1x/day or as needed	User
Equipement used by children with special needs	Before/After each use	Teacher/EA
COVID-19 CONTAMINATED AREA		
COVID-19 Contaminated area	As directed by Public Health	Outbreak trained custodian