CORONAVIRUS (COVID-19) Custodial Checklist for Schools

COVID-19 CLEANING GUIDELINES

- Clean before using disinfectants. Disinfectants don’t work on dirty surfaces.
- Follow product label instructions for safe and effective use.
- Pay attention to the “contact time” disinfectants should be left on surfaces to be effective.
- Use products in well ventilated areas.
- Clean, replace and disinfect cleaning tools and supplies after use.
- Wash hands regularly with soap and water for 20 seconds.
- Wear a face covering and appropriate personal protective equipment (PPE) for cleaning.
- Post Stop the Spread signage and provide hand sanitizer near all shared equipment to promote hand hygiene.

CLEAN AND DISINFECT MULTIPLE TIMES A DAY

High-Risk Areas
- Health offices, classrooms, lunchrooms, athletic rooms, bathrooms and high traffic areas. Establish procedures for surfaces that must be sanitized after use, such as gym mats, health office cots, lunch tables.

High Touch Surfaces
- Lunch tables, desks and chairs, light switches, handrails, door handles/push plates, faucets, equipment handles and buttons, shared equipment and electronics, bus seats, and handrails.

MAINTAIN ROUTINE CLEANING

- Dust/wet-mop or auto-scrub floors
- Vacuum high traffic areas
- Remove trash
- Wipe HVAC vents
- Spot cleaning walls and carpets
- Dust horizontal surfaces and light fixtures
- Clean spills

RESTRICT ACCESS TO ANY AREA WHERE SOMEONE WITH CONFIRMED OR SUSPECTED COVID-19 WAS PRESENT UNTIL THE AREA IS CLEANED AND DISINFECTED.

More information: coronavirus.health.ny.gov/node/541