



# NOTRE DAME SCHOOL

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## COVID-19 Cleaning and Disinfecting Plan / Policy / Schedule

*The purpose of this document is to:*

- 1) Clearly outline Notre Dame's 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) Notre Dame School employs one full time custodian who comes in at recess and lunch to clean desks, bathrooms and other highly touched surfaces. Her full shift starts again at 2:45 into the evening.

### 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 occurs twice every 24 hours by the school custodian (recess and lunch) or by designated worker including:
  - a) Door knobs
  - b) Light switches
  - c) Toilet handles
  - d) Tables/desks/chairs used by multiple students
  - e) Keyboards and iPads
  - f) Water fountains
  - g) Plexi-glass barriers in school office and other areas.
- 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. bathrooms, tables, group work areas, photocopier, etc.).
- 5) Shared hard manipulatives or hard toys will be cleaned daily either using a spray disinfectant or using a mesh laundry bag in the classroom sink of warm water and cleaning solution.
- 6) Student chrome books and iPads will be disinfected 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) The Custodian will continue to complete a thorough cleaning after school each day.



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- 2) Daily cleaning of high touch areas will be built into the custodian and support staff schedule as a routine within the learning cohort area. Staff will be trained on the use of products by the supplier.