

# 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.

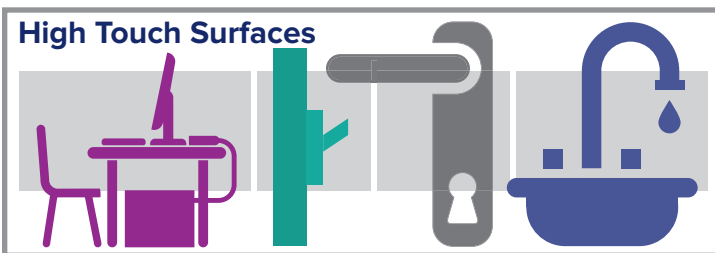


## CLEAN AND DISINFECT MULTIPLE TIMES A DAY



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.**



Department  
of Health

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More information: [coronavirus.health.ny.gov/node/541](https://coronavirus.health.ny.gov/node/541)

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