



## Best Practice for Daily/Weekly Tracking Limited School Building Use And Scheduling Custodial Cleaning/Disinfection Services \* Germ Load Prevention \*

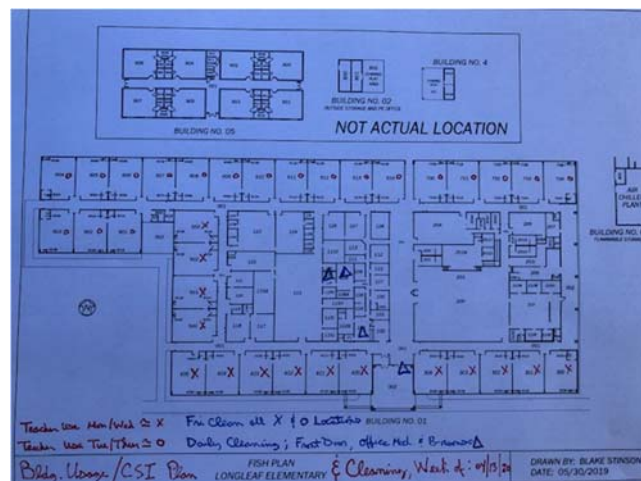
Where feasible based on campus layout and site specific Continuity of Student Instruction (CSI), inform Teacher/Instructional Staff the following to minimize usage footprint:

- 1) Limited/designated points of access (doors) to be used to enter the school building(s)
- 2) Instructions to only use those CSI essential spaces of the building
- 3) Limited/designated faculty bathrooms for use
- 4) Limited/designated use of office machines (copiers/ printers, etc.)
- 5) Do not schedule any instructional (or other) use of the school buildings on Fridays (designated for deep cleaning).

Where feasible based on campus layout and site specific CSI, inform site-based Custodial Staff the following to ensure periodic cleaning and germ disinfection occurs in occupied areas of the building(s):

- 1) Identify the daily use of the building (i.e. select faculty bathrooms, office machines, etc.)
- 2) Instruct daily cleaning/disinfection of space and high-frequency touch surfaces of all limited (but common) areas used daily (small cleaning crew)
- 3) Identify the daily (or less frequent) use of classroom/instructional space, and associated planned/designated days of use (i.e. even number grades Mon/Wed. & odd number grades Tue. & Thur.)
- 4) Instruct end-of week (i.e. Friday) cleaning/disinfection of individual use spaces (larger cleaning crew).

Consider using site map (plan view drawing) and colored pen notes to depict planned and actual daily/weekly usage and cleaning cadence.



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