



ST. MARY ACADEMY - BAY VIEW

Building and Facilities Cleaning Protocols

Location	After Each Use	Multiple Times a Day	Daily	Weekly	Quarterly and Following a Confirmed Case or Exposure	Notes
Door Handles		X	X		X	Teachers/staff clean inside rooms/offices, cleaning crew handle outside doors in the hallway.
Stairways, Handrails, Light Switches		X	X		X	Porter**
Desks	X				X	LS teachers at the end of day. MS/US between classes.
Student Materials (manipulatives, lab equipment, etc.)	X		X		X	Manipulatives, lab equipment, etc. Teachers and students
Nurse's Office		X			X	
Elevator		X			X	Porter will clean twice a day.**
Copy Machine	X				X	Each teacher/staff should wipe machine after each use.
Reception Areas			X		X	Person at the desk will wipe space and counter multiple times during the day.
Bathrooms			X		X	Porter (female) from cleaning crew to work during the day.** Night crew to do deep cleaning.
Playground Equipment	X		X		X	At least 9 times per day. Electrostatic sprayers. Backpack style for playground. Maintenance crew.

Libraries			X		X	Teachers/librarians will have students wipe table after each use.
Faculty Rooms			X		X	Teachers will wipe each area that they use, and at the end of the day cleaning company or maintenance will do a deep clean.
Classrooms			X		X	Floors will be swept each day. Students are having lunch in classrooms.
Offices			X		X	Each person responsible for wiping down their own office surfaces.
Floors				X	X	Vacuuming, sweeping, wet mop.
Walls and Windows					X	
Cafeteria	X		X		X	Four classes each day. Teachers/students clean desks after each use.
Auditorium	X		X		X	Space being used for classes. Section off and clean what is used. Matt and teachers will clean with spray gun.
Extended Day Program			X		X	Program runs 2:30–5:30 p.m. Mon–Fri. Cafeteria will be cleaned by cleaning crew after all students and staff leave (floors and bathrooms). Extended Day staff will clean tables.
Athletic Wellness Center	X		X		X	Classrooms being used.

****Porter: Will clean high touch areas in all bathrooms and elevators.**

Trash: Faculty and staff tie up trash bags at the end of day and leave in the hallway. Each classroom will need larger or additional bins. Maintenance men will pick up trash after lunch.

Cleaning Supplies: Wipes and spray bottles/paper towels will be provided for use in each classroom.

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