



**Scoil Chóca Naofa**

Kilcock, Co. Kildare

## Appendix 12 Cleaning Duties in SCN

*This is a working document and subject to change*

### COVID Committee Agreement:

- Caretaker Hours increased by 5 hours weekly
- Cleaning Hours increased to 21 hours weekly
- Cleaning Checklists to be completed by cleaners on their days on

### Classroom Cleaning Routine

- Table tops
- Chairs
- All surfaces
- Light switches
- Door handles
- Class sink area/ press doors
- Coat Hangers
- Junior and Senior Infant Classes: All toys, lunch storage, bag storage containers – all disinfected.
- Room hoovered
- Floors washed daily

### Classroom Toilets Daily Cleaning Routine

- Toilet, sink, soap dispensers, toilet roll holders, door handles all disinfected.
- Toilets hoovered and floors washed with bleach daily.

### Stairs, Landing, Corridors

- Washed and hoovered daily
- Hand rails disinfected daily.

### Lift

- Hoovered and disinfected daily

## Offices

- Surfaces disinfected
- Door handles, light switches disinfected daily
- Hoovered daily and glass cleaned

## Staff Room

- All counters disinfected 3 times daily, twice by teachers /SNAs, secretary. Evening by cleaners
- Fridges, door, microwaves, hot water taps, sink, window ledges, tables, door handles and light switches. Floor hoovered and washed daily.

## SEN Rooms

- Tables door handles, light switches, chairs, any visibly surface disinfected daily.
- Floor hoovered and washed daily.

## Refills

- Sanitiser, toilet paper, hand towels, disinfecting bottles all checked and refilled daily where required.

## Cloths

- Teachers use green cloth for disinfecting daily
- Cleaners use yellow cloths for surfaces
- Cleaners use blue cloths for toilets

All washed daily at 60 degrees

## Other

- All surfaces cleaned with Anti-Viral disinfectant BS EN 14476
- All corridors buffed weekly, and more frequently when required
- All glass cleaned inside daily and outside of door weekly
- All mop heads washed daily at 60 degrees
- Fogging machines to be used for Infant and Síolta teachers to use to sanitise toys and equipment daily (20 minute wait time)
- Caretaker to sanitise the Halla daily (20 minute wait time)
- Fogging machine is in use to sanitise the Sensory Room with Ultra Liquid which is effective after only 2 minutes