



YOUNG SCHOOL DISTRICT#5

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Shared Cleaning/Sanitizing Plan – Revised 20220125

To better meet the needs of students and staff for a clean and safe learning environment, we will all share the responsibility by completing the following activities:

Custodial Staff

- Vacuum classrooms, hallways, and office at least once per week;
- Clean/sanitize student restrooms, twice per day;
- Sanitize Academic Building and cafeteria light-switches, doorknobs, and door panic-bars daily;
- Empty hallway trash and office workroom dumpsters as needed, but at least once per week;
- Make sure that electronic air purifier is on, continuously, in every classroom, office, and library;
- Wipe library desk, tables, telephone handset and push buttons, and chairs with moist sanitizing wipe daily;
- Mop office workroom and storage room floors once per week;
- Mop cafeteria floor once per day; and
- Clean/sanitize staff restrooms at least once per day.

Students

- Wash hands with soap and water five times per day:
 - 1-after flag-raising,
 - 2-after recess,
 - 3-before lunch,
 - 4-after lunch, and
 - 5-before going home at the end of day;
- Wipe desk off with moist sanitizing wipe three times per day (1-after flag and 2-after recess, and 3- after lunch);
- Wipe off keyboard with moist sanitizing wipe before using the device;
- Cough into elbow or tissue; and
- Wipe off your cafeteria table with sanitizing liquid (red buckets) and washcloth after your meal.

Teachers

- Keep classroom doors open or use air filter device to promote fresh air circulation;
- Wipe telephone hand-set and push buttons and wipe computer keyboards with moist sanitizing wipe daily;
- Arrange, organize, and de-clutter to minimize potential accumulation of dust, viral, and microbial particles;
- Wipe off any surface, not assigned to students, with moist sanitizing wipe daily;
- Maintain an adequate supply of facial tissues and moist sanitizing wipes from office storage;
- Ensure student wash hand with soap and water five times per day;
- Ensure that students use moist sanitizing wipes on desk tops and keyboards; and
- Empty classroom trashcans into hall trash dumpster as needed, but at least once per week.

Office Staff

- Wipe telephone hand-set and push buttons and wipe computer keyboards with moist sanitizing wipe daily;
- Wipe photocopier keypad, printer keypads with moist sanitizing wipes daily;
- Wipe 'kitchen' table and sink faucets with moist sanitizing wipes daily;
- Distribute facial tissue and moist sanitizing wipes as requested by teachers; and
- Empty office trashcans into workroom trash dumpster as needed, but at least once per week.

Should the need arise we will employ these "Deep-Cleaning" steps, in affected areas:

Custodial Staff

- Vacuum carpets and spray soft-surfaces with aerosol disinfectant spray;
- Clean/sanitize student restrooms and staff restrooms;
- Sanitize desk, tables, telephone handset and keypad, light-switches, doorknobs, and plastic chairs with sanitizing solution;
- Empty trashcans AND make sure that electronic air purifier is on, continuously, in every classroom, office, and library;
- Mop office workroom and storage room floors; and
- Mop cafeteria floor.