

# 5 W'S TO KEEP YOUR SCHOOL SAFE

## WHO? School Administrators & Educators

The below best practices will help minimize the spread of germs, bacteria, and viruses. Use this checklist to find a routine that works for you and your environment.

## WHAT? Cleaning & Disinfecting Procedures

- Wear disposable gloves and a mask to clean and disinfect.
- Pay close attention to direction and product labels. Confirm that you can use the product on the surface you are about to clean.
- Clear the area of all students.
- Dust: capture, store, and remove loose soil from surfaces.
  - Use a 3M™ Easy Trap™ duster with a microfiber cloth.
  - Use a telescoping duster for high reach areas.
- Clean & Disinfect: Spray with Chlorine Dioxide, leave on for 5 minutes and then wipe off.
- Store any chemical products in a secure location away from students.
- Discard disposable gloves after use and wash hands with soap and water.

## WHERE? Frequently Touched Surfaces

- Door handles and knobs
- Desks and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Light switches
- Pencil sharpener handles
- Countertops
- Sinks and surrounding areas
- Other shared learning materials

## WHEN? Suggested Timing

- In the morning before students arrive
- Between classes (*if students change room and while students are not present*)
- Between the use of shared surfaces or objects
- Before and after food service
- Before students return from recess or breaks
- After students leave for the day

## WHY? Keep Your School Safe!

Properly cleaning and disinfecting surfaces goes a long way towards keeping children and educators safe. By following these guidelines, transmission risk is significantly reduced, ensuring a safer experience for everyone.

