

**Robert Louis Stevenson School 2020-2021
COVID-19 Public Health Emergency
Preparedness Plan**

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July 30, 2020

STEVENSON
ROBERT LOUIS STEVENSON SCHOOL

Introduction

The Robert Louis Stevenson School reopening plan incorporates multiple elements to minimize the risk of transmission and maximize the safety of faculty, staff, and students. No one part by itself is 100% effective, but the combination of hygiene, social distancing, staff and visitor screening, the use of masks, frequent and thorough disinfection, administrative controls, engineering controls, training, and communication taken together provide a robust and secure plan.

Multiple sources were used to develop the plan. Starting with our mission, we then considered input from stakeholders across the Stevenson community and input from varied health professionals. The New York State Reopening Guidance for Religious and Independent Schools and the New York Department of Health guidance for schools served as foundational guides. Several other key sources include CDC guidelines, the protocol used at Mass General Brigham, New York State reopening metrics, the McKinsey & Company report “Safely back to school after coronavirus closures,” OSHA publications like “Preventing Worker Exposure to Coronavirus,” the American Federation of Teachers Plan to Reopen Schools, and webinars and recommendations from NAIS (National Association of Independent Schools) and NYSAIS (New York Association of Independent schools).

Stevenson’s reopening will follow state and local orders and guidance.

School Overview

The Robert Louis Stevenson School is an independent school. Stevenson is a college preparatory coed day school that serves 80 students in grades eight through twelve. Seventh grade applicants who are ready for college preparatory coursework may also be considered.

Stevenson is located at 24 West 74th Street on the upper west side of Manhattan in a six-story brownstone off Central Park West. Although the building is rated for a higher occupancy, at full enrollment the number of students plus staff is approximately 115-120 individuals in the building under normal circumstances.

Stevenson students are bright adolescents who have been unable to negotiate the academic, social, and emotional pressures of the typical school environment. They are intelligent, social, resourceful, and creative. Many come from prestigious, competitive independent and public schools where they have demonstrated significant achievement in areas of particular interest.

Students at Stevenson may be struggling with attention deficit hyperactivity disorder (ADHD) adjustment problems, anxiety, depression, or difficulties with peers. They may also have learning issues.

Stevenson has one of the more diverse student bodies in the NYC independent system. Our community typically includes individuals of different races, cultural backgrounds, socio-economic conditions, gender identities and LGBTQ students. We prize our accepting school culture and believe it makes a meaningful difference in broadening our community's perspective.

The student-to-staff ratio is 4:1. Stevenson has 20 faculty members, four full time psychologists, one full time school psychology doctoral intern, learning specialists, and a college counselor.

The school does not have any food services, cafeteria, or lunch program. Students are responsible for their own lunches.

Families develop their own plans for transportation to and from school. Some students receive Metrocards from the NYC DOE. Some parents utilize buses from the DOE. Stevenson does not have any buses or drivers.

All currently enrolled students reside in New York. There are no out-of-state students.

Reopening

We have plans in place to address capacity, social distancing, face coverings, and all key factors needed for reopening. The plan as described below allows for in-person, remote, and hybrid models of instruction through an equitable delivery of instruction, provision of resources, and flexibility in attendance preference. The plan also allows for students' regular, substantive interaction with faculty and staff regardless of delivery method.

Capacity

When it comes to capacity, internal and external factors will both be considered. For such things as local medical capacity, we will look externally to watch for notices about overcrowding of local hospitals and other medical facilities. Internally, we will phase in a return to campus once local and state officials deem it safe to do so. Our phases will involve students returning to the building in a staggered approach and will reduce the number of total people in the building at any one time. We have an ample supply of personal protective equipment (PPE) and a deep understanding of our particular space in order to inform our phased return to the school building. With our small student body and staff size, we are confident that all phases of our reopening will meet the guidelines.

Social Distancing

Contact with the public, both in the number of visitors and the timing of visits, will be minimized.

When possible visitors should be limited to those providing essential services e.g. plumber, electrician.

Visits should be postponed or scheduled for off hours (e.g. after hours, weekends, school breaks) when possible. When visits are postponed, it should be expected that postponed work will not occur until January or later.

Admissions will continue to be conducted remotely as much as possible. Meetings may be conducted offsite. Onsite meetings should be reserved for final stages of the process.

Parent conferences and meetings, such as Curriculum Night, are conducted via video conference. Similarly, Board meetings and Parents Association meetings should be conducted via video conference.

Gatherings within the building are prohibited.

Social distancing of six feet will be maintained wherever and whenever possible.

Six-foot dowels have been purchased for each classroom, the front desk, and the Counseling Center so that students, faculty, and staff can easily accurately measure the six foot social distance requirement.

Events and activities where social distancing is impossible will be postponed, cancelled, or re-imagined, e.g. prom, graduation, sports, community meeting, musical interludes.

Stevenson will remain in compliance with fire codes, including socially distanced emergency drills.

Engineering controls, which increase separation between individuals and hazards, are being put in place as a way to reduce exposure. Key high-traffic areas like the front desk and the triage desk in our counseling center have been fitted with fire code compliant clear barriers to separate the desk staff and anyone approaching the desk. Clear physical barriers have been purchased and will be used for each individual student desk. Air filters with HEPA technology are being added to every classroom and the counseling center. Windows and doors have been prepared to be safely open during the school day.

Lobby restrooms will be used as hand washing stations rather than restrooms during arrival time. The restroom doors will be propped open during this time to minimize the potential for touch contamination prior to handwashing. Touchless faucets have been installed to minimize the potential for touch contamination. The pantry in the lobby will be converted to a full-time hand washing station.

Face Coverings

Face coverings will be required of all who enter the building. After an initial set is provided, staff are expected to provide their own. Students are expected to provide their own. A supply will be available for visitors, students, and employees who do not have one. Students who repeatedly forget to bring a suitable covering will be charged for the covering that is provided. If this continues, parents will be contacted, and the student may be denied entry into the building.

Students, faculty, staff, and visitors are all required to wear facemasks when in the building. The exception is in a closed office or room when working alone or in a one-person restroom. In these cases, the mask must remain accessible.

Face shields have been purchased and will be available for all faculty and staff who request to use them.

The lobby pantry area is a designated hand washing space during peak arrival times, after which it will be used as a designated space where students and employees can take a break from wearing their mask.

Facility

The Stevenson School is located in a historic brownstone building on the Upper Westside of Manhattan. As such, there is little to no opportunity for expansion or reconfiguration.

Stevenson has no automatic doors.

Stevenson will use its two staircases to separate traffic. The main staircase will be used for walking up and the back staircase for walking down. Signage or tape arrows will be posted to direct and reinforce this practice.

Rounds, which are a meeting of all faculty and clinical staff, will be conducted via video conference. The meetings may be scheduled at a different time of day to accommodate an alteration in schedule or altered arrival/departure times.

Use of the Stevenson facility by outside groups has been discontinued until further notice.

Schedule

Stevenson has adjusted the school schedule, including key features like the arrival and departure times, so as to not coincide with peak rush hour in New York City. In addition to facilitating travel for those who come to campus and in addition to many other benefits, the following schedule preserves key features of our program like an individualized selection of classes, contact with the clinical team, and frequent meetings with advisors.

General Schedule for All Stevenson Students					General Schedule for All Stevenson Students	
	Monday	Tuesday	Thursday	Friday		Wednesday
10:00–10:15 AM	Advising	Advising	Advising	Advising	10:00–10:10 AM	Advising
10:15–11:05 AM	Period 1 Class	Period 4 Class	Period 1 Class	Period 4 Class	10:10–10:40 AM	Period 1 Class
11:05–11:15 AM	Break. Move around.	Break. Move around.	Break. Move around.	Break. Move around.	10:40–11:10 AM	Period 2 Class
11:15AM–12:05	Period 2 Class	Period 5 Class	Period 2 Class	Period 5 Class	11:10–11:20 AM	Break. Move around.
12:05–12:50 PM	WELLNESS BLOCK Advising and Lunch	WELLNESS BLOCK Advising and Lunch	WELLNESS BLOCK Advising and Lunch	WELLNESS BLOCK Advising and Lunch	11:20 AM –11:50 AM	Period 3 Class
12:50–1:40 PM	Period 3 Class	Period 6 Class	Period 3 Class	Period 6 Class	11:50 AM –12:20 PM	Period 4 Class
1:40–1:50 PM	Break. Move around.	Break. Move around.	Break. Move around.	Break. Move around.	12:20–12:50 PM	WELLNESS BLOCK Advising and Lunch
1:50–2:20 PM	Student Prep	Student Prep	Student Prep	Student Prep	12:50 – 1:20 PM	Period 5 Class
2:20–2:30 PM	Advising	Advising	Advising	Advising	1:20 –1:50 PM	Period 6 Class
2:30 –5:00* PM	Asynchronous Work, Study Center, and/or Clubs	Asynchronous Work, Study Center, and/or Clubs	Asynchronous Work, Study Center, and/or Clubs	Asynchronous Work, Study Center, and/or Clubs	1:50 – 2:00 PM	Advising
					2:00 – 5:00 PM	Asynchronous Work, Study Center, and/or Clubs

Special Activities

We anticipate a need to alter the normal procedures of all Physical Education classes in order to meet state and local guidelines. We will separate students and teachers and use local locations like Central Park when possible.

Signage

Signage will be posted clearly throughout the building. All entering the building (faculty, staff, students, and visitors) will be required to certify answers to a simple series of coronavirus questions before being allowed to enter the building. Signage with these questions will be posted on the front door and at the

front desk. Additional signage will address key information like social distancing, hand washing, and mask use.

Food Services / Meals

Robert Louis Stevenson School does not provide food services or meals to students. There is no cafeteria. Students and employees bring their own lunches to school.

Social distancing will be maintained at all times including lunch. The clear barriers for each student desk will be kept in place during the lunch period. Students will eat lunch by advisory, in an assigned classroom, or they will eat outdoors. Distancing and mask use will remain expectations as possible during meal times whether indoors or outdoors.

Small Spaces

The main small space used in the building is the elevator. The elevator's use will be limited to one person at a time.

Faculty and Staff Meetings

All faculty meetings, such as back-to-school meetings held during the week of August 24, 2020, will be conducted via videoconference. Rounds meetings of the faculty and clinical staff will be shifted in time and format (i.e., video conferencing) in order to maintain frequent communication while also supporting efforts to keep low numbers in the building as necessary.

Ventilation

All windows have been checked and are in good working order. Every classroom has at least one window that opens. Faculty will be asked to open the windows whenever weather permits.

Stevenson does not have an HVAC system. Stand alone HEPA filtration units have been purchased for each classroom and for the administrative suite. Each has more than adequate capacity to filter the air in the spaces they have been purchased for.

Common Areas

School schedule and routine have been changed to eliminate congregation in common areas. Students will report to their advisory room upon arrival rather than wait in the lobby.

Cohorts and In-Person Instruction

At Stevenson, we value small class sizes and in-person interaction regardless of circumstances, and we also recognize the present importance of increased spacing and both decreased density and decreased

mixing among our community members. Our plan creates tiers of groupings that maintain separation while in-person interaction is phased back in. Once we are able to begin in-person interactions, we will separate our student body into two groups that attend school in person on distinct days. Further, those groups will be reduced to pods of students and adults that work together in a single space in order to minimize mixing within the day. Leveraging a combination of virtual and in-person adult instruction will allow our students to have individualized schedules while reducing the need to physically mix across groups.

Stevenson is a specialized program that serves a distinct population. Our plan facilitates in-person instruction for each student and also preserves the option for all families to attend in a 100% remote structure. The layered system of in-person and virtual academic instruction and clinical support creates flexibility that will meet the unique needs of our community, including flexibility for vulnerable populations, while also respecting the personal preferences of our families. For vulnerable populations, reasonable accommodations for higher risk children and employees will be made. These will be based on the individual's ability to perform their duties.

Further details that support the flexible cohort model are both physical and logistical. Stevenson has purchased clear plastic barriers for each student desk to further reduce spread within the tiny cohorts. Faculty and staff will also have the option to meet with students and/or conduct classes outdoors in the park if the weather permits and doing so does not compromise instruction. Throughout all of this, attendance records will be kept for all students each day whether they are at the physical school building or are attending remotely (e.g. from home).

Mental Health and Behavioral Support Services

The Robert Louis Stevenson School is rooted in mental health resources and support. Stevenson is a therapeutic day school that educates students primarily struggling with mental health issues, many of whom also struggle with specific learning disabilities and environmental challenges. First and foremost, Stevenson's mission is one that fuses academic and emotional development, and our program designed to serve that mission operates with a therapeutic foundation. For a school of only 80 students, Stevenson has five doctoral level psychologists and a doctoral intern on staff to work with students in both scheduled meetings and in an on-demand capacity. Stevenson's clinical team is supported by the Advising structure, which groups students with teams of faculty and staff for multiple meetings each day. The practices and decision-making throughout the program's operation are strengthened by the faculty's direct training in therapeutic work. All together, the program facilitates both the identification of student needs and the evidence-based practices to address them.

Transportation and Entry into the Building

Stevenson does not provide any transportation. Families develop their own plans for transportation to and from school. Some students receive Metrocards from the NYC DOE. Some parents utilize buses from the DOE. Stevenson does not have any buses or drivers.

During arrival time an employee will be stationed outside the door to regulate flow. A line outside will be formed on the sidewalk, spaced six feet apart as temperature is taken and individuals are signed in. This employee can also open the door to minimize the number of touches.

Other than service entrance and fire exits, there is only one entrance and exit to the Stevenson building. Deliveries must arrive through the front entrance. However, delivery and service personnel first enter a vestibule area where they are identified and then buzzed in. This allows the front desk to regulate the flow of entry and maintain social distancing.

Faculty and students arrive at different times, and an adjusted schedule will be used to create further separation within and beyond our school building. Staff and student arrival and departure times will be staggered to avoid crowding during arrival screening. The arrival and dismissal times for in-person students and staff will be adjusted to avoid high-peak travel times in the city.

Hygiene, Cleaning, and Disinfection

Students, faculty and staff will be trained on proper hygiene and handwashing techniques. Touchless hand sanitizer dispensers are available in the lobby. Hand sanitizer is widely available throughout the building, including being available in each classroom. Touchless faucets have been installed in the lobby bathrooms.

Covered trash cans with foot-operated lids have been purchased for use throughout the building.

Students will have their hands sprayed with hand sanitizer before entering the building.

All who enter the building will be required to wash their hands immediately in one of the lobby bathrooms. (The redundancy between sanitizing and washing is intentional as an added safeguard). It is recommended for all to wash their hands as much as possible, e.g., between classes. Ten times per day is recommended.

Individuals will be signed in by the front desk Admin Assistant to avoid sharing a pen.

Cleaning and Disinfecting Procedures

A rigorous daily cleaning and disinfecting protocol has been developed in conjunction with the facilities team. This includes a daily cleaning protocol, a protocol for cleaning high-touch surfaces throughout the day, and a checklist to ensure that all procedures are followed.

Cleaning products used will be from the list of products on the New York State EPA list as effective against Covid-19.

In addition to the daily cleaning and disinfection, high touch surfaces; such as door knobs, faucets, railings, copier touchpads, and water cooler faucets; will be cleaned each class period. See Appendix for the checklist to be used during the day and evening cleaning protocols.

Students will also share the responsibility of cleaning and disinfection. In-person faculty and staff will be tasked with developing and adhering to realistic and rigorous cleaning plans. For example, students will be required to wipe down their desk when they arrive in a classroom. Such things as shared keyboards, other hardware/electronics, paint brushes and other art supplies, will all be wiped down prior to use. Students will also clean such things as their personal desk dividers and headsets.

Coordination and Phased Reopening

The Head of School will act as the Covid-19 Safety Coordinator. He will be assisted by the Chief Financial Officer and the Office Manager.

Communications Plan

Faculty and staff will be trained on the reopening protocols, and the proper use of hand and respiratory hygiene during back-to-school meetings the week of August 24. To maintain social distancing, this will be done remotely via videoconference.

Similarly, students will be trained on hygiene, including handwashing, and the protocols and controls in this document.

Families will certify that our plans have been viewed and that the policy will be adhered to.

On the first day of school, students will be trained on hygiene, including handwashing and the protocols and controls in this document.

Employees and students must follow policy and stay home when sick. If they are uncertain, they will be directed to err on the side of caution and stay home.

Plans have been shared with constituent groups; namely faculty, staff, parents and trustees; to verify the proposed plan is workable in practice. Positive feedback was received from all groups. Ongoing communication will include sharing the document and using video and audio calls to review its content.

Parents will be required to complete an acknowledgement saying that they have read the school's Covid-19 policy document and agree to adhere to its contents.

Any material change to policies and procedures will be communicated to employees and families as soon as possible. Updates in cases and other items of interest will be provided as warranted.

Residential Living Considerations

Stevenson is a day school. Thus, there are no on-campus residents.

Monitoring

Screening and Testing

Stevenson will attempt to have all students and employees tested before the start of the school year. Currently, there is capacity for this, there is no charge for testing, and results are being returned within 3-5 days. Having everyone who will occupy the building tested ten days prior to reopening the building may provide some benefit. However, it is only a measure at the time of testing. Families will be directed to: [NYC.gov/covidtest](https://www.nyc.gov/covidtest) for a list of testing sites.

Although Covid-19 may be transmitted by asymptomatic carriers, temperature checks for all who enter the building provide some benefit and will be screened by a dedicated staff member. A non-touch thermometer has been purchased. Everyone who enters the building will be given a temperature check. If the temperature reading is 99° F or higher the temperature will be rechecked with a more accurate under the tongue thermometer that uses a disposable probe cover. If that reading registers 100° F or higher the individual will be denied entry and will be directed to contact their healthcare provider and receive medical clearance before returning to the building.

All entering the building (faculty, staff, students, and visitors) will be required to certify answers to a simple series of coronavirus questions before being allowed to enter the building. Signage with these questions will be posted on the front door, and at the front desk. A greeter will ask the questions, note the individual has passed the certification. This will be in writing and will be dated. This is part of the sign in for faculty, staff, students, and visitors.

Like the plans in their entirety, the list of questions is subject to change, but the current list is:

Have you recently started experiencing any of these symptoms?

Fever or Chills	yes/no
Mild or moderate difficulty breathing	yes/no
New or worsening cough	yes/no
Sustained loss of smell, taste, or appetite	yes/no
Sore throat	yes/no
Vomiting or diarrhea	yes/no
Aching throughout the body	yes/no

In the last 14 days, what is your exposure to others known or suspected of having Covid-19?

I live with someone who has Covid-19.	yes/no
I've had close contact with someone who has Covid-19.	yes/no
I was within 6 feet of someone who's sick, or I was exposed to a cough or sneeze.	yes/no

Anyone responding yes to any question will be denied entry into the building and directed to contact their healthcare provider, the local department of health, and seek testing. A negative test result or physician's certification will be required before entry into the building is granted.

Screening will be done by a Stevenson staff member who will be wearing a mask, a face shield, and gloves.

Containment

Management and Isolation of Ill Persons

Employees and students who are suspected of being ill may be sent home at the discretion of the administration. Parents will be contacted and students and parents will be directed to contact their healthcare provider.

The Head of School's office will be used as an emergency isolation space. It is a sealed, enclosed space with ventilation to the outside. It can be thoroughly disinfected after use to minimize the potential for the virus to spread. We will ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced.

Cleaning and Disinfecting Following a Suspected or Confirmed Covid-19 Case

Areas used by the person who is suspected or confirmed to have Covid-19 will be closed off and the facilities team will wait a minimum of 24 hours before a cleaning and disinfection is done. As always, New York State EPA-approved products against Covid-19 will be used. If the school is closed according to the closure protocol and seven days have passed, a simple routine and disinfecting will be done.

Closure

School Closure / Return to School

The school is prepared to respond to positive cases in our community. That response will be heavily informed by local and state guidelines. If an in-person student or adult of the Stevenson community tests positive for Covid-19, that person must quarantine for two weeks. If someone is considered a possible close contact, then that person must remain home for 10 days from the date of possible exposure. Protocols for contact tracing will be followed.

The decision to switch the entire school to remote learning will be based on a collection of factors, and we will follow directions given to us by the NYC Department of Health. Some, but not all, of those factors include the number of positive cases, exposure across in-person students and adults, and evidence of further unacceptable exposure risk for the school.

Any exceptions to the prior plans would occur only at the discretion of the Head of School and would hinge on medical clearance with a negative Covid-19 test and consideration of NY State and NYC guidelines.

Local health officials will be identified. Advice and direction of local health officials will inform decisions that may deviate from prior plans.

Contact Tracing

If the member of the Stevenson community who has been on campus tests positive for Covid-19, the individual will be asked for a list of those in the Stevenson community with whom they have been in close or proximate contact. This will be compared to the cohort and attendance list for the infected student so that all students and adults who have come into close or proximate contact will be contacted per state and local guidelines. These individuals and, if a student, their parent(s) or guardian(s), will be notified of a potential Covid-19 exposure. To maintain the privacy of the individual testing positive for Covid-19, their identity will not be revealed. The person testing positive for Covid-19 will be referred to the Department of Health so the contact tracing can be conducted for any individuals outside of the Stevenson community. Stevenson will notify the state and local health department and will fully cooperate with state and local health department efforts regarding contact tracing, isolating, and quarantining efforts.

Travel and Quarantine

All work travel should be canceled until further notice.

Until further notice, employees and students must self-quarantine for two weeks if they take voluntary recreational travel outside of New York State, exempting the contiguous states. Employees who choose to do this must use their own paid time off for the quarantine period.

Employees and students who are known or suspected of having Covid-19 must self-quarantine per guidance. Clearance is required before returning to work.

Appendix

ROBERT LOUIS STEVENSON SCHOOL									
CUSTODIAL DAILY MASTER CHECKLIST									
<i>*All surfaces to be cleaned with soap and water to reduce number of germs, dirt & impurities</i>									
<i>*Disinfecting using Isopropyl Alcohol 70 % will follow to kill any remaining germs (A mixture of 30% water & 70% isopropyl)</i>									
<i>*Floors to be mopped with bleach solution (1/3 cup of bleach to one gallon of water)</i>									
				Record time and initial					
** THROUGHOUT THE DAY									
<i>Wear PPE - mask & gloves and change gloves for each bathroom and new area</i>				Mon	Tue	Thu	Fri		
Front Door - Wipe and disinfect the opening bar before opening and dismissal & periodically during the day w/ Isopropyl Alcohol									
Reception counter - wipe and disinfect									

	Bathrooms monitored throughout the day esp. after break & lunch - all high touch areas disinfected (door handles, lock, faucets, soap & towel dispensers) use Isopropyl Alcohol								
	Sweep and mop after lunch and empty trash								
	Clean handrails on both stairs with soap & water . Disinfect after school opening and periodically during the day using Isopropyl Alcohol								

Counseling Center - wipe and clean down all table surfaces throughout the day.									
Elevator - Wipe the door handle, inside & outside and the elevator buttons with a clean cloth with soap & water. Disinfect using Isopropyl Alcohol									
** EVENING CLEANING And WEDNESDAY Deep Cleaning			Initial						
Wednesday - Deep Cleaning the Entire Building (no students in attendance)			Mon	Tue	Wed	Thu	Fri		
Lobby & 1st Floor Bathroom									
Front doors wipe and wash w soap & water. Disinfect high touch areas (door opening touch bar) w Isopropyl Alcohol									
Wipe down the front desk surface and disinfect high touch items (phones, keyboards) with Isopropyl Alcohol									
Sweep and mop lobby floor with bleach solution (1/3 cup of bleach per gallon water)									

Clean sinks, toilets, counters, dispensers, mirrors, faucets and trash containers with soap and water. Disinfect w Isopropyl Alcohol								
Replenish with toilet paper, hand towels and soap.								
Sweep and mop the floor with bleach solution (1/3 cup of bleach per gallon water)								
Trash receptacles (empty, wash, re-line)								
Clean mirrors, entranceway glass, dust all surfaces.								
Conference Room & 2nd & 3rd Floor Classrooms								
Wear disposable gloves and change to a new pair for each room								
Clean student desks & teachers desk & chairs using soap & water & then disinfect using Isopropyl Alcohol								
Clean down doors, windows, shelves, cabinets with soap and water. Disinfect high touch surface areas - computer keyboards, light switches, door knobs, phones etc w. Isopropyl Alcohol								
Erase boards (unless marked otherwise),								
Sweep floors, mop with bleach solution (1/3 cup of bleach per gallon water) including behind all moveable furniture.								
Replenish tissues, whiteboard cleaner & hand sanitizer								
Clean and apply conditioner to white boards every Friday.								
Conference Room & Offices								
Vacuum thoroughly including under the desks								
Wipe and clean down all surfaces, tables, office desks, phones, light switches, keyboards. Disinfect with Isopropyl Alcohol								
Wipe down file cabinets, wipe down fridge & coffee machine , Wipe down all pictures, clean board, empty bins.								

Main & Back Stairs								
Sweep and Mop the stairs (main stairs and back stairs) with soap & water. Clean down rails with soap and water and then disinfectant with using Isopropyl Alcohol								
Wipe down all doors with soap and water & disinfect the door handles inside and out with Isopropyl Alcohol								
Basement & Gym								
Check for and remove clutter. Make sure the stairway remains clutter free. Sweep and mop with bleach solution. Wash the stair rail with soap and disinfect with Isopropyl Alcohol								
Office Area - Wipe and clean down all surfaces, desk, phone, light switches, keyboard. Disinfect w Isopropyl Alcohol								
Sweep and Mop the floors including the changing room with bleach solution.								
Wash down benches, all workout machines, dumbbell weights, and cable machine with soap and water. Disinfect with Isopropyl Alcohol								
Disinfect all high touch items - door handles, light switches, elevator buttons with Isopropyl Alcohol								
Classrooms								
Wear disposable gloves and change to a new pair for each room								
Clean student desks & teachers desk & chairs using soap & water & then disinfect using Isopropyl Alcohol								
Cean down doors, windows, shelves, cabinets with soap and water . Disinfect high touch surface areas - computer keyboards, light switches, door knobs, phones etc using Isopropyl Alcohol								
Erase boards (unless marked otherwise),								
Empty garbage cans and replace bin liners.								

Sweep floors, mop w bleach solution (1/3 cup per gallon water) incl behind all moveable furniture.								
Replenish tissues, whiteboard cleaner, sanitizer								
Clean and apply conditioner to white boards every Friday								
Stairs:								
Sweep and Mop the stairs (main stairs and back stairs) with soap & water. Clean down rails with soap and water and then disinfectant with using Isopropyl Alcohol								
Wipe down all doors with soap and water & disinfect the door handles inside and out with Isopropyl Alcohol								
Copy Room - 5th Floor:								
Replenish copy paper, stock with extra tissues, sanitizer								
Sweep floors and mop with bleach solution(1/3 cup of bleach per gallon water)								
Wash all surfaces with soap & water								
Disinfect all high touch areas, copy machine, light switch, water filling station with Isopropyl Alcohol								
Empty garbage cans and replace bin liners.								
Computer Lab:								
Clean down all computers with a damp cloth and wipe mouse and keyboard with Isopropyl Alcohol								
Sweep behind and under all furniture and get rid of dust and debris								
Mop floor with bleach solution (1/3 cup of bleach per gallon water)								
Empty garbage cans and replace bin liners.								
Art Room:								
Sweep floors and mop with bleach solution(1/3 cup of bleach per gallon water)								
Clean all high touch surface areas - tables, light switches, faucets, sink, door knobs with soap and water &								

	disinfect with Isopropyl Alcohol								
	Empty garbage cans and replace bin liners.								
	Bathrooms 4th & 6th Floor								
	Clean with soap & water sinks, toilets, counters, dispensers, mirrors, faucets and trash containers. Disinfect with Isopropyl Alcohol								
	Replenish with toilet paper, hand towels and soap.								
	Sweep and mop the floor with bleach solution (1/3 cup of bleach per gallon water)								
	Trash receptacles (empty, wash, re-line)								
	Counseling Center								
	Wipe and clean down all surfaces, tables, triage desk, office desks phone, light switches, keyboards. Disinfect with Isopropyl Alcohol								
	Kitchen Area - Clean down the counters, draining board, microwave, fridge door and handle, dishwasher door & handle, sink & faucets. Disinfect with Isopropyl Alcohol								
	Sweep and mop the floor with bleach solution (1/3 cup of bleach per gallon water)								
	Empty garbage cans and replace bin liners.								
	Last step each evening and Wednesday- Spraying with electrostatic sprayer								
**	Electrostatic sprayers work by charging disinfectant as they pass through a sprayer nozzle. This generates charged droplets that repel one another and actively seek out environmental surfaces, which they stick to and even wrap around to coat all sides. The result is a uniform coating of disinfectant on sprayed objects, including hard-to-reach areas that manual cleaning can miss.								