

## Enhanced Cleaning and Disinfecting for High-Touch Surfaces 2020/2021

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Prior Lake-Savage Area Schools	Frequency of Cleaning and Sanitizing	Location of Product Safety Data Sheets (SDS)	Key for Responsible Staff
Site	Date	"SDS Online"	<b>CUST</b> - Building custodial staff
		Staff Portal	<b>OTHER STAFF</b> - Staff who use/occupy a space
			<b>SHARED</b> - Custodial and other staff who use/occupy a space
LOCATION	TIMES/DAY CLEANED/DISINFECTED	PRODUCT NAME	RESPONSIBLE STAFF
<b>COMMON AREAS</b>			
Main entrance/vestibule door handles and electronic door assist buttons	3x/day	Envirox	CUST
Main office door frames, glass	1x/day	Envirox	CUST
Light Switches	1x/day	Envirox	CUST
Bottle fillers	3x/day	Envirox	CUST
Hand rails/stair rails	2x/day	Envirox	CUST
Elevator call buttons	2x/day	Envirox	CUST
Security checkpoint desk/pen	TBD by frequency of use	Envirox/Disinfectant wipes	OTHER STAFF
Check-in /front office counters	TBD by frequency of use	Envirox	OTHER STAFF
Vending machines operable in staff break rooms, disabled in public areas	1x/day and TBD by frequency of use	Envirox	OTHER STAFF
<b>MAIN OFFICE/OFFICE LOCATIONS</b>			
Door handles, door touch points	2x/day	Envirox	CUST
Light Switches	1x/day	Envirox	CUST
Work room fixed counter surfaces	1x/day	Envirox	CUST
Desks	1x/day and TBD by frequency of use	Envirox	OTHER STAFF
Chairs - armrests, grip areas	1x/day and TBD by frequency of use	Envirox	OTHER STAFF
Phones/computer keyboards/mouse	1x/day and TBD by frequency of use	Envirox/Disinfectant wipes	OTHER STAFF
Copier buttons	1x/day and TBD by frequency of use	Envirox/Disinfectant wipes	OTHER STAFF
Conference Room Tables	1x/day and TBD by frequency of use	Envirox	SHARED

LOCATION	TIMES/DAY CLEANED/DISINFECTED	PRODUCT NAME	RESPONSIBLE STAFF
Staff break room vending machines	1x/day and TBD by frequency of use	Envirox	SHARED
Break room tables, chairs, fixed counters, appliance handles and doors, cabinet pulls and doors	1x/day and TBD by frequency of use	Envirox	SHARED

### LIFE SKILLS CLASSROOMS

Whiteboards	1x/day	Envirox	OTHER STAFF
Student and teacher desks	TBD by use	Envirox	OTHER STAFF
Hands-on learning devices	TBD by use	Envirox/Disinfecting wipes	OTHER STAFF
Student equipment and devices	TBD by use	Envirox/Disinfecting wipes	OTHER STAFF
Keyboards/mouse/screen pulls	TBD by use	Envirox/Disinfecting wipes	OTHER STAFF
Phones	TBD by use	Envirox/Disinfecting wipes	OTHER STAFF
Door handles, door touch points	3x/day and TBD by frequency of use	Envirox	SHARED
Door frames	3x/day and TBD by frequency of use	Envirox	SHARED
Light Switches	3x/day and TBD by frequency of use	Envirox	SHARED
Table tops, fixed counters	3x/day and TBD by frequency of use	Envirox	SHARED
Chairs (hand grip locations)	3x/day and TBD by frequency of use	Envirox	SHARED
Cabinet pulls and front of doors	3x/day and TBD by frequency of use	Envirox	SHARED
Floors - hard surface	3x/day and TBD by frequency of use	Envirox	SHARED
Sinks and faucets	3x/day and TBD by frequency of use	Envirox	SHARED
Soap and towel dispensers	3x/day and TBD by frequency of use	Envirox	SHARED

### GENERAL CLASSROOMS

Door handles, door touch points	1x/day	Envirox	CUST
Door frames	1x/day	Envirox	CUST
Light Switches	1x/day	Envirox	CUST
Table tops, fixed counters	1x/day	Envirox	CUST
Chairs (hand grip locations)	1x/day	Envirox	CUST
Cabinet pulls and front of doors	1x/day	Envirox	CUST
Floors - hard surface (ES)	1x/day	Envirox	CUST
Sinks and faucets	1x/day	Envirox	CUST
Bottle fillers	1x/day	Envirox	CUST
Soap and towel dispensers	1x/day	Envirox	CUST
Pencil sharpeners	1x/day	Envirox	CUST

LOCATION	TIMES/DAY CLEANED/DISINFECTED	PRODUCT NAME	RESPONSIBLE STAFF
Whiteboards	1x/day	Envirox	OTHER STAFF
Student and teacher desks	1x/day and TDB by frequency of use	Envirox	OTHER STAFF
Hands-on learning devices	TBD by use	Envirox/Disinfecting wipes	OTHER STAFF
Keyboards/mouse/screen pulls	TBD by use	Envirox/Disinfecting wipes	OTHER STAFF
Phones	TBD by use	Envirox/Disinfecting wipes	OTHER STAFF

### RESTROOMS

Door handles, door touch points	2x/day and TDB by frequency of use	Envirox	CUST
Light Switches	2x/day and TDB by frequency of use	Envirox	CUST
Cold/hot water faucets, front of sinks	2x/day and TDB by frequency of use	Envirox	CUST
Toiler flusher	2x/day and TDB by frequency of use	Envirox	CUST
Toilet/toilet bowl	2x/day and TDB by frequency of use	Envirox	CUST
Grab bars, waste containers	2x/day and TDB by frequency of use	Envirox	CUST
Push locations in/out stall doors	2x/day and TDB by frequency of use	Envirox	CUST
Soap and towel dispensers	2x/day and TDB by frequency of use	Envirox	CUST
Accessible grab bars	2x/day and TDB by frequency of use	Envirox	CUST
Hand dryers	1x/day	Envirox	CUST
Mirrors	1x/day	Envirox	CUST
Cabinet handles/pulls, front of doors	1x/day	Envirox	CUST
Baby changing stations	1x/day	Envirox	CUST
Floors	1x/day	Envirox	CUST

### MEDIA CENTER/COMPUTER LAB

Door handles, door touch points	1x/day	Envirox	CUST
Light Switches	1x/day	Envirox	CUST
Chairs (hand grip locations)	1x/day	Envirox	CUST
Computer keyboards/covers, mouse	1x/day and TDB by frequency of use	Envirox	OTHER STAFF
Returned Books	1x/day and TDB by frequency of use	Isolate books for 24-48 hours	OTHER STAFF
Hands-on learning devices	1x/day and TDB by frequency of use	Envirox/Disinfectant wipes	OTHER STAFF
Counters/tables/desks	1x/day and TDB by frequency of use	Envirox	OTHER STAFF

### CAFETERIA/COMMONS

Chairs (hand grip areas)	1x/day and TDB by frequency of use	Envirox	CUST
Light Switches	1x/day and TDB by frequency of use	Envirox	CUST

LOCATION	TIMES/DAY CLEANED/DISINFECTED	PRODUCT NAME	RESPONSIBLE STAFF
Floors	1x/day	Envirox	CUST
Bottle fillers	3x/day	Envirox	CUST
Sorting station	1x/day and TDB by frequency of use	CNS product	OTHER STAFF
Tray caddies	1x/day and TDB by frequency of use	CNS product	OTHER STAFF
Beverage/Cooler handles, front edges	1x/day and TDB by frequency of use	CNS product	OTHER STAFF
Serving counters	1x/day and TDB by frequency of use	CNS product	OTHER STAFF
Cash/Card/Pin # Registers	1x/day and TDB by frequency of use	CNS product	OTHER STAFF
Tables, fixed counters	1x/day and TDB by frequency of use	CNS product/Envirox	SHARED
<b>GYMS/FITNESS ROOMS</b>			
Door handles, door touch points	1x/day	Envirox	CUST
Door frames	1x/day and TDB by frequency of use	Envirox	CUST
Light Switches	1x/day and TDB by frequency of use	Envirox	CUST
Wall pads	1x/day	Envirox	CUST
Floors - hard surface	1x/day	Envirox	CUST
Fitness equipment	After each use	Envirox	OTHER STAFF
<b>LOCKER ROOMS</b>			
Door handles, door touch points	2x/day	Envirox	CUST
Light Switches	2x/day	Envirox	CUST
Cold/hot water faucets, front of sinks	2x/day	Envirox	CUST
Soap and towel dispensers	2x/day	Envirox	CUST
Hand dryers	1x/day	Envirox	CUST
Mirrors	1x/day	Envirox	CUST
Floors	1x/day	Envirox	CUST
Showers	1x/day	Envirox	CUST
Restrooms in locker rooms	See schedule for restrooms	Envirox	CUST
<b>NURSING OFFICE</b>			
Door handles, door touch points	2x/day and TDB by frequency of use	Envirox	CUST
Light Switches	2x/day and TDB by frequency of use	Envirox	CUST
Floors	1x/day and TDB by frequency of use	Envirox	CUST
Showers, where applicable	1x/day and TDB by frequency of use	Envirox	CUST

LOCATION	TIMES/DAY CLEANED/DISINFECTED	PRODUCT NAME	RESPONSIBLE STAFF
Soap and towel dispensers	2x/day and TDB by frequency of use	Envirox	CUST
Hand dryers	2x/day and TDB by frequency of use	Envirox	CUST
Mirrors	1x/day and TDB by frequency of use	Envirox	CUST
Cold/hot water faucets, front of sinks	2x/day and TDB by frequency of use	Envirox	SHARED
Table tops, fixed counters	1x/day and TDB by frequency of use	Envirox	SHARED
Chairs	1x/day and TDB by frequency of use	Envirox	SHARED
Cabinet pulls and front of doors	1x/day and TDB by frequency of use	Envirox	SHARED
Cots	1x/day and TDB by frequency of use	Envirox	SHARED
<b>PPE DONNING/DOFFING, SYMPTOMATIC HOLDING ROOMS</b>			
Door handles, door touch points	1x/day and TDB by frequency of use	Envirox	CUST
Light Switches	1x/day and TDB by frequency of use	Envirox	CUST
Floors	1x/day and TDB by frequency of use	Envirox	CUST
Table tops, fixed counters	1x/day and TDB by frequency of use	Envirox	CUST
Chairs	1x/day and TDB by frequency of use	Envirox	CUST
Cabinet pulls and front of doors	1x/day and TDB by frequency of use	Envirox	CUST