**Seymour Public Schools**

**Custodian Crew Daily Cleaning Procedures**

Lead Contact for questions/concerns:

 Timothy Connors, Director of Facilities 203-893-0255 tconnors@seymourschools.org

* Bungay Head Custodian: Mark Krauchick
* Chatfield-LoPresti Head Custodian: Glen Froceno
* Seymour Middle School Head Custodian: Dave Celello
* Seymour High School Head Custodian: Victor Gonzalez

**The following daily cleaning procedures are outlined for all staff to review below. Please review these to be aware of new cleaning routines and to know what tools and resources are available to staff.**

All student and staff bathrooms will be cleaned every hour on the hour. There will be a checklist posted in each bathroom that the custodian will fill out and sign after each cleaning.

All common touch points will be cleaned all day throughout the day (entry door knobs, classroom door knobs, stairway hand rails, bathroom door handles, paper towel dispensers, sink and toilet handles.

All rooms in every grade level will be provided with Sani Wipes for students to wipe down their work spaces and chairs (see Sani Hands spec sheet). Students should wipe down their desk and chair areas before they sit down before each class, especially when they are changing class rooms. At the end of each day the students should wipe down their areas before they leave for the day. All classroom supplies will be replenished at the end of each day, but if more is needed teachers can reach out to their custodial staff at any time.

Cafeteria:

Students in Bungay and Chatfield Lopresti will have their lunch in their classrooms. After they are finished with lunch they will either have “recess” or a mask break, where students will leave the classroom. (mask break areas will be determined by your school administrators )At that point the custodians will clean the desk areas with NeutraFect Spray Cleaner/Disinfectant.

Students at Seymour Middle School and Seymour High School will be attending lunch in the cafeteria. After each lunch period the custodians will clean the tables and seats with NeutraFect Spray Cleaner/ Disinfectant. Every other seat in the cafeteria will be marked with a yellow dot so that each lunch wave will sit in a different seat in a rotating fashion so that students are limiting shared spaces.

As in the past, students and teachers are asked to pick up classroom debris around their areas before leaving for the day. Afternoon announcements will remind everyone to please pick up around their areas to dispose of any garbage/wipes and or items left on floors and work surfaces. This will facilitate more efficient cleaning/sanitizing processes for the custodian team.

After the students have left the building the custodial staff will do our normal cleaning of all of the rooms. The daily routine includes: (sweeping of all floors, emptying trash cans, cleaning of desk tops and chairs,clean bathrooms and buffing of floor areas.) and then they will go back to each room to spray sanitize all of the chairs, desks, and touch points throughout the building so it is sanitized and ready for the next day.

Important: All desks and chairs will be sanitized with the backpack sprayers every night. Please make sure all items are removed nightly from desktops and work surfaces, including the teacher’s work space/desk and chair.

Elementary classrooms that have classroom libraries should follow the state guidelines for libraries. They should have

a “ Used” book area that when a student is returning their book it should be placed in this used book area to not be used by another student for 72 hours. Excessive sanitation spray is not recommended for books due to the damage the wet time that is needed to properly sanitize would cause major damage to the book itself.

**Custodial Crew Schedule**

**Bungay/ Chatfield-LoPresti**

First shift Custodian 6:00am

Head custodian 1/2hr before school starts

2nd custodian 10:00

Part time custodians when lunch starts1:15

**SMS**

First shift custodian 6:00 am

Head custodian 1/2 before school starts

2nd custodian when school starts

3rd before lunch starts 12:00

Part time when last lunch starts 12:20

**SHS**

First shift custodian 6:00am

Head custodian 7:00am

2nd custodian when school starts

3rd 8:00am

4th 10:00am

Part time when last lunch starts 12:00