

## COVID Day Porter Daily Task

\*These tasks are in addition to your normal duties

**Restrooms** - frequency: Once daily

Task - Individual classroom restrooms\ group restrooms

1. Clean & disinfect

- A.) Toilet
- B.) Sweep and mop floor
- C.) Sinks
- D.) All touch surfaces

2. Check for fullness - fill if empty

- A.) Soap dispenser
- B.) Toilet paper
- C.) Paper towels

3. Empty trash



**Common areas** - frequency:

Once daily

Task - Hallways\main office\multipurpose room\media center\ and other non classroom areas.

1. Disinfect high touch surfaces

- A.) light switches
- B.) Door knobs
- C.) Door push bars
- D.) Vending machines



**Elementary Only**

**Playground equipment** - frequency:

Once Daily

1. Clean & disinfect

- A.) High touch areas
  - i. Grab bars
  - ii. Ladder rails
  - iii. Other touch areas



## DAYPORTER To Do SCHEDULE

This is intended to be a **Guide, times may vary**

SUGGESTED TIME FRAME	TASK TO COMPLETE
7:00 am - 8:00 am	Open Building (Exterior)
	Unlock all outside doors
	Blow off all entrances and clean exterior mats
	Pick up debris from entire campus
	Open all classroom doors
	Raise U S and State Flags
8:00 a.m. - 8:15 a.m.	<b>Begin COVID additional duties</b>
8:15 a.m. - 9:00 a.m.	Sweep/Dust mop hallways, stairwells & gym floor
	Disinfect restrooms, gym locker rooms - stock if needed
9:00 a.m. -9:15 a.m.	Break
9:15 a.m. - 10:00 a.m.	<b>Continue COVID additional duties</b>
	Disinfect staff rest rooms, lounge for cleanliness
	Disinfect student restrooms
	Disinfect high touch surfaces
	Perform any tasks requested by building administrator
10:00 a.m. - 11:00 a. m.	<b>Continue COVID additional duties</b>
	Disinfect staff rest rooms, lounge for cleanliness
	Disinfect student restrooms
	Disinfect high touch surfaces
11:00 a.m. - 11:30 a.m.	Sweep/Dust mop hallways, stairwells & gym floor
	Continue disinfecting rest rooms, gym locker rooms - stock if needed
11:30 a.m. - 12:00 p.m.	Lunch Break
12:00 p.m.- 1:30 p.m.	Collect lunch trash from classrooms
	Sweep/Dust mop hallways & gym floor
1:30 p.m.- 2:00 p.m.	<b>Finalize COVID additional duties</b>
	Cafeteria - Clean and break down tables for evening cleaning staff
	Finalize disinfecting all rest rooms for cleanliness - stock if needed
2:00 p.m. -2:30 p.m.	Elementary - Disinfect playground high touch areas
	Remove any graffiti found
2:30 p.m. - 3:30 p.m.	Secure building
	Lock all interior doors
	Lock all exterior doors after students leave