

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.	Begin COVID additional duties
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.	Continue COVID additional duties
	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.	Continue COVID additional duties
	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.	Finalize COVID additional duties
	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