

# OUR ROUTINE CLEANING PROTOCOL

Our facilities crew will continue the daily cleaning and disinfecting of the building based on CDC guidelines and the PCAD Cleaning Manual. We can all help mitigate the spread of the virus by contributing to the sanitation of our classrooms, offices, and meeting rooms by following these easy steps:

## CLASSROOMS

- Before the end of class, use the disinfectant wipes provided to wipe down these frequently touched areas:
  - Desks / Tables / Countertops
  - Chairs
  - Computer keyboard and mouse
  - Remotes
  - Workstations / Sinks
  - Dry erase markers
  - Phone
  - Light switches
  - Door Handle
  - Any other item handled during class

## OFFICES

- Periodically throughout the day, use the disinfectant wipes provided to wipe down these frequently touched areas. In shared offices, when possible refrain from using other employees' phones, desks, or other work tools and equipment
  - Desk
  - Chairs
  - Computer keyboard and mouse
  - Phone
  - Light switch
  - Door Handle