



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number HSE 6.0
Policy Title	School Cleaning Policy
Date of Review	August, 2023

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## OVERVIEW

A learning environment that respects continuous cleanliness is important to FFLA. Each staff member will be assigned particular duties that will then be coordinated with the home room students to implement. A janitorial service will attend to all school-wide daily cleaning as well.

### Guidelines:

The following cleaning protocol is to be carried out by staff and/or students at FFLA:

1. After every class debris and any loose articles shall be removed from the floor.
2. When there is a movement from one classroom to another, all desk surfaces shall be wiped as necessary.
3. All garbage shall be gathered at the end of the day from the classroom and designated hallway and disposed of.
4. All recycling shall be removed either once the bin is full or the last weekday of each week (generally Friday).
5. Staff and children will follow the Cleaning Checklist, which will be provided. These change from time to time and so are not included in this policy at this time.
6. Teachers or EA's will ensure that all sinks and countertops are cleaned, disinfected and sanitized between classes and at the end of the day.
7. All microwaves in classrooms or staff rooms are to be wiped and disinfected between uses by the student or staff who uses them.

8. All fridges in classrooms or staffrooms will be cleaned out regularly;
9. Hand washing is to be done after use of the washroom as well as before eating or doing group work.
10. Reports on bathrooms that are not operational (due to function or student illness) should be reported to the office as soon as possible with a sign placed on the door.