

Classroom cleaning protocol for classrooms during the school day

All teachers will be issued with their own bottle of hand sanitiser, a bottle of cleaning solution, a packet of sanitary wipes and rubber gloves. These must be brought to each lesson. In each classroom paper towels will be available for cleaning as well. Teachers can resupply from the Key Stage resource rooms around campus which must be locked after using to ensure students cannot access them.

1. Students do not enter the classroom prior to the teacher arriving unless they are already there from a previous lesson. If they are remaining in the classroom, please do not leave until the next teacher arrives.
2. The teacher arriving is to enter the classroom and stand behind the teaching desk and then invite students in to class. If students are already in the classroom, the teacher about to enter waits for the teacher in with the students to clean the desk using the protocol described below who then leaves the room, allowing the new teacher to enter. When students enter the class, they must use the hand sanitising gel in the classroom.
3. Students should stand up (or remain standing) until the new teacher invites them to sit down. There is no need for a class-wide greeting in order to minimise the spread of airborne particles.
4. Remind all students of the need to 'catch it, bin it, kill it' if they are going to sneeze or cough and to use hand sanitiser or wash hands should they require it. Go over the importance of not shouting out and putting up their hand before being invited to speak and of not touching their faces with their hands.
5. If a student coughs or sneezes over the desk in front of them (as they have not been able to 'catch it'), teachers are advised to hand them a wipe to clean off the desk and tell them to then dispose of it in the bin. They must then sanitise their hands using the classroom hand sanitiser. If learning difficulties prohibit a student being able to clean the desk, the teacher should do so using the cleaning products supplied. If they are not comfortable doing this, the student should be moved and the desk left alone until the end of the lesson, at which point matron should be contacted to arrange for the desk to be cleaned.
6. At the end of the lesson, ask students to stand behind their desks and to pick up their books and place them into their bags. If the students are moving to another classroom, dismiss them from the classroom, making sure that they sanitise their hands on the way out of the classroom, using the classroom sanitiser and then follow the cleaning protocol below. If they are remaining, follow the protocol whilst students remain in the room
7. Use your own (school-issued) white board cleaner (rubber) to wipe down the board. Then, wearing gloves, using the (school issued) cleaning solution, spray the board down and wipe it off with paper towels. Use the wipes provided to clean off the desk and any other areas that you (the teacher) has touched, thereby minimising the chance of inadvertently spraying a student with cleaning solution. If no students are in the room, you can either clean off the surface with the spray or with a wipe. Dispose of all towels/wipes in the bin along with your gloves on the way out of the classroom.