

How to Prepare and Care for Your Classroom

Checklists for Teachers

These tools build off of Principle 8 from the Readiness for Reopening Guide. The first tool is intended to help teachers prepare their classroom taking into account cleaning and distancing. The second tool provides a daily guidance checklist identifying items that need to be cleaned regularly and the frequency of cleaning.

As a reminder:

Principle 8: Hygiene (Personal and Space): Clean hands (via hand-washing with soap, sanitizing), clean and wipe down surfaces, and conduct thorough cleaning of building spaces to reduce exposure to COVID-19 droplets.

For these tools:

Distribute these tools to teachers and give them ample time to prepare their classroom. Encourage teachers to work together and share ideas about their plans on preparing their classrooms. Keeping classrooms clean is a collaborative effort between school leadership, teachers, custodial staff, and students. These tools aim to help teachers prepare for light cleaning, the majority of cleaning and any thorough cleaning should be done by trained custodial staff.

Other Keys to Success:

- » School leaders and teachers must have open and clear communication about the roles and responsibilities of key personnel with respect to specific responsibilities for cleaning.
- » Use the editable version of these checklists to make modifications.

Tool 1: Prepare Your Classroom Checklist for Teachers

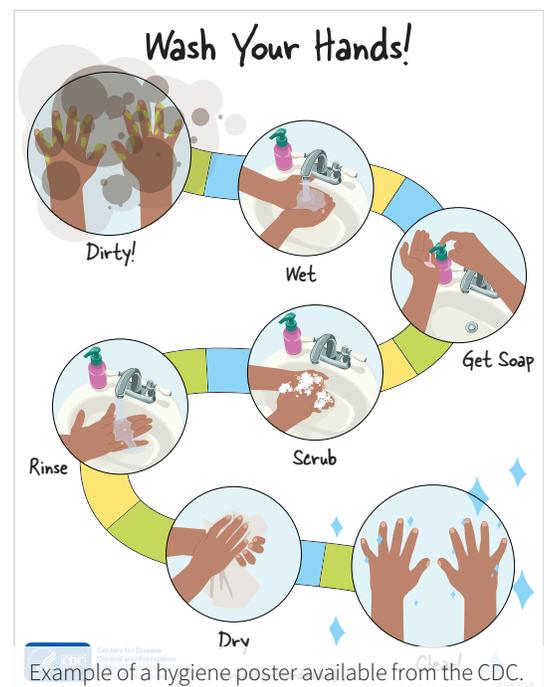
This tool provides teachers with steps to prepare their classroom for the school year. It includes developing a strategy for classroom cleaning and identifying items that need to be removed. It assists teachers in thinking through the classroom flow around cleaning, waste disposal, and spacing of seating.

Tool 2: Routine Classroom Cleaning Checklist for Teachers

This tool provides teachers with a checklist to maintain the hygiene of their classrooms on a day to day basis. It includes general reminders of proper cleaning procedures and necessary supplies, as well as checklists that indicate which surfaces are important to clean and the frequency with which they should be cleaned. The tool can be laminated and displayed for daily use.



Examples of tape used to mark floors for proper physical distancing.



Example of a hygiene poster available from the CDC.

Centers for Disease Control and Prevention 2020. Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, Home. [Online]. Available at: www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html [Accessed: 31 July 2020].

Jones, E., Young, A., Clevenger, K., et al. 2020. *Schools for Health: Risk Reduction Strategies for Reopening Schools*. Harvard T.H. Chan School of Public Health Healthy Buildings program.

van Doremalen N, Bushmaker T, Morris DH, et al. *Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1*. N Engl J Med. 2020;382(16):1564-1567. doi:10.1056/NEJMc2004973

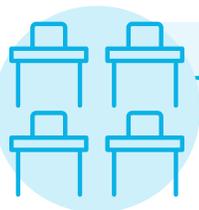
Prepare Your Classroom Checklist for Teachers

Use the steps in this checklist to establish a safe and clean physical environment in your classroom.



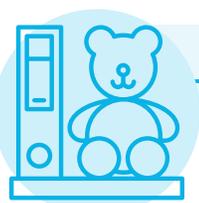
Have a plan

- Partner with school leadership to define roles and responsibilities about who will be responsible for cleaning designated areas in each classroom.
- Carve out time in the classroom schedule for cleaning. *(To estimate realistic timeframes, consider timing how long cleaning each classroom takes.)*
- Consider classroom flow for hand-washing with soap, eating lunch, and disposing of food waste that allows for students to maintain physical distancing.
- Designate an area for cleaning supplies that is out of reach of children.
- If possible, acquire an additional trash can for your classroom.
- Use the [Routine Classroom Cleaning Checklist for Teachers](#) to track items that need to be cleaned and cleaning frequency.



Classroom layout

- Make sure that tables and desks face in the same direction and are spaced 6 feet apart.
- Assign seats for students and clearly label the desks or tables. For rug seating, make squares with tape to mark where students can sit to ensure proper distancing (if removing rugs isn't feasible).
- Mark the floor with tape in areas where children line up or congregate to ensure proper distancing.
- Place signs or floor markings to facilitate one way circulation of students within the classroom.
- Display age appropriate posters, such as those at www.cdc.gov/handwashing/posters.html, or other media to encourage best hygiene practices.
- Set up boxes to “quarantine” items which can be rotated.
 - » Paper covered books and paper quarantined for 24 hours before being used by a new child.
 - » Fabric and other materials that are difficult to clean quarantined for 4 days before being used.



Removing items

Porous materials are harder to clean and will need to be removed *if feasible*. Some of these items include:

- Rugs
- Upholstered seating and bean bag chairs
- Curtains and drapes

Other items to consider for removal:

- Trash cans with lids that need to be touched
- Other items that cannot easily be washed or wiped down with a cleaning solution

Routine Classroom Cleaning Checklist for Teachers

Use this checklist to keep track of items that need to be lightly cleaned regularly. The majority of cleaning should be done by trained custodial staff. This checklist is for a class with a single cohort that stays in the same classroom all day. If students move between classrooms all items on this checklist should be completed between cohorts as noted.



When cleaning

- ✓ Always follow the directions on the label.
- ✓ Don't put cleaning solution other than soap and water on anything that might end up in a child's mouth.
- ✓ Ensure proper ventilation during cleaning. Open a window if possible and air out the space before class time.
- ✓ After cleaning wash hands with soap thoroughly for at least 20 seconds.

Supplies needed



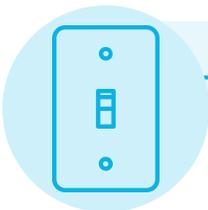
- Hand soap
- Paper towels
- EPA approved cleaning spray or wipes
- Hand sanitizer (at least 60% alcohol)



Clean once a day or between each cohort

Set a routine to begin or end your day.

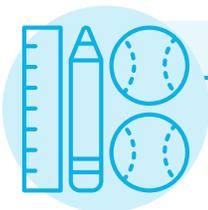
- Check your supply inventory
- Desks and tables
- Chairs
- Counters and bookcases
- Shared spaces



Clean multiple times a day

Every 2-4 hours and between each cohort.

- Door handles. If possible, keep your door open or assign one student to open/close the door for the day.
- Light switches. Assign one student to operate the lights for the day.
- Handrails
- Sink handles



Clean between uses

Use cleaning wipes for convenience if available.

- Toys and games
- Art supplies
- Instructional materials, manipulatives
- Tablets
- Keyboards
- Eating surfaces before and after meals