



## **STANDARD OPERATING PROCEDURES FOR CLASSROOMS/BATHROOMS/SCHOOL**

All staff will report to work at 7:00 am.

The domestic staff will be given new areas for cleaning as well as having to maintain their old areas. (Bearing in mind that children will not have access to all areas).

A cleaning orientation programme will be conducted for ALL staff members.

All top surfaces to be cleaned regularly which include tables, door handles, light switches, countertops, handles, desks, keyboards, toilets, sinks and taps.

Cleaning detergents, as well as other sanitisers, will be used for daily cleaning.

### **SCHOOL: VUSI: 7:00am**

- Sweep and tidy up garden area.
- Fill senso trays, hand washing stations, and sanitising stations with soap and water.
- Rubbish bins – take out the plastic bag, tie it tightly and put it in the Green Bin outside the Blue Group.

### **CLASSROOMS: MDU: 7:00am**

- Clean doors with the **ORANGE CLOTH** using soapy water.
- Clean counter tops with the **ORANGE CLOTH**.
- Make sure the classroom is clean and sanitised with **ORANGE CLOTH**.

### **BATHROOMS: MDU 10:30am and 12:30pm**

- Replenish toilet paper, soap and paper towels daily.
- Use soapy water with one measure of bleach to clean in bathrooms.
- **Toilets: PAPER TOWEL** - use this to clean the toilet and toilet seat.  
**PAPER TOWEL** - use this to clean the toilet tank and toilet handle.  
**PINK CLOTH** - use this to clean basins and other surfaces.
- **Walls:** clean walls as far as you can reach with the **PINK CLOTH**
- **Floor:** use the **MOP** to clean the floor.
- **Bins:** change the plastic bag in the bathroom rubbish bin and put a new one in the bin.



## **STANDARD OPERATING PROCEDURES FOR CLASSROOMS/BATHROOMS/SCHOOL**

### **CLOTHS AND MOPS: CELIWE**

- At 7:00am, ALL cloths to be put in the designated areas and mop covers onto the mops and into each area.
- At 3:00pm, ALL cloths and mop covers to be put into the washing machine.
- At 4:00pm, ALL cloths and mop covers to be put into the tumble dryer.

### **WATER CUPS AND JUGS: CELIWE**

- At 1:00pm, all water cups and water jugs to be on a HOT cycle in the dishwasher and put back into classrooms.
- The cup box needs to be wiped daily.

### **KITCHEN: VUSI (7:00am-12:30pm) SIZA (12:30pm-5:00pm)**

- Wash hands before entering the kitchen.
- Make sure there is no uncovered food on any surface.
- Keep counter tops and all surfaces cleaned with disinfectant throughout the day.
- Wipe door handles, microwave handles, light switches, fridge doors and drawer handles with sanitiser.
- Floor must be cleaned at 7:00am and at 12:30pm.

### **PLAYGROUND EQUIPMENT: TEACHERS AND VUSI**

- After each playtime, VUSI will spray the jungle gym, monkey bars and slide.
- Each TEACHER is responsible for cleaning the tricycle handles in between each rider.
- Bottom Garden Equipment will be sanitised in between each Class and the last TEACHER to tidy up at the end of the last play.
- Water tray toys to be dried on a blue mat and water to be emptied each day.

### **CLASSROOM: ALL TEACHERS:**

- Each teacher is in charge of cleaning classroom equipment, stationery, white boards, etc

- Each teacher is to clean door handles, light switches and counter tops with **GREEN CLASS CLOTH** throughout the day.

#### **AFTER-CARE: AFTER-CARE STAFF**

- Each After-Care teacher is in charge of cleaning classroom equipment, stationery, white boards, etc.
- Each After-Care teacher is to clean door handles, light switches and counter tops with **BLUE AFTER-CARE CLOTH** throughout the afternoon.

#### **BATHROOMS: ALL TEACHERS: (After each child has used a toilet)**

- **Toilets: PAPER TOWEL** - use this to clean the toilet and toilet seat.  
**PAPER TOWEL** - use this to clean the toilet tank and toilet handle.  
**PINK CLOTH** - use this to clean basins and other surfaces.
- **Walls:** clean walls as far as you can reach with the **PINK CLOTH**
- **Floor:** use the **MOP** to clean the floor.

#### **GATES AND INTERCOMS: ALL STAFF**

- Any staff member who touches the intercom or walks through a gate, will be responsible for wiping that specific surface.

#### **OFFICE: BARBIE/DEE/SERINA**

- All office staff to clean/wipe their own keyboards and surfaces.
- The person who answers the phone or intercom is responsible to wipe it down.

#### **OFFICE: SIZA (430pm)**

- Floors to be vacuumed and surfaces to be wiped.
- Rubbish bins to be emptied.
- Screens to be sprayed and wiped.

#### **STAFF TOILETS: (ALL STAFF)**

- After each time the toilet is used, the staff member should use paper towel and santiser to wipe the handle, then the toilet seat and throw it in the bin.

#### **STAFF TOILETS: CELIWE**

- Replenish toilet rolls, soap and paper towels in each toilet.
- At 330pm, wipe and clean all surfaces surrounding the toilet and basins, empty the rubbish bins.

