

Classroom checklist

WEEK BEGINNING:	Mon	Tue	Wed	Thurs	Fri
Max 9 desks spaced approximately 2m apart – one desk per child					
2 chairs per desk (one to sit on, one to put coat, packed lunch etc. on)					
A tray on each desk containing personal equipment (pens, pencils, books, learning pack and any learning aids needed – year groups applicable)					
Plastic beakers (when used to be put in dishwasher at end of every day)					
Labelled walkie-talkie – one per adult					
Soap dispenser – enough available for the day					
Tray of paper towels – enough available for the day					
Hand sanitiser – enough available for the day					
Tissue boxes – enough available for the day					
Disinfectant spray					
Disposable cloths (disposed of after each use)					
Re-usable cloths (put in cloth bin at end of every day)					
Disinfectant wipes – enough available for the day					
Disposable gloves – enough available for the day					
Disposable face masks – enough available for the day					
Face shield – one per adult in the room					
PPE bucket (to dispose of disposable gloves, disposable masks, disposable cloths)					
Cloth bucket (for re-usable cloths to be washed)					
Recycling bin					
Rubbish bin					
Food waste bin (for school dinner waste only)					

Classroom cleaning procedures checklist

START OF THE DAY	Mon	Tue	Weds	Thurs	Fri
Wedge open all classroom doors					
Open windows as wide as possible					
Ensure clean beakers are available for children					
Children to wash their hands when they come in					
Wipe down doors once children are in					
Bring as few personal belongings as possible in a washable bag and lock away in lockers or cupboards. Once at home, sanitise everything					
Ensure children only bring in lunchbox, water bottle, hat and sun cream - in a washable bag					
THROUGHOUT THE DAY					
Wipe down doors & tables after leaving the room					
Everyone wash hands whenever entering the room					
Stagger washing hands before lunch at 2metre distance					
Wipe down all surfaces before and after lunch					
Clean all playground equipment used					
Ensure everyone is using the correct bins to dispose of items					
If bins are full, leave outside classroom and radio for caretaker to empty them					
Ensure toilets are cleaned after every use (radio for a cleaner)					
END OF THE DAY					
Wipe down tables and chairs					
Wipe down all surfaces					
Wipe down door handles					
Wipe down light switches					
Wipe down window handles and window sills					
Ensure all children's trays are on the chairs					
Wipe down teacher desks					
Wipe down telephone					
Wash beakers thoroughly, dry and store					
Wipe down sink areas					
Wipe down any equipment used (FS - dip toys)					
Wipe down plastic curtains (if room has them)					
Wipe down walkie-talkies and charge					
Wipe down computers – keyboard, mouse, power button, whiteboard pens and power button					
Wipe down door handles as you leave					