



## **GÁNDARA INTERNATIONAL SCHOOL CLEANING PROTOCOL**

### **1. Cleaning the premises**

There will be a person in charge of cleaning the entire school once a day, focusing on the areas that need it most depending on the intensity of use. The toilets will be cleaned twice a day: at 12:00 hrs and again after 12:00 hrs, once the students have left, so that the toilets are clean for the next day. The entire school will be cleaned again in the afternoons from 17:00 to 19:00 hours.

Special attention will be paid to common areas and the most frequently touched surfaces, such as doorknobs, tables, furniture, handrails, telephones, hangers and other similar items such as flush buttons and other elements in the toilets (towel racks, faucets, etc.).

During the school day, the cleaning person will clean frequently used surfaces, cleaning the toilets twice.

In the toilets there will be soap/soap dispensers and hydroalcoholic gel at the disposal of users.

We will use Sanytol or viricidal disinfectants authorized and registered by the Ministry of Health as well as freshly prepared dilutions of bleach (1:50). When using these products, the indications on the label must be followed. Also, the cleaning staff shall wear disposable gloves and an approved FFP2-type mask. He/she will have a basic and different cleaning set (broom, dustpan, mop, and disposable cloth mop) for the cleaning of each building.

There is a vacuum cleaner for the entire school. Textile elements (carpets etc..) will be disinfected with Sanytol disinfectant for home and fabrics.

After each cleaning, used materials and protective equipment will be disposed of in a safe manner, and the cleaning person will then proceed to wash his or her hands: PPEs and cloths will be discarded. Mop sticks, vacuum cleaners and mop buckets should also be disinfected.

The cleaning staff shall record daily the areas and elements cleaned and the times at which the cleaning was carried out (Annex 13: "Cleaning control chart") on the cleaning checklist.

Teachers will clean the tables and chairs when each student stops using them with viricidal solutions authorized by the Ministry of Health and will disinfect the carpets with Sanytol Textil after each use.

The staff working in the administration office, will clean the meeting table and chairs after each use by visitors with virilidad disinfectants authorized by the Ministry of Health.

The trampoline, slide and swings will be disinfected with Sanytol after each activity.

The dishes will be washed with Fairy and hot water, dried and collected and stored in closed cabinets.

Each child will have an individual cushion for assembly time and reading on the floor. Disinfection of each cushion will be daily, with Sanytol household and fabric disinfectant air freshener, before storing them in each locker.

Special attention will be paid to the cleanliness of the wastebaskets, all of which will have an inner bag with a lid and pedal, so that they are clean and everything is collected to avoid any accidental contact.

Academic materials will be for individual use. After each use, they will be stored for 48 hours, tidily and labeled with the date of last use, in the quarantine storage room. We will proceed similarly with the library books.

## **2. Ventilation**

The facilities will be ventilated frequently and for at least 15 minutes at the beginning of the school day, mid-morning and at the end of the school day, if possible when the children are not present and with the necessary safety measures.

When the weather and building conditions permit it, windows should be kept open for as long as possible.

## **3. Concurrence of students in classrooms**

When a teacher has to work in the same classroom with different groups of students consecutively (workshops, counseling, etc.), the classroom should be ventilated for at least 15 minutes after each session.

The teacher working in a shared classroom will sanitize tables and chairs before the following group of students comes in.

### **Waste Management**

Restrooms will be stocked with disposable paper towels. Towels will be disposed of in the pedal garbage cans in each restroom, each with its own bag.

The cleaner will collect each waste bag from the garbage cans and place them inside larger self-closing bags.

All personal hygiene material (masks, latex gloves, etc.) will be deposited by the cleaner in the remainder (grouping of domestic waste that is obtained

after the separate collection of different waste) of the green containers in the street.

Should a student or worker present symptoms while at school, it will be necessary to isolate the container where the tissues or products used by them are disposed of. This garbage bag should be removed and placed in a second zipper garbage bag, which will be disposed of. The space where preventive isolation was carried out (infirmaries and Covid rooms) will be cleaned and ventilated after the student or worker who shows symptoms during the school day has left the school.