



Stanley Elementary Day Camp: Daily Cleaning & Disinfecting Checklist

DATE: _____

Task	N/A	Completed				Initials
BEFORE CAMPERS ARRIVE						
All staff screened by nursing staff						
Spray all chairs, tables, exposed surfaces with disinfectant spray, allow to sit for 10 min, then wipe						
Wipe down laptops with disinfecting wipes						
UPON ARRIVAL						
All students screened by nursing staff						
Students must wash hands before sitting at desk						
MOVING TO & FROM GYM/OUTSIDE						
Students clear work stations						
Students & staff wash hands before leaving						
Staff sprays down tables, chairs with disinfectant						
At the end of gym time, staff sanitizes any equipment used by students such as hula hoops, balls, jump rope etc						
Students and staff wash hands upon returning to room						
BEFORE MEALS/SNACKS						
		AM	LN	PM	DN	
Students clear work stations						
Students and staff wash hands						
Staff wipes down each work station while the student is washing their hands						
Students and staff wash hands after finishing						
ELO TRANSITIONS & CLEAN-UP						
Wipe down all equipment before lessons						
Wipe down all equipment between lessons						
Wipe down all equipment after lessons						
AS STUDENTS LEAVE						
Student clears workstation of supplies/projects						
Staff wipes down laptop						
Student wash hands before leaving						
AFTER CAMPERS LEAVE						
Spray all chairs, tables, exposed surfaces with disinfectant spray, allow to sit for 10 min, then wipe						
Wipe down laptops with disinfecting wipes						
Site lead wipes down gym equipment						
BATHROOM CLEANING (After each use by students)						
Spray toilet handle, stall handle with disinfectant						
Spray sink nozzle, paper towel dispenser with disinfectant						
CUSTODIAL RESPONSIBILITIES						
Wipe down door handles throughout day						
Check exterior doors are locked throughout day						
Check and clean bathrooms throughout day						
Spot clean as needed						