



“Eaton Arrowsmith” refers to Eaton Arrowsmith locations in Vancouver, Redmond and White Rock, Eaton Arrowsmith Adults in Vancouver and Redmond, and Eaton Arrowsmith Learning Centre, each of which is referred to herein as “Eaton Arrowsmith” or the “school.”

Eaton Arrowsmith may add, modify or remove portions of this Policy when it is considered appropriate to do so. Any changes will be effective upon the posting of the revised policy.

Eaton Arrowsmith

COVID-19 Cleaning Policy and Procedures

Guidelines from the Ministry of Education (found here: <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf>), the CDC, and WorkSafeBC inform our practices.

WorkSafeBC guidelines on K-12 settings include the following (copied from: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>)

- *“Schools should be cleaned and disinfected in accordance with the BC CDC’s Cleaning and Disinfectants for Public Settings. Cleaning practices should be in line with the provincial health officer’s COVID-19 Public Health Guidance for Childcare Settings.*
- *Develop a cleaning policy that focuses on high-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices.*
- *Set up a cleaning and disinfecting schedule so that high touch surfaces are frequently cleaned during the day. General cleaning and disinfecting of the premises should occur at least once a day. Frequently-touched surfaces should be cleaned and disinfected at least twice a day.*
- *Remove shared items where cross-contamination is possible (e.g., shared school supplies, coffee and water stations, and snack bins).*
- *Incorporate end-of-shift wipe downs for all shared spaces.*
- *Empty your garbage containers often (at least daily).*
- *Clean and disinfect cots and mattresses prior to use and after they are used or soiled. Use single use only pillow cases and blankets and dispose of them*

Revised: August 2020 | Page 1 of 2

VANCOUVER

204 – 6190 Agronomy Road at UBC
Vancouver, BC V6T 1Z3

P: 604.264.8327 | F: 604.222.8327
E: vancouverreception@eatonarrowsmith.com

WHITE ROCK

300 – 1538 Foster Street
White Rock, BC V4B 3X8

P: 604.538.1710 | F: 604.538.1709
E: info@eatonarrowsmith.com

REDMOND

17946 NE 65th Street
Redmond, WA 98052

P: 425.861.8327 | F: 425.861.8365
E: redmondreception@eatonarrowsmith.com

immediately after single use. Where pillow cases and blankets are not single use, launder between each student.

- *Providing adequate instruction, training, and supplies to custodians on the cleaning protocols developed for the workplace.”*

Following the guidelines above:

- A general cleaning / disinfecting of the premises will occur at least once a day
- Frequently-touched surfaces will be cleaned and disinfected at least twice a day.
- Visibly dirty surfaces will be cleaned
- The following areas and objects will be cleaned/disinfected twice a day:
 - washrooms
 - Door handles
 - Taps
 - Stall handles
 - Flush mechanisms
 - doors and cabinet handles
 - desks/surfaces/table tops
 - shared office spaces
 - keyboards
 - light switches
 - computers, keyboard and mice
 - chair backs
 - staff room microwave handles
 - staff room kettle
- Paper towels will be used instead of hand dryers.
- Cleaning products will be provided for common devices and materials used for the delivery of education (i.e. photocopiers, supply rooms, etc.)
- Posters outlining handwashing procedures will be placed by sinks in bathrooms and kitchens.
- Unused rooms will be blocked off
- Hand sanitizing stations will be placed at entry/exit doors
- Items that are not easily cleaned (i.e. fabrics) will be limited/removed if not necessary
- Garbage cans will be emptied daily
- Disposable gloves will be worn when cleaning blood or body fluids
- EA will communicate our cleaning protocols and the mandatory nature of them to our custodial staff, and provide them with the supplies necessary to do so if required, depending on contractual agreements with cleaning companies