

## Sample At-A-Glance Summary

A sample **at-a-glance summary document** to help communicate new cleaning, sanitization and disinfection procedures and protocols and how they will be implemented in schools.

Location*	Who is responsible?	When will cleaning take place (frequency)?	What resources will be used?	What procedure or protocol will be followed?
<b>Physical Plant</b>				
Entry/Exit Points				
Common Areas/Hallways				
Restrooms				
Water Fountains				
Classrooms (Early Childhood)				
Classrooms (Elementary)				
Classroom (Middle School)				
Classrooms (High School)				
School Labs				
Library Media Center				
Student Services Offices (School Nurse, Counselors, Administrators, etc.)				
Resource Rooms and/or Rooms Used for Diagnostic Testing				
Gymnasium/Auditorium				
Outside Seating Areas				
Playground Equipment				
<b>Food and Nutritional Services</b>				
Entry/Exit Points				
Food Preparation Areas				
Waiting Areas/Lines				
Food Distribution Areas				
Student Seating Areas				
Waste Disposal Areas				
<b>Transportation Services</b>				
Entry/Exit Points				
Driver's Area				
Passenger Area/Seats				
Specialized Transportation Equipment (e.g., wheelchair lifts)				
<b>Extracurricular Events</b>				
Facility Entry/Exit Points				
Viewer Areas/Seating				
Participant Areas, Including Locker Rooms				
Restrooms				
Concession Areas				

\* Create additional rows as needed.