



**ROLLING RIVER SCHOOL DIVISION
P.O. BOX 1170
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PHONE: 867-2754 FAX: 867-2037**

November 5, 2009

TO: School Principals

FROM: Reg Klassen, Superintendent

RE: Update on Cleaning Schools and Pandemic Planning

You should be well aware of the link to H1N1 Pandemic Information on the division website. If you have not checked that please do. It contains a good deal of important information, in particular our Rolling River School Division Pandemic Preparedness Guidelines. You may also request a copy of the Guidelines from the School Principal.

Custodial staff have already received direction from the Maintenance Supervisor to prioritize the cleaning of high traffic areas and areas of the school that are frequently accessible to touch especially as listed below, as a priority for cleaning on a daily basis:

- Desk tops, counter tops, and vanity tops
- Taps, sinks, toilets, shower rooms, and dispensers
- Hand rails, panic bars, and door knobs

This prioritization will result in a significant commitment for the custodial staff.

The teaching and office staff, in the Division, also have an important role to play in promoting and assisting in the cleanliness of the school and students. Many of you are already taking steps to do so. Thank you for being proactive. Below are some suggestions for the sanitation of areas of the classroom that are frequently accessible to touch.

Areas that are frequently accessible to touch in the classroom, especially as listed below, are a priority for cleaning on a daily basis:

- **Keyboards, computer mice and other technology equipment**
- **Telephones and other office equipment**
- **Toys in primary classrooms**

The Division is supplying disinfectant wipes to each classroom and office in the Division for staff to use on a daily basis to disinfect these areas. Now that they have arrived they will be delivered in the next few days.

As well, please take every precaution to protect yourselves by washing your hands frequently, coughing into the sleeve, and using the hand sanitizers that are located throughout the school.

The School Division greatly appreciates that employees have already make good efforts to maintain our schools in a clean and sanitary manner. We hope the spread and occurrence of the H1N1 influenza virus in our schools will be minimal and proactive action on behalf of all employees in cleaning the school is an important contribution.

If you have any questions, please contact me at 204-867-2754 ext. 222.

Sincerely,

Reg Klassen
Superintendent

c.c. School Principals
Kathlyn McNabb, Secretary-Treasurer
Len Dobreen, Maintenance Supervisor
Marg Janssen, Assistant Superintendent