Building Sanitation & Safety Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	ECEC
Number:	800.32
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I. Policy: St. Joseph Academy recognizes that the health and physical well-being of the students of this Academy depends in large measure upon cleanliness and sanitary management. Our hygienic management is instituted and explained annually to all staff members and our facility is inspected for cleanliness and sanitation daily, by our Facilities Manager. St. Joseph Academy directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of our building and equipment. Wherever possible and feasible, maintenance shall be preventive.
Periodic audits of health and safety conditions within the building in accordance with the Federal OSHA standards adopted by the State through the Wisconsin Department of Safety and Protective Services (DSPS), and take appropriate action on any violations thereof and report such actions to the CEO/President. In the event an inspection is made by a representative of the State, the CEO/President shall report the results thereof to the Board at the meeting following the receipt of the State report.

In addition to sanitation, the following is inspected:

1. Paint conditions inside/outside are inspected at least monthly and the facility is free of flaking, hipping, peeling, or otherwise deteriorating paint.

2. To prevent cracking and flaking of paint, all areas around doors and windows that are in goodcondition are washed at least weekly using a mop, sponge, or paper towel with warm water and a general all-purpose cleaner.

3. Federal guidelines are followed before painting, remodeling, renovating, or making repairs.

4. Renovation areas are sealed off from where children play, or are completed when children are not present.

Testing & Cleaning:

1. The soil is tested for lead contamination in any outdoor area where children spend time.

2. Conditions that lead to excess moisture are avoided to prevent the growth of mold and mildew.

3. HVAC filters are changed or cleaned at least every 3 months or more if indicated by manufacturer's guidelines.

Employee Non-negotiables to support safe conditions:

1. Aerosols are not permitted on campus
2. Car idling is not permitted on campus to reduce children's exposure to vehicle exhaust.
3. We dispose of chemicals/cleaning supplies according to the manufacturer's instructions.

Approved by: _____ Date 1/17/24

President/CEO