VKMD Student Sanitation Rotation Checklist

Task	Student(s)	Monday	Tuesday	Wednesday	Thursday
Kitchenette: Wipe down high touch areas: Countertop, sink and handles, fridge handles, microwave handle, door handle, light switch; put away any tools in the drying rack. **Kitchenette #2:** Create Barbicide in the AM. Make sure the Barbicide station is cleaned and sanitized and completely separate from any food-handling side of the sink/kitchenette.					
Trash: Collect from the high-traffic student/client-related areas of the school such as treatment rooms, classroom, client reception area, dispensary, restroom. Replace the liners. Place all smaller trash bags into the large one for someone to take to the dumpster in the parking lot.					
Bathrooms: Light maintenance: wipe down high-touch areas: countertop, sink, faucet & handles, toilet flusher lever, hand soap dispenser, door handle, light switch, mirror. Refill soap dispenser if					

needed, restock toilet paper, and paper towels, etc. and tidy up. Sweep floors and empty trash bin, replace trash bin liner.					
Treatment Room 2: Check that all cords are unplugged, towel warmer doors are open, wipe down door handles, light switches, and any other "high-touch" surface in the room. Sweep and mop floor, empty trash bin and replace liner.					
Sweep & Mop: areas where there is high-traffic with clients such as the corridors (hallways) between treatment rooms, lobby/waiting area, all treatment areas (all treatment rooms and dispensary), etc.					
MOD 2 Classroom: Wipe down all classroom tables as well as door handles, light switches, anything "high-touch", empty trash bin, replace trash bin liner, floor, and tidy up your personal space.					
Laundry: Fold & put away clean laundry. Hang wet items to dry before placing in the appropriate bin and keep laundry separated like towels and washcloths, blankets, linens, etc. Do NOT just	ALL Students				

mix things and toss in any bin you see.					
<u>Client waiting area:</u> Wipe down the front desk & retail shelf, high-touch areas such as door handles, light fixtures, arm rest handles, coffee table, chairs, side tables, floors, trash bin, behind the desk items such as electronics, keyboard, mouse, phone, staplers, dust, etc. Sweep/mop client front entrance, Windex glass smudges on windows or door entry.					
<u>Dispensary:</u> Wipe counters, cabinets and handles, all product bottles, light fixtures, machines and devices, floors, tidy up clutter and make sure everything is sanitary and free of debris.					
<u>Wax Room:</u> Remove any spilled wax from pots using Sure Clean. Remove wax from trollies & floors. Sweep/Mop. Restock wax and supplies.					
<u>Freshman Room:</u> Floors, Wipe down all tables, door handles/light switch, your personal space, and electronics.					
<u>Treatment Room 3:</u> Check that cords are unplugged, towel doors					

left open, door handles and light switches are wiped down, trash bin emptied with replaced liner, sweep and mop floors.					

The purpose of student sanitation rotations is to provide education and hands-on experience in proper infection control, sanitation, disinfection, and maintenance of common-touch areas, treatment tools, equipment, and all spaces directly related to student education and client services/engagement. This falls under the "Disinfection, Cleaning, and Safe Work Practices" category of your comprehensive 600-Hour General Esthetics program, where you will be clocked in and receiving credits towards this portion of the program. These rotations should take under 30 minutes to complete.

Clearing debris and wiping down surfaces using standard EPA-disinfectants where there is "high-touch" activity on a daily basis is required to prevent the spread of germs and sickness, and is part of the public safety portion of your sanitations.

Students are responsible for cleaning and sanitizing their own work areas, service-related equipment, tools, client-contact areas, and any personal mess they create, even if by accident (it happens to all of us:).

If a student creates a mess, they are responsible for cleaning it immediately, regardless of whether that area is otherwise designated.

Daily student sanitation rotations must be completed between 4:05 PM and 4:30 PM (they should take each student no longer than 20-25 minutes). Students who finish early may return to their regular duties once their assigned area has been properly cleaned, sanitized, disinfected, and maintained. Staff will inspect and sign off on completed rotations.

Regulations and School Duties:

- **Infection Control Rules: Colorado regulations (set by the Office of Barber and Cosmetology Licensure) require keeping all work areas, floors, and surrounding surfaces clean and free of visible debris.**
- **Student Participation: Esthetician curricula include mandatory hours covering disinfection, cleaning and safe work practices. Student sanitation rotation duties are directly incorporated into student clinic grades and practical training requirements.**
- **Practical Maintenance: Schools routinely assign general clean up duties–such as sweeping, mopping hallways, and sanitizing stations, to students to teach real-world salon sanitation standards.**

Definitions:

- **High-Touch Areas: frequently shared surfaces, tools, and equipment that students and clients touch most often throughout each day. Because of the constant physical contact inherent in esthetics, these surfaces require strict and frequent sanitization to prevent the spread of bacteria, viruses, and skin infections.**
- **Surface & Station equipment: Esthetic beds, facial steamers, magnifying lamps, LED devices, high frequency wands, 9-function machine and all hand pieces, moisture detectors, hand-held mirrors, woods lamps, station trolleys, floors, trash bin and lid, chairs, ipads**
- **Professional tools and Implements: tweezers, scissors, comedone extractors, mask spatulas, product artist trays, professional makeup and brushes, wax pots, product containers and pumps, etc.**
- **Building and Facility Surfaces: door handles, push plates, light fixtures, within the main entrance, restrooms, dispensary, treatment rooms, and classrooms**
- **Reception/Lobby/Client waiting and engagement area: payment terminals, hard surfaces like the front desk, chair rests, coffee and side tables, tablets, screens, keyboards, pens, clipboards, retail shelves and displays, water station, floors, window sill, etc.**
- **Breakroom and dispensary surfaces: microwave handles, refrigerator doors, sinks, product mixing areas, product storage areas, sanitation areas, etc.**

Bathroom:

In the single person bathroom for clients and students in our facility, high-touch areas are surfaces that experience constant skin contact from a rotating flow of guests, students and staff. Because these areas are prone to moisture and organic matter, they require strict sanitation to prevent cross-contamination.

The primary high-touch surfaces in client bathrooms include:

- **Faucet handles**
- **Soap dispenser levers**
- **Paper towel dispensers and hand-dryers**
- **Toilet flush levers**
- **Outer toilet surfaces**
- **Door handles and locks**
- **Grab bars**
- **Trash can lids**
- **Counters and amenities such as countertops, sink basin, backsplash, mirror, baby changing table**

Under the rules set by the Colorado Office of Barber and Cosmetology Licensure, student training must include mandatory hours dedicated to sanitation, disinfection, and safety. Because schools and salons are legally required to keep all common fixtures clean and in good working order, performing these chores falls under practical safety training.

Legal and Academic Parameters in Colorado:

- **The “portion of hours” Rule:** Cleaning duties cannot be used simply as “free labor” and the time spent cleaning must actively count towards the student’s clock or credit hours under the *Disinfection, Cleaning & Safe Work Practices* category.
- **Safe Practices & PPE:** because students are learning safe work practices, the school must provide appropriate PPE (Personal Protective Equipment) such as gloves and eye protection, and train students how to use EPA-registered hospital-grade disinfectants safely.
- **Clinic Floor “Chore” Rotations:** Most beauty schools in Colorado fulfill this requirement by implementing a daily or weekly chore rotation (often called “dispensary duty” or “clinic cleanup”) where students take turns deep-cleaning the facility where students, clients, and staff frequently utilize and touch.

VKMD Institute of Medical Aesthetics is a private suite located inside a commercial building where public facilities and lobbies are cleaned by a professional janitorial service. Our students will never be asked to perform “janitorial duties”, perform any sanitation duties “off the clock”; nor will our students be expected to clean/disinfect areas of the school that are not related to their education under the “Disinfection, Cleaning & Safe Work Practices” category.