

## CV08 – Cleaning and Hygiene Overview (excluding cleaning procedures)

**NB that this guidance is based on latest government guidance at time of writing. If guidance is updated, that government guidance takes precedent and may not be reflected in this document.**

What are we doing now?	What else do we need to do?	Notes
<b>Measures for Cleaning and General Hygiene</b>		
<p><b>Deep cleaning for reoccupation</b> – Deep cleaning has happened at both Solway and Beacon Hill schools prior to reopening.</p> <p><b>Measures for Cleaning/maintenance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff instructed to observe social distancing in line with government guidance.</li> <li><input type="checkbox"/> <b>Cleaning and Site staff</b> are encouraged to change into ‘work clothes’ on arrival. Work shoes can be left at the workplace for use the following day. Other staff are encouraged to follow this protocol too</li> <li><input type="checkbox"/> At the end of the shift, the work clothes should be removed and bagged to take home. ‘Home’ footwear should be worn.</li> <li><input type="checkbox"/> <b>All Staff including cleaning and site staff:</b> In order to facilitate appropriate hand washing, staff should not wear jewellery other than a plain wedding band for work and should be bare below the elbow (sleeves can be rolled up for handwashing purposes); finger nails should be short and false nails removed. Any cuts or abrasions should be covered with a plaster.</li> <li><input type="checkbox"/> Tie up long hair.</li> <li><input type="checkbox"/> On returning home, staff may wish to remove their clothes and treat them as a healthcare worker would and place them all in a bin liner.</li> <li><input type="checkbox"/> Hands should be washed thoroughly on return to home.</li> <li><input type="checkbox"/> If desired, work clothes should be transferred to the washing machine and washed in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items.</li> <li><input type="checkbox"/> Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</li> <li><input type="checkbox"/> Carefully clean the outside of the machine and wash hands for 20 seconds with liquid soap and warm water.</li> </ul>	<p>Remind cleaning staff that separate work clothes are preferable. Space to be provided in the staff toilets for changing if necessary and needed.</p> <p>Remind staff of preferred dress code and protocols (if desired) for removing and cleaning clothes and self as soon as home</p>	

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- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above or dispose of.
- If desired, staff should then have a shower.

### PPE and Respiratory Hygiene – read in conjunction with Cleaning and First Aid Protocols

#### PPE and Respiratory Hygiene

- Government guidance states that PPE is NOT required to be worn in a school setting, other than where expressly recommended, for example during cleaning and first aid activities.
- In order to minimise the risk to others from used Personal Protective Equipment (PPE), it is essential that it is removed in a safe manner. Remove apron. If you have worn gloves, remove them next by turning them inside out in one single motion. Disposable gloves and aprons for cleaning must be worn for cleaning tasks. Once removed at the end of the cleaning shift, these should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Disposable items should be placed in the bin immediately. Rubber or washing-up gloves should be washed and dried properly before reuse. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. Posters will be put up to remind staff how to use PPE appropriately and safely.
- Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after (as below).
- Used tissues will be put in a bin immediately (as above – all waste bins to be lined – preferably double-lined).
- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
  - objects which are visibly contaminated with body fluids;
  - all potentially contaminated high-contact areas such as work surfaces, computer keyboards/mice, telephone, toilet areas, door handles, door push plates, bannisters and stairwells.
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles/plates and sanitary fittings, following one of the options below:

Hand sanitiser available at entrance points

Posters to follow for donning and doffing PPE in place at isolation rooms

Cleaners information for donning and doffing PPE in place

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<ul style="list-style-type: none"> <li>- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants.</li> <li>- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Avoid creating splashes and spray when cleaning.</li> <li><input type="checkbox"/> Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above.</li> <li><input type="checkbox"/> When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</li> <li><input type="checkbox"/> Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li> <li><input type="checkbox"/> If possible keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.</li> <li><input type="checkbox"/> Wherever possible, cleaning and site staff should have their own equipment.</li> <li><input type="checkbox"/> All bins will be lined and the liner removed at the end of the day. Waste will be stored safely and securely kept away from children. Waste will not be put in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</li> <li><input type="checkbox"/> Double bin bags to be stored in compound or tower for 72 hours before disposal</li> <li><input type="checkbox"/> The cleaning supervisor/staff will regularly check stocks of chemicals, bin bags etc. and will requisition additional supplies as necessary.</li> <li><input type="checkbox"/> Staff will be briefed regularly, at least in line with changes to government guidance.</li> </ul>		
<b>General Cleaning Guidance for staff other than cleaners</b>		
<p><b>Cleaning throughout the day</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cleaning with usual cleaning products will continue, with at least 2-3 times daily cleaning of highly used areas – door handles/plates, bannisters, taps, toilet seats and toilet flushing mechanisms.</li> </ul>		

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<ul style="list-style-type: none"> <li><input type="checkbox"/> Deep cleaning of teacher spaces will be done on a daily basis, plus cleaning products available for teachers to clean own space as needed.</li> <li><input type="checkbox"/> Classrooms should be decluttered with only the minimum items permitted on work and other surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces.</li> <li><input type="checkbox"/> Reduce the number or eliminate fabric objects and other soft furnishings which are more difficult to clean.</li> <li><input type="checkbox"/> Frequently touched hard surfaces should be cleaned using normal cleaning products and disposable cloths or anti-viral wipes.</li> <li><input type="checkbox"/> Telephones, keyboards/mice, light switches, electronic entry systems, iPads used by pupils and staff, etc., will be cleaned with anti-viral wipes on a regular basis throughout the day.</li> <li><input type="checkbox"/> Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.</li> <li><input type="checkbox"/> Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet tissue, bin bags etc. and request additional supplies as necessary.</li> <li><input type="checkbox"/> Ensure disposable tissues are available in each room for both staff and pupils.</li> <li><input type="checkbox"/> Ensure arrangements are in place for the disposal of clinical and general waste where required.</li> <li><input type="checkbox"/> To dispose of waste from people with symptoms of COVID-19, such as disposable cleaning cloths, tissues and PPE:             <ul style="list-style-type: none"> <li>- Put it in a plastic rubbish bag and tie it when full.</li> <li>- Place the plastic bag in a second bin bag and tie it.</li> <li>- Put it in a suitable and secure place marked for storage for 72 hours.</li> </ul> </li> <li><input type="checkbox"/> Safe systems of work to be developed locally to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled items/equipment in line with national guidance.</li> <li><input type="checkbox"/> There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare</li> </ul>		
<b>Handwashing and Hygiene</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Everyone will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, sports activities, using public transport and after</li> </ul>		

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<p>coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wash with liquid soap &amp; water for a minimum of 20 seconds (see hand wash guidance).</li> <li><input type="checkbox"/> Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available but is <b>not</b> a substitute for hand washing.</li> <li><input type="checkbox"/> Consideration should be given to allocating individual toilets and sinks to staff where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day.</li> <li><input type="checkbox"/> Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort. Supplies of hand cream (aqueous cream or similar) should be made available to help prevent soreness.</li> <li><input type="checkbox"/> <b>Schools with hand dryers in toilets</b> – stocks of disposable paper towels will be required and hand dryers taken out of use.</li> <li><input type="checkbox"/> Additional hand sanitiser units to be installed in the school where possible at the main entrance to the school and in the dining hall.</li> </ul>		
<h3>Personal Protective Equipment</h3>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Government guidance states that PPE is NOT required to be worn in a school setting, other than where expressly recommended, for example during cleaning and first aid activities.</li> <li><input type="checkbox"/> Determine what PPE will be required and in what quantities – ensure adequate PPE ordered as necessary in advance of setting re-opening and where necessary, supplies maintained.</li> <li><input type="checkbox"/> When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <a href="#">how to put PPE on and take it off safely</a> in order to reduce self-contamination.</li> <li><input type="checkbox"/> Removal, cleaning and disposal – as in the cleaning section above.</li> <li><input type="checkbox"/> For further information on the use of PPE for supervising a child who has become unwell see guidance on First Aid</li> <li><input type="checkbox"/> If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting) this should be dealt with in our behaviour policy</li> <li><input type="checkbox"/> In line with <a href="#">Coronavirus Covid-19 safer travel guidance for passengers</a>, if you can, wear a face covering if you need to use public transport. If you choose to wear one, it is</li> </ul>	<p>Masks are not available for any staff or students, other than for staff where PPE would normally be required – e.g. cleaning and first aid.</p>	

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<p>important to use face coverings properly (<a href="#">How to wear &amp; make a cloth face covering</a>) and wash your hands before putting them on and after taking them off.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Responsible adults or carers travelling with children on public transport should follow this guidance, wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible.</li></ul>		
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