

Yaxham CE VA Primary School

Addendum to Health and Safety policy; Cleaning.

May 2020

COVID-19: cleaning

Based on guidance issued by Public Health England (15th May 2020)

Whilst cleaning:

- wear disposable or washing-up gloves and aprons for cleaning. If there is a suspected case of COVID 19 these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron

Daily Cleaning

- Each room must be cleaned using a separate disposable cloth
- First clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use.
- All frequently touched areas and surfaces in each room, such as tables, chairs, cupboard tops, hard floors in classrooms, toilets, surfaces in corridors and door and window frames, keypads, release buttons and handles must be cleaned daily.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

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 bathrooms, door handles, telephones etc.

- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
- 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

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
 - Avoid creating splashes and spray when cleaning.
 - Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
 - When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used.
 - Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

- Wash items 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.
- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- If the individual tests negative, this can be put in with the normal waste
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

Normal procedure based on NCC guidance still applies:

Universal hygiene arrangements

You will ordinarily have a cleaning schedule in place that identifies areas for cleaning daily, weekly or periodically. You will need to review your current arrangements to ensure they are adequate for the current pandemic. Noting that COVID-19 can spread by picking up the virus from hand contact surfaces, it will be an important part of your infection control regime to ensure through cleaning and disinfection of all relevant hand contact surfaces is regularly carried out alongside the more general cleaning duties. This will include the need to increase cleaning of equipment and resources.

Staff who carry out general cleaning roles should be assured that they are not at any increased risk while they are undertaking their general duties wearing their normal personal protective equipment.

The following principles apply:

Always follow the instructions for cleaning products and disinfectants to ensure it is effective. It is important to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.

All touch points that are fixed to the premises (inside and out) should be identified and disinfected on a daily basis (for example: door handles, handrails, gate latches), consider areas where you may wish to clean more frequently, for example, where pupils may find it difficult to maintain personal hygiene and frequently touch shared items on the premises.

- Items of equipment such as hoists and first aid boxes must be disinfected after use.*
- Equipment that is touched should be disinfected between different groups using them, for example tablets, PE / outdoor play equipment.*
- If a surface is visibly dirty it should always be cleaned prior to disinfection. Even where you use a dual product as described in the appendix.*
- Use disinfecting wipes on items that are touched often, you may need to go over them more than once to ensure the contact time is achieved.*
- Ensure that you are using different cleaning equipment for kitchens, toilets, classrooms and office areas.*
- Remove items that are difficult to clean such as wooden toys and play dough (unless staff are sure that they will not be shared).*
- Resources for activities such as painting, sticking, cutting should be washed before and after use and children discouraged from sharing them.*
- Increase bin provision and empty bins regularly*

Cleaning and disinfection

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| Cleaning | A process that physically removes contamination using detergent (such as visible dirt) this helps to remove germs (bacteria and viruses) so lowers the number of germs on a surface but does not necessarily kill them. |
| Disinfection | A process that kills germs on the surface they touch. To be effective disinfectant needs to be used on a clean surface |

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| | <p>unless it is a combined product. Disinfectants have a calculated contact time. This is the time it takes for the disinfectant to be effective at a particular concentration. There are a number of different active ingredients in disinfectants but chlorine based disinfectants are known to be highly effective for the majority of germs.</p> |
| Sanitiser | <p>Sanitisers have combined cleaning and disinfecting properties. They need to be used twice, firstly to clean and then to disinfect.</p> |
| Deep clean | <p>This term is often used to describe a more thorough cleaning and disinfection regime, where all contact surfaces and soft furnishings are both cleaned and disinfected. Deep cleans are usually associated with outbreaks of infectious diseases associated with a particular location and help break the cycle of the infection.</p> |