



Enhanced cleaning information for school premises staff

- COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes.
- It can also spread through contact with a surface object that has the virus on it. Cleaning helps minimise the spread of coronavirus (COVID-19).
- Fortunately, normal cleaning methods do kill this virus. Cleaners, caretakers and site managers play an important role in keeping people in their building protected and are on the frontline in the battle against coronavirus (COVID-19) to keep staff, students visitors and particularly the most vulnerable safe.

What you need to know

1. Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left, will reduce the risk of passing the infection on to other people.
2. Wear disposable gloves and aprons for cleaning.
3. Using a disposable cloth, disinfect surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
4. If an area has been heavily contaminated, such as with visible bodily fluids, or in isolation rooms, from a person with suspected coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
5. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Personal protective equipment (PPE)

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

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, grab-rails in corridors and stairwells
- 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 a Bactericidal or Disinfectant Spray that conforms to EN 1276 following manufacturers guidelines for use.
 - 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 and mattresses, 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.

Waste

- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
 1. Should be put in a plastic rubbish bag and tied when full.
 2. The plastic bag should then be placed in a second bin bag and tied.
 3. 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.
 1. if the individual tests negative, this can be put in with the normal waste
 2. if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

Cleaning and PPE supplies

- The Academy has provided a start-up supply of all cleaning and PPE that should be required. Once school level stocks start to go down site staff should inform the Business Director or Finance Manager who will source the best price products and check availability.
- The hand sanitiser units in toilets are on an annual lease and quarterly supplies of refills will be delivered as part of the lease via PHS.
- Additional hand sanitisers are located in all areas which are open and are outside all used classrooms

List of products supplied

- PPE: disposable aprons, disposable gloves, disposable masks, reusable face visors
- Cleaning supplies: paper hand towels, tissues, lidded bins (50l pedal), disinfectant multi use, anti bac wipes, hand soap (large to refill)
- Other: polypropylene tape and marking spray
- Hand sanitiser units x 3 with 5l refills

Enhanced Cleaning Schedule

- In addition to normal regular cleaning schedules as listed on the Covid 19 RA and reopening plan all toilets in use (disabled only at point of writing) will be sanitised every 30 minutes when school is in use – 10.30 am 11.00 am 11.30 am 12 noon 1.30 pm 2.00 pm 2.30 pm and 3.00 pm
- Door handles, handrails, commonly touched surfaces cleaned at least three times a day
- Lidded bins and paper hand towels in each classroom, bins will be emptied twice daily

Cleaning Schedule Recording - Appendix A

- Appendix A should be adapted to reflect the specific school site and completed daily. The Business Director can provide advice and assistance when required.

Isolation Room – Meeting Room 1 (poster to be placed on outside of the room)

- A specific cleaning routine is required for cleaning isolation rooms.
- The room should be well ventilated at all times.
- The use of disposable gloves and aprons is recommended when cleaning after use and if the area is visibly contaminated with bodily fluids masks and eye protection (visor) should be used.
- 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:
 1. Use a Bactericidal or Disinfectant Spray that conforms to EN 1276 following manufacturers guidelines for use.
 2. Any cloths and mop heads used must be disposed of and should be put into waste bags and disposed of after 72 hours.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

Appendix A

Biddulph High School			Date: _____		
Cleaning list	Number of rooms	Mid-Morning	Signature	After Lunch	Signature
Offices					
Corridors / Stairs					
Class Rooms					
Toilets					
Isolation Room					

Cleaning Detail	
Offices = Door handles / door plates / desks / telephones / keyboards / mouse / Cupboard doors / filing cabinets / reception desk / fridge door /	wipe with cloth and Bactericidal/Disinfectant cleaning spray
Corridors / Stairs = Door handles / door plates / hand rails / push button door release	wipe with cloth and Bactericidal/Disinfectant cleaning spray
Class Rooms = Door handles / door plates / desks / tables / telephones / keyboards / mouse / Cupboard doors / filing cabinets / soap dispenser / paper towel dispenser	wipe with cloth and Bactericidal/Disinfectant cleaning spray
Toilets = Door handles / locks / door plates / Taps / Soap Dispenser / Paper Towel dispenser	wipe with cloth and Bactericidal/Disinfectant cleaning spray
Isolation Rooms = Door handles / door plates / tables / chairs	wipe with cloth and Bactericidal/Disinfectant cleaning spray

“Working together to achieve our personal best”