

Health & Safety Guidance
Children's Services Department

ENHANCED CLEANING
AND DISINFECTING
CORONAVIRUS (COVID-19)

Review Date	Changes Required	Name & Position

"All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract's termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies".

Health & Safety Section
Children's Services Department
Block C
Chatsworth Hall
Chesterfield Road
Matlock
Derbyshire
DE4 3FW

Telephone: 01629 536525

THIS GUIDANCE IS DESIGNED TO HELP COMBAT THE SPREAD OF CORONAVIRUS (COVID-19) WITHIN ESTABLISHMENTS. IT SHOULD BE USED ALONGSIDE THE GENERAL CLEANING ALREADY BEING CARRIED OUT

CLEANING

Cleaning is an important part of school day to day operations. You will ordinarily have a cleaning schedule in place that identifies areas for cleaning daily, weekly or periodically. During times of high infection rates, cleaning and disinfection of hand contact surfaces needs to increase in frequency to reduce transmission. This will need to be determined by a risk assessment based on the use of an area but as a minimum these areas should be cleaned daily.

These preventative measures would also focus on hand contact surfaces including the following, but not exhaustive list:

- Desktops and all work surfaces
- Doorknobs and door handles
- Light switches and dimmer switches
- Computer monitors, keyboards, mice
- Tablets and laptops
- Televisions, Smart Boards and Remote Controls
- Telephone equipment
- All chair rests and arms
- Canteen tables and chairs, crockery, trays and cutlery
- Sinks, taps and kitchen areas
- Toilets, including all surfaces
- Water fountains and drinks dispensers and vending machines
- Lifts and their doors and buttons.

WHERE THERE HAVE BEEN SYMPTOMATIC AND/OR CONFIRMED CASES OF CORONAVIRUS (COVID-19). A MORE THOROUGH ENHANCED CLEANING AND DISINFECTING PROCEDURE IS REQUIRED, WHICH IS DETAILED IN THE FOLLOWING GUIDANCE.

IF IN ANY DOUBT, YOU SHOULD CONSULT YOUR HEALTH AND SAFETY CONSULTANT FOR FURTHER ADVICE.

ENHANCED CLEANING AND DISINFECTING

CORONAVIRUS (COVID-19)

For Coronavirus (Covid-19), we need to disinfect surfaces and objects that are potentially contaminated with the virus and are frequently touched and/or used.

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 hand contact points

PREPARATION FOR ENHANCED CLEANING AND DISINFECTING

Before engaging in the process of cleaning and disinfecting an area for Coronavirus (Covid-19), it is important to get key information.

- Do a site assessment to determine the extent of the work (see CLEANING AREAS AND TASKS from page 8).
- What equipment and resources do you need?
- Are there any additional hazards, such as, electrical equipment, sharp corners/objects and how will you mitigate these hazards?
- Identify if any of the chemicals you use require specific personal protective equipment (PPE) for the cleaning worker to be protected. *This information can sometimes be found on product label or you can find it on the product Safety Data Sheet (SDS), which is available for all approved disinfectants and you should also find this information if you have undertaken a COSHH assessment on the product.*

Note: If there are large unmanageable areas of your establishment that are heavily contaminated with visible bodily fluids, then you may consider using external specialist services.

If cleaning and disinfecting is not required immediately, for instance you can use another room/classroom/office then, and where practical to do so, delay the process for 72 hours, with the area secured/cordoned off with the use of additional information notices if required to avoid entry.

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE Required

- PPE will be worn in accordance with DCC guidance.

CLEANING AND DISINFECTING PROCESS

Important points to note when using cleaning products:

- Check the labels and use according to instructions, and be aware of the potential hazard of each product
- Avoid contact with eye and skin when handling cleaning products
- Comply with all warnings and precautions for use
- Do not mix different cleaning products
- Use in a well-ventilated area
- For disinfection of highly contaminated surfaces or material, avoid the use of spray, and allow appropriate contact time needed for disinfection prior to rinsing or removing the product from the treated surface (refer to product instruction).

REMEMBER, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), review the need for any additional eye and/or face protection, as well as wearing disposable gloves and apron.

ENHANCED CLEANING AND DISINFECTING PROCEDURE

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.

Enhanced cleaning consists of a two-stage process

Stage 1

Cleaning - *is a process that removes contaminants including dust, soil, large numbers of micro-organisms and the organic matter that shields them. To ensure effective cleaning, the equipment used and the item to be cleaned should be in a good state of repair.*

Stage 2

Disinfection - is a process that reduces the number of micro-organisms to a level at which they are not harmful and is only effective if the equipment or surface is thoroughly cleaned with a detergent solution beforehand.

Some chemicals allow for the combination of these two processes, since they clean and disinfect at the same time.

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 time as most chemicals for disinfection require the surface to stay wet for a certain dwell time to be able to destroy the virus.

HAVE AN ACTION PLAN

For example consider;

- your entry and exit location and where you put on and take off your PPE
- how to keep the area secure for cleaning staff only (relevant signage to be used)
- how to keep the area ventilated
- locations of any hazard warning signage needed i.e. placed around the work area before beginning the task to warn of the wet floor
- the familiarisation of equipment and chemicals (COSHH), you're using
- the type of cleaning and disinfecting tools, and anything else you need to safely finish off the work
- plastic bags for disposable PPE, towels and any associated textiles
- plastic bags to contain any laundry of textiles to be kept
- how you are going to clean and disinfect any equipment that you have used without creating further transmission points
- where you will immediately wash your hands and wrists with soap and water for a minimum of 20 seconds after removing your PPE. If a sink is not available, have approved alcohol based hand sanitizers to hand



IMPLEMENT YOUR PLAN



- Follow your cleaning and disinfecting procedures for the area.
 - Use a two-stage process of cleaning first before disinfecting or a combined process with the appropriate chemical and dispose of all waste accordingly.
- On exiting the room,
 - remove any remaining waste bags and equipment
 - close and secure the door
 - sign post the entrance to that area with appropriate information in relation to the status of the room i.e. CLOSED FOR CLEANING.
- On finishing the work
 - remove all cleaning materials and equipment (leave area(s) as found)
 - disinfect cleaning equipment
 - dispose of any cloths and mop heads used (see waste section below)
 - change out of your workwear into suitable clothing and bag used workwear for laundering (see launder section below)
 - wash your hands and wrists with soap and water for a minimum of 20 seconds
- On completion, finalise your work with the appropriate checks for successful completion of the work and inform the Headteacher/Manager.

Stage 1

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 at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) solution
- 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



Where there are soft surfaces such as sofas, soft furnishings and mattresses, that are visibly contaminated or have been in high contact but cannot be cleaned using detergents or laundered these should be steam cleaned.



Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of (see *Laundry and Waste below*).

Stage 2

Disinfect these surfaces with the cleaning products you normally use and avoid creating splashes and spray when cleaning.

When using disinfecting wipes on electronic items that are touched often, such as phones and computers. You may need to go over them more than once to ensure the contact time is achieved.

LAUNDRY

Wash items in accordance with the manufacturer's instructions (Most viruses won't survive in temperatures over 60C). 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):



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 all 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

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your approved waste collection provider or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

CLEANING AREAS AND TASKS

Below are examples of areas and tasks, which does not include all hand contact surfaces that would be considered as part of any enhanced cleaning process.

Reception Areas

- Sanitise wipe clean
 - entrance doors, and frames
 - desk
- Sanitise wipe
 - all doors & frames
 - fixtures and fittings
 - over keyboard, mouse and around monitor
- Clean and sanitise telephone
- Empty wastepaper bin and replenish bin liner
- Mop any hard floor areas

Staff Kitchens/Resource Areas

- Wipe clean & sanitise all work surfaces
- Sanitise wipe
 - sink, taps and draining board
 - clean fascia of units and cupboards
 - clean external surfaces of fridges and all equipment
 - clean all fixtures and fittings
 - clean all ledges and skirting
 - inside microwave
 - inside of Fridge
- Wash up cups and cutlery either by hand or via dishwasher if available
- Empty wastepaper bin and replenish bin liner- wipe clean bin surfaces
- Mop hard floor areas

Passenger Lifts & Goods Lift

- Sanitise wipe
 - all doors
 - all glazed surfaces
 - indicator panels
- Sanitise Wipe clean lift cart walls
- Mop hard flooring to lifts

Toilets/Showers & Washrooms Areas

- Sanitise wipe clean
 - all sinks and surrounds
 - all taps
 - all tile splash backs
 - all towel cabinets/hand dryers
 - cisterns, and low-level pipe work
 - all fixtures and fittings
 - all ledges and skirting
 - clean showers
- Sanitise wipe clean & sanitize all vanity units
- Sanitise wipe clean and polish all mirrors
- Sanitise wipe down all cubicle walls & doors
- Clean & sanitize all surfaces to toilets bowls, including handles
- Replenish all consumable items as necessary
- Empty wastepaper bin and replenish bin liner- wipe clean bin surfaces
- Mop hard floor areas

Office, Classrooms, Rooms, Teaching, Meeting & Board Room Areas

- Sanitise wipe
 - all surfaces of all furniture (where accessible)
 - all fixtures and fittings at reachable height
 - all ledges and skirtings
 - all doors and frames including handles
 - over phones, keyboards, mice and around monitor screen
 - desks where accessible
- Empty wastepaper bin and replenish bin liner
- Mop any hard floor areas

Staircases

- Sanitise wipe
 - all handrails
 - ledges, fixtures and fittings at reachable height
- Mop any hard floor areas

Below are additional contact points associated with schools:

- **Staff shared workstations**
Shared workstations should be cleaned and disinfected by the user prior to use. This must include desk, keyboard, mouse and telephone.
- **Curriculum Specific Activities**
Touch points may also be associated with specific curriculum activities, for example, musical instruments, science and D&T equipment including safety goggles and must be disinfected in between use (see sports equipment below).
- **Learning Equipment**
This includes computers and tablets. All items which are shared should be cleaned prior to use with a disinfectant wipe.

Sports/PE equipment include hand held and frequently touched items that must be disinfected before use including:

- Netballs, rackets, rugby balls, footballs (hand held at points of play), gym equipment, mats, climbing equipment.
- **Play equipment and toys**
Shared toys and equipment should be cleaned and disinfected on a weekly basis, for hard toys use detergent and hot water, followed by disinfection. Soft toys and dressing up items should be placed in a washing machine and put through a 60°C wash cycle for 10 minutes through a wash cycle.

If toys are put into children's mouths then they should be cleaned at least daily, although preferably between use. Some toys are more prone to soiling or are more difficult to clean. In this case it is advisable to remove them from use or limit their use during an outbreak or following a suspected case of Coronavirus (Covid-19). Examples include ball pools, soft toys that cannot be machine washed, play dough and wooden toys.