



# COVID19 Cleaning Schedule

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## 1. Introduction

This document sets out Duncombe Primary Schools cleaning schedule which will be applied to support the reopening of the school to additional year groups from 8 June 2020. Within this paper we detail the guidance provided by Public Health England and the cleaning schedule that will be used in school.

In order to enhance our cleaning capacity and firmness we have put a number of additional measures in place:

- Duncombe will have a resident cleaner on site from 8.30am – 3.30pm on weekdays.
- Our evening cleaners will be onsite from 4-7pm on weekdays.
- We have provisions in place for a deep clean every Friday from 1pm onwards, working specifically on learning spaces that are in use.
- Cleaning products will be available throughout the school to support regular clean down of the minimal classroom resources, all resources will be cleaned on Friday afternoons.

This plan sets out detailed schedules for each of these measures.

## 2. Guidance from Public health England

The following information is issued from Public Health England from the guidance 'COVID-19: cleaning in non-healthcare settings' updated 15<sup>th</sup> May 2020.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### What you need to know

- 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
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these 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
- 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
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

### Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- The type of surfaces contaminated
- The amount of virus shed from the individual

- The time the individual spent in the setting
- The time since the individual was last in the setting

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.

### 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.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

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, 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 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
  - 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 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.

### 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.

- 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 local waste collection authority if they currently collect your waste 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.

### 3. Resident Cleaner's Schedule (SI)

A resident cleaner will be onsite daily from 8:30am – 3:00pm

Their schedule will be as follows:

Area	Item	Method	Frequency
<b>Toilets</b> All toilets	Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with combined detergent disinfectant solution	9:00am – 10:30am & 1:30pm – 3:30pm
	Both sides of toilet seat, toilet handles and cubicle handles.		
	Toilet bowls	Use disinfectant as per manufacturer's instructions.	
<b>Communal high touch areas</b>	Banisters	Clean with combined detergent disinfectant solution	8:30am – 9:00am & 12pm – 12:45pm
	door handles & push plates		
	Reception area counter		
<b>Entry System</b>	All front of house buzzers and office entry buttons and telephones	Clean with combined detergent disinfectant solution	8:30am – 9:00am & 12pm – 12:45pm
<b>Classrooms in use</b>	Tables & chairs	Clean with combined detergent disinfectant solution	10:30am – 11:30am
	Sinks		
	Inside door handle & push plates		
<b>Staffroom areas</b> -Nursery -Staffroom -School Plus	Kitchen counter tops & sink	Clean with combined detergent disinfectant solution	11:30am – 12pm
	Tables & chairs		
	Fridge doors and cupboard handles		
	Inside door handle & push plates		

The resident cleaner will complete a daily checklist which will also be checked and signed off by the premises manager or School Business Manager - see Appendix 1



## 4. Evening Cleaners' Schedule (SOS)

The school evening cleaners will be onsite daily from 4pm – 7pm provided by the school's cleaning contractor, Schools Office Services (SOS). Their schedule will be as follows:

Area	Item	Method
<b>Toilets</b> All toilets	Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with combined detergent disinfectant solution
	Both sides of toilet seat, toilet handles and cubicle handles.	
	Toilet bowls	Use disinfectant as per manufacturer's instructions.
	Floors	Mop with disinfectant as per manufacturer's instructions
	Cubicle walls	Clean with combined detergent disinfectant solution
<b>Communal high touch areas</b>	Banisters,	Clean with combined detergent disinfectant solution
	door handles & push plates	
	Reception area counter	
	Halls & stairwell floors	Vacuum and mop with disinfectant as per manufacturer's instructions
<b>Classrooms in use</b>	Tables & chairs	Clean with combined detergent disinfectant solution
	Sinks	
	Inside door handle & push plates	
	Window seals, filing cabinets and other classroom furniture	
	Floors	Vacuum and mop with bleach as per manufacturer's instructions
<b>Staffroom areas</b> -Nursery -Staffroom -School Plus	Kitchen counter tops & sink	Clean with combined detergent disinfectant solution
	Tables & chairs	
	Fridge doors and cupboard handles	
	Inside door handle & push plates	
	Floors	Vacuum and mop with disinfectant as per manufacturer's instructions
<b>Office areas and other rooms in use</b>	Desks, tables and work surfaces	Clean with combined detergent disinfectant solution
	Sinks	
	Inside door handle & push plates	
	Window seals, filing cabinets and other office furniture	
	Floors	Vacuum and mop with disinfectant as per manufacturer's instructions
<b>Waste in all areas</b>	All general waste bins in school & outbuildings	Empty bins into refuse sack and transfer to designated refuse are. Wipe bin down with combined detergent disinfectant solution and replace bin liners

## Deep Clean Schedule after Suspected Case (SOS)

Should there be a suspected case of COVID 19, the school must immediately contact the cleaning contractor, Schools Office Services (SOS) for a deep clean to be carried out in the areas visited by the symptomatic person and those areas should be vacated. 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 and do not need to be vacated. The schedule is as follows:

Area	Item	Method
<b>Toilets area</b>	Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with combined detergent disinfectant solution using disposable cloths
	Both sides of toilet seat, toilet handles and cubicle handles.	
	Toilet bowls	Use disinfectant as per manufacturer's instructions.
	Floors	Use a disposable mop head to disinfectant as per manufacturer's instructions
	Cubicle walls	Clean with combined detergent disinfectant solution using disposable cloths
<b>Classrooms/staff area/ other rooms</b>	Desks, tables, work surfaces & chairs	Clean with combined detergent disinfectant solution
	Kitchen counter tops & sinks	
	Inside door handle & push plates	
	Window seals, filing cabinets and other classroom furniture	
	Fridge doors and cupboard handles	
	Inside door handle & push plates	
	Floors	Vacuum and mop with bleach as per manufacturer's instructions
<b>Waste in area</b>	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 COVID 19 marked pedal bin in the bin storage area and must not be accessed or put with normal refuse until the individual's test results are known.
<b>Bio fogging</b>	Any area requiring a deep clean	Use STERiFrog to sanitize and disinfect the air in the whole area



## 5. Resources Cleaning Schedule (School Staff)

Staff will not be expected to carry out any extensive cleaning but will be provided with cleaning products to clean for their own comfort. There will be allocated time at the end of each week to spray down the minimal resources in use by the pupils. The schedule is as follows:

Item	Method	Frequency
<b>Stationery items</b>	Sprayed with anti-bacterial cleaning spray	On Friday afternoons
<b>Hard toys/other items</b>	Sprayed with anti-bacterial cleaning spray	On Friday afternoons
<b>Computers/telephone</b>	Sprayed or wiped with anti-bacterial cleaning spray/wipes	Daily before use
<b>Staff Toilets</b>	Staff will have access to anti-bacterial wipes should they want to clean again before or after use	If/when required
<b>Staffroom area worktops/tables after use</b>	Staff will have access to anti-bacterial wipes should they want to clean again before or after use	If/when required

## 6. Cleaning products in use

The school currently has a stock of the following cleaning products. All products have a COSHH and are stored in the schools COSHH folder.

Product	Use
<b>Super Professions V1 Healthcare Antiviral Disinfectant spray</b>	Can be used on all hard surfaces
<b>All-in-One Disinfectant Spray</b>	Can be sprayed over resources and soft furnishings
<b>Antibacterial Surface Cleaning Spray</b>	Can be used on all hard surfaces
<b>Antibacterial Surface Cleaning Wipes</b>	Can be used on all hard surfaces
<b>Dirteeze Multi-Purpose Anti-Bacterial Wipes</b>	Can be used on all hard surfaces

## Appendix 1 - Resident Cleaner's Daily Checklist

DATE:				
TIME	ITEM	METHOD	SIGNED by SOS cleaner	SIGNED off by the PM/SBM
<b>8:30am – 9:00am</b>  Communal high touch areas	Banisters,	Clean with combined detergent disinfectant solution		
	door handles, entry buzzers and push plates			
	Reception area counter			
<b>9:00am – 10:30am</b>  Toilets	Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with combined detergent disinfectant solution		
	Both sides of toilet seat, toilet handles and cubicle handles.			
	Toilet bowls	Clean with combined detergent disinfectant solution		
<b>10:30am – 11:30am</b>  Classrooms in use	Tables & chairs	Clean with combined detergent disinfectant solution		
	Sinks			
	Inside door handle & push plates			
<b>11:30am – 12pm</b>  Staffroom areas	Kitchen counter tops & sink	Clean with combined detergent disinfectant solution		
	Tables & chairs			
	Fridge doors and cupboard handles			
	Inside door handle & push plates			
<b>12pm – 12:45pm</b>  Communal areas	Banisters,	Clean with combined detergent disinfectant solution		
	door handles & push plates			
	Reception area counter			
<b>12:45pm – 1:15pm</b>	<b>LUNCH</b>			
<b>1:15pm – 1:45pm</b>  Toilets	Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with combined detergent disinfectant solution		
	Both sides of toilet seat, toilet handles and cubicle handles.			

	Toilet bowls	Use bleach as per manufacturer's instructions		
<b>1:45 – 2:30pm</b>  <b>Classrooms in use</b>	Tables & chairs	Clean with combined detergent disinfectant solution		
	Sinks			
	Inside door handle & push plates			
<b>2.30 – 3.00</b>  <b>Communal areas</b>	Banisters	Clean with combined detergent disinfectant solution		
	door handles, entry buzzers and push plates			
	Reception area counter			