

PLEASE NOTE THAT THIS IS A SAMPLE CLEANING STRATEGY AND SHOULD BE ADAPTED TO REFLECT CURRENT PUBLIC HEALTH GUIDANCE AND YOUR SPECIFIC SITE AND SITUATION

Children, Young People, Education and Skills (CYPES) Cleaning Strategy – June 2020

Contents

COVID-19	2
Purpose.....	2
Key messages and actions for schools, teachers and support staff	2
Key messages and actions for school/workplace in-house cleaners and contract cleaners	5

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COVID-19

COVID-19 is a virus, which is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

As a result of the huge efforts everyone has made to adhere to strict physical distancing measures, the transmission rate of coronavirus (COVID-19) in Jersey has decreased.

[Further information on COVID-19, the symptoms and what to do if you are feeling unwell.](#)

Purpose

The purpose of this document is to provide clear guidance to ensure implementation of adequate cleaning management to control COVID-19 in schools and other CYPES facilities.

A wash, cover, avoid, and clean message is advocated in school (education) establishments to help prevent the spread of COVID-19.



<https://nhi.ie/advise-to-member-nursing-homes-re-covid-19/>

Key messages and actions for all CYPES settings

Following simple, straight forward guidelines can help keep staff and children safe at school and help stop the spread of Covid-19.

Recommendations for healthy schools are:

- Sick students, employees and members of the public should not come to school settings or another CYPES workplace.
- Schools/workplace should enforce regular hand washing with water and soap, alcohol rub/hand sanitiser and frequent disinfection and cleaning of horizontal surfaces, touch points and toilets.
- Schools/workplace should promote physical distancing.

Cleaning and hygiene checklist for educational settings		
<input type="checkbox"/>	1	Promote and demonstrate regular hand-washing and positive hygiene behaviours and monitor their uptake. Ensure adequate, clean and separate toilets for girls and boys Ensure soap and water is available at age-appropriate hand washing stations Encourage frequent and thorough washing (at least 20 seconds) Place hand sanitisers in toilets, classrooms, halls, and near entrances/exits where supervised use is possible (hand sanitiser is not recommended for pre-school age children)
<input type="checkbox"/>	2	Clean surface 'touch points' as directed in the cleaning schedule, this includes door handles, lights switches, horizontal surfaces, hand railings and toilets. Remove toys that can't be easily wiped/ cleaned frequently.
<input type="checkbox"/>	3	Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
<input type="checkbox"/>	4	Posters encouraging good hand and respiratory hygiene practices should be displayed
<input type="checkbox"/>	5	Ensure rubbish is removed daily or as necessary and disposed of safely in your normal waste collections
<input type="checkbox"/>	6	Implement a one-way system to encourage appropriate physical distancing
<input type="checkbox"/>	7	If symptoms of Covid-19 are displayed immediately isolate individual in a clean, designated area of the school / building
<input type="checkbox"/>	8	Prop doors open to avoid touching door handles where possible
<input type="checkbox"/>	9	Use appropriate PPE in line with the Government advice
<input type="checkbox"/>	10	Appropriate cleaning supplies are maintained and stored safely out of reach

Hand-washing and respiratory hygiene

Regular and thorough hand washing is essential for everyone within a school setting. The following should be followed:

- regular and thorough hand-washing by staff, students, and all visitors
- hands should be washed with soap and water for 20 seconds and dried thoroughly using paper towels
- as a minimum, children should wash their hands, on entry into school, after breaks, before and after eating, after using any shared equipment / resources, and after sneezing or coughing and before going home
- ensure that help is available for children and young people who have trouble cleaning their hands independently
- provide hand sanitiser hand gel (70%) dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled. Schools must ensure supervised use of alcohol sanitiser hand gel
- ensure that sufficient hand-washing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments

- ensure proportionate supplies of soap, anti-bacterial gel and cleaning products are supplied.
- encourage children not to touch their mouth, eyes and nose
- encourage children to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Cleaning schedule

In conjunction with the above checklist the attached cleaning schedule is provided to ensure that contract / in house cleaners are briefed to the specific areas that need to be cleaned and what frequency. This will also aid headteachers / SLT to coordinate their site-specific cleaning schedules.

The following principles should be applied to cleaning frequency:

1. Toilet areas should be cleaned and disinfected every hour and the bins emptied if needed
2. Touch points in communal areas should be frequently cleaned, as a minimum:
 - After all children have arrived in school for the day
 - After all children are back in the classroom after morning break
 - After all children are back in the class room after the lunch break
 - After all children have gone home for the day
3. Resources that are only used within the classroom or bubble (e.g. desks) should be cleaned at the end of the morning session and at the end of the afternoon session. During school hours this should ideally be done by someone within the classroom / bubble
4. The cleaning frequency/rotation doesn't apply to items that only one person has access to – i.e. the pupil's unique resources that no one else uses
5. Resources, toys or equipment that need to be used by different classes or 'bubbles' of children should be cleaned between use. If they can't be cleaned between use they should not be used.

Example shown below which should be adapted to your individual situations following the guidance on frequency of cleaning above.

Cleaning Schedule - (to be made site specific)						
Area	What to do	When / How often	Morning	Lunchtime	End of Day	Completed by
Tables	Clean & Disinfect					
Chairs	Clean & Disinfect		√	√	√	
School Hall	Clean & Disinfect					
Shelves	Clean & Disinfect				√	
Resources	Clean & Disinfect	Daily Rotation			√	
Tablets	Wipe & Disinfect					
Door Handles	Wipe & Disinfect		√	√	√	
Work Surfaces	Wipe & Disinfect					
Door Fronts	Wipe & Disinfect		√	√	√	
Toilet 1	Mop / Clean / Disinfect					
Toilet 2	Mop / Clean / Disinfect					
Static Play Equipment	Wipe & Disinfect	Daily	√		√	
Out Side Resources	Use & wipe down	Daily Rotation				
Bikes	Use & wipe down		√	√	√	
Classroom 1	Wipe & Disinfect					

Key messages and actions for school/workplace in-house cleaners and contract cleaners

Cleaning regime

The cleaning regime should follow clean, rinse, disinfect process. This should be a continual process for high risk, frequently used areas, following the frequency guidance as a minimum requirement.



<https://www.ecolab.com/pages/coronavirus>

Normal cleaning products should be sufficient to kill COVID-19.

Disposable cloths should be disposed of as appropriate or if using reusable these should be regularly washed at a high temperature.

Cleaning of toilet facilities

Toilet hygiene is extremely important to prevent spread of COVID-19.

COVID-19 handwashing guidance posters should be clearly displayed in all toilet environments.

All toilet facilities should be cleaned and disinfected every hour.

Hand dryers should be disconnected, these spread water droplets and not everyone may have effectively washed their hands. Instead we recommend paper towels are provided. Bins with lids should be provided for these to be securely disposed of. These bins in toilets should be checked hourly during school time and emptied as necessary.

COVID-19 toilet cleaning guidelines:

- when cleaning toilet facilities, wear household rubber gloves that are reserved for this purpose and a disposable plastic apron
- disinfect by wiping down the toilet door handle, wash hand basin taps and toilet flush handle with a disposable cloth dampened with 0.1% bleach solution
- make sure all areas touched by hands are cleaned as these are the areas most likely to be contaminated
- clean the toilet bowl using a toilet brush and 0.1% bleach solution and rinse the brush by flushing the toilet
- always flush the toilet with the seat and lid down to prevent splashing
- use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings
- avoid creating splashes when cleaning
- any cloths and mop heads used within the toilet area must be disposed of securely tied in waste bags and placed in a covered bin

Use the following check list to guarantee the appropriate cleaning regime has been implemented.

Cleaning Regimes to be Implemented (in-house teams and contracted cleaning services)		
<input type="checkbox"/>	1	<p>Continual clean, rinse, disinfect process for high-risk contamination surfaces following the frequency advice, these include:</p> <p>Toilets, including all surfaces should be cleaned every hour</p> <p>Touch points in communal areas should be frequently cleaned. This may include as relevant:</p> <ul style="list-style-type: none">• All horizontal surfaces• Door handles• Light switches• All chair rests• Sinks, taps and kitchen areas• Lifts including the doors and buttons• Stair Railings• Play frames• Outside benches and communal areas

		<p>Resources that are only used within the classroom or bubble or office should be cleaned at the end of the morning session and at the end of the afternoon session. During school hours this should ideally be done by someone within the classroom / bubble. This may include as relevant:</p> <ul style="list-style-type: none"> • Desks • Door handles • Light switches • Computer monitors, keyboards, mouse • Tablets and laptops • Telephone equipment <p>The cleaning frequency/rotation doesn't apply to items that only one person owns or has access to – i.e. mobile phones, iPad's etc.</p> <p>During the planning and implementation stage particular attention is required around the cleaning of resources and equipment that is used by different bubbles of children. Some examples include: playframes, bats, balls, toys and equipment that is not just used in the classroom. In such instances the items should be cleaned between use. If they can't be cleaned between use by different bubbles they should not be used.</p> <p>Ensure that while cleaning regimes and standards are being maintained staff stay two metres from the children while working. Programme the cleaning of classroom and toilet areas while children are outside.</p>
<input type="checkbox"/>	2	Empty bins and dispose of rubbish appropriately on a more regular basis
<input type="checkbox"/>	3	Use appropriate PPE in line with Governments health advice and guidance
<input type="checkbox"/>	4	In line with your business continuity plans the zoning of cleaning staff where appropriate or possible is recommended e.g. Team A & B staff
<input type="checkbox"/>	5	Deep clean to be undertaken if a suspected or confirmed COVID-19 case occurs – deep clean of the area the patient was isolated plus all other attended areas *
<input type="checkbox"/>	6	Ensure schedules are in place to refill sanitisers and replace hygiene products
<input type="checkbox"/>	7	Complete appropriate risk assessments
<input type="checkbox"/>	8	Provide adequate supplies for good hygiene, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer
<input type="checkbox"/>	9	Disinfectant / chemicals follow department COSHH health and safety policy and guidelines. Ensure all new data sheets are provided from Contract Cleaners for any new products being used in schools / buildings
	10	Where a room, resources or equipment has to be used by different 'bubbles' of children then they should be thoroughly cleaned between use

***Cleaning and disinfection after a symptomatic case**

All shared 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 horizontal surfaces, bathrooms, door handles, light switches, 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

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 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.

Managing waste

All general waste (tissues, paper towels and wipes) should be stored securely and disposed of through your normal waste collections procedures.

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, PPE 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 sealed bin in a secure place and kept away from children
- it should be stored for at least 72 hours before being put out for your normal waste collection

Performance management and Reporting Procedures

Any concerns that staff members have regarding the standard of cleaning must be recorded and reported as part of the school/college/business areas contract management process. If these are not managed or resolved at operational level, they can be escalated to the designated H&S leads at the department.

Useful links and resources

<https://www.gov.je/health/coronavirus/Pages/Index.aspx>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

https://www.unicef.org/media/66036/file/Key%20Messages%20and%20Actions%20for%20COVID-19%20Prevention%20and%20Control%20in%20Schools_March%202020.pdf

<https://www.gov.je/pages/search.aspx?query=about+covid-19+-+the+facts&page=2>

<https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses>

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDInfoK-12.pdf>