

St Lawrence School Cleaning strategy (26.8.2020) (reviewed and updated on 28.9.2020)(reviewed again 7.1.2021)

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:

(<https://www.unicef.org>)

- 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 sanitizer and hourly disinfection and cleaning of horizontal surfaces, touch points and toilets.
- The hourly cleaning frequency/rotation doesn't apply to items that only one person owns or has access to – i.e. mobile phones, iPad's etc.
- Schools/workplace should promote physical distancing).

Checklist		
<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 sanitizers in toilets, classrooms, halls, and near entrances/exits where possible
<input type="checkbox"/>	2	Clean surface 'touch points' hourly or as directed, 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, open skylights, open external doors)
<input type="checkbox"/>	4	Post signs encouraging good hand and respiratory hygiene practices
<input type="checkbox"/>	5	Ensure rubbish is removed daily 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

In conjunction with the above checklist the attached cleaning schedule is provided to ensure that contract 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.

Cleaning Schedule:

Area	What to do	When/How often
Desks and horizontal surfaces in classes	Clean and Disinfect	Playtimes
Chairs in classes	Clean and Disinfect	Playtimes
Horizontal surfaces in shared areas	Clean and Disinfect	Hourly
Touch points in shared areas	Clean and Disinfect	Hourly
Toilets (children's and staff)	Clean and Disinfect	Hourly
Nursery Toilets (Nursery and Reception)	Clean and Disinfect	Hourly
Lunch tables in the hall	Clean and disinfect	12.30 (Sean) and 1.00 (Sophia)

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. Make sure these dispensers are regularly refilled. Schools must ensure supervised use of alcohol sanitiser hand gel
- ensure that sufficient handwashing 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').

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.



<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 hourly during school time.

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 should be emptied hourly.

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

This check list is used to guarantee the appropriate cleaning regime has been implemented.

We have a contract cleaner between 9.00-3.00 from 22nd July to implement the following cleaning regime

Cleaning Regimes to be Implemented (in-house teams and contracted cleaning services)	
<input type="checkbox"/> 1	<p>Continual hourly clean, rinse, disinfect process for high-risk contamination surfaces, these include:</p> <ul style="list-style-type: none">• Toilets, including all surfaces (the yellow cleaning sign must be placed in front of the door during toilet cleaning so that children do not enter)• All horizontal surfaces• Door handles• Light switches• All chair rests• Sinks, taps and kitchen areas• Railings/Bannister leading to the school hall• Computer monitors, keyboards, mouse• Telephone equipment• Trim trail play frame (after play times)• Outside benches (after play times) <p>• When children are outside during their morning and lunchtime plays, teachers must make sure that the tables are clear so that the cleaner can disinfect them (and other horizontal surfaces in the classroom)</p> <p>The hourly cleaning frequency/rotation doesn't apply to items that only one person owns or has access to – the children are allocated their own iPad's and laptops and do not share.</p> <p>Particular attention is required around the cleaning of resources and equipment that is used by different bubbles of children. For this reason, we will not use any equipment at morning break times and only equipment that can be cleaned after use by the member of staff on duty at lunchtime play (for practical reasons equipment at this time will be kept to a minimum)</p> <p>Some examples include:</p> <ul style="list-style-type: none">• Playframes, bats, footballs, hoops, carts.

		Ensure that while cleaning regimes and standards are being maintained staff stay one metre from the children while working.
<input type="checkbox"/>	2	Empty bins and dispose of rubbish appropriately on a more regular basis (monitor if this needs doing throughout the day)
<input type="checkbox"/>	3	Use appropriate PPE in line with Governments health advice and guidance @gov.je
<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 * This area is set up in the porch of the MFA.
<input type="checkbox"/>	6	Ensure sanitisers and hygiene products are kept topped up in classrooms and toilets
<input type="checkbox"/>	7	Complete (and monitor/update) 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 (Sean – caretaker – to monitor and maintain stock)
<input type="checkbox"/>	9	Disinfectant / chemicals follow department COSHH health and safety policy and guidelines. (Use products provided by Q3, which are approved) 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
- 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 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 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.