



GENERAL COVID PRECAUTIONS

Any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:

- They have symptoms of COVID-19**
- They have received a positive PCR test result**
- They are awaiting results of a PCR test result following a positive lateral flow test**

They must not attend the school and must follow the following guidance:

[Stay at Home: Guidance for Households with Possible or Confirmed Coronavirus \(COVID-19\) Infection](#)

All staff are encouraged to receive vaccinations against COVID-19 and other vaccines in line with the national immunisation programme (such as MMR or BCG.)

The following are the main symptoms of COVID which you should be vigilant to in yourselves and others:

- **A high temperature** - this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
- **A new, continuous cough** - this means coughing a lot, for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- **A loss or change to your sense of smell or taste** - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

To prevent the risk of getting or passing on COVID you MUST at all times do the following:

- Minimise close contact with people you work with. You may be asked to start and finish at staggered times to be able to manage this. Do not gather together at any time, and work only in your designated area. Do not all collect or put away cleaning equipment at the same time – wait a safe distance away from others until you can do this.
- You are recommended to use equipment that is allocated for your use. You may wish to colour code or name equipment to minimise sharing. You must clean equipment after you have used it.
- You must regularly and thoroughly clean your hands using soap and water or hand sanitiser. You must clean your hands for 20 seconds.
- You must sign in to the site you are working. Remember to sanitise your hands on arrival, especially if you are using shared pens etc.
- You are recommended to wear a face covering when moving around the site and may come in to contact with others. You can remove your face covering when you are not in close contact with others.
- You must make sure you catch any coughs or sneezes, using either a tissue or the arm of your sleeve if you don't have a tissue. Dispose of tissues quickly in a bin and then clean your hands immediately.
- You must make sure you are working in a ventilated space. Open windows and doors as much as possible.

COVID 'Enhanced Cleaning'

You have a huge role to play in COVID Prevention as a general 'enhanced' clean is absolutely crucial.

Surfaces, equipment and furniture must be cleaned and disinfected more thoroughly and more often than usual (recommended twice daily) to reduce the risk of COVID transmission. The cleaning product used must meet EN14476 standard which is effective against coronavirus.

This will include identifying all 'frequently touched surfaces' which the site can help you to identify, and which you can then include on your cleaning schedule.

Frequently touched surfaces include toilets, door handles/plates, light switches, window openings, desks, etc.

You may wish to write a checklist to help make sure you clean everything, which you can then tick off. This would be really useful if another cleaner has to come in to help.

To make sure cleaning is done in line with government guidance, systems will need to be in accordance with the following:

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

Personal Protective Equipment:



When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

Appropriate footwear (enclosed, flat and non-slip tread) should be worn.

Completing and Finishing Task:

- ✓ You are recommended to wear your face covering when moving around the site. When you are working in your assigned area, and not in close contact with others, the face covering can be removed. You should store your face covering safely (ideally in a little bag or purse) so that it doesn't become dirty.
- ✓ Use only equipment that is assigned to you or has been cleaned prior to you using it.
- ✓ Clean and disinfect regularly touched objects and surfaces (particularly door handles, hand rails, desks and shared/communal areas such as toilets) using a cleaner sanitiser which is effective against enveloped viruses, and must comply with British Standard EN14476, in line with your training.
- ✓ Check and follow the usage instructions and the required 'contact time' to ensure the product is most effective
- ✓ Use disposable cloths or paper roll and disposable mop heads if possible. Cloths must be washed if you are not using disposable.
- ✓ Avoid creating splashes or sprays when cleaning.
- ✓ DO NOT enter a room where someone is working unless 2 metres distance can be maintained.
- ✓ Hands **MUST** be washed immediately after completing the activity
- ✓ Clean any equipment you have used using antibacterial cleaner (such as brush and mop handles, vacuum cleaner, etc)
- ✓ Make sure you know where the safety data sheet is in case of a first aid incident or spillage. Actions to take will be included on that.

- ✓ Thoroughly wash all your clothing as soon as you arrive home on a normal wash cycle. Avoid shaking clothing before placing in the washing machine.
- ✓ Decontaminate your vehicle or bike regularly. Disinfectant cleaner should be used to clean down door handles, gear sticks, steering wheel, handle bars, seat, etc.

Potential Hazards and Injury	DO:	DON'T
■ Contact with bodily fluids and droplets. ■ Spread of infection due to poor practices.	✓ Wear appropriate PPE ✓ Minimise close contact with others ✓ Regularly and thoroughly clean your hands ✓ Clean all surfaces carefully and thoroughly using an appropriate disinfectant cleaner	✗ Gather with other staff either when arriving, collecting/putting away equipment, or when leaving ✗ Use dirty cloths ✗ Work in unventilated areas – open doors and windows ✗ Forget to clean equipment once you have finished with it

Cleaning Activities (FOLLOWING SUSPECTED OR CONFIRMED CASE OF COVID-19)

You may be asked to do a 'deep clean' of an area after a person with COVID symptoms, or who has had a positive test result has left the site. In this situation the following government guidance must be followed:

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

With the correct precautions, this will not increase the risk of you catching COVID. You must therefore follow the instructions below which are in line with the government guidance.

Personal Protective Equipment:



Appropriate footwear



Disposable Gloves



Disposable Apron



Fluid Repellent Surgical Mask*



Eye Protection (either goggles or a face visor)*

**If the area to be 'deep cleaned' is heavily contaminated with bodily fluids or where the nature of the setting means there may be a higher level of virus (such as sleeping accommodation) additional PPE to cover your eyes, nose and mouth may be needed. This would include eye protection and a fluid repellent surgical mask.*

Preparing for the Task:

- Make sure you know exactly where needs to be 'deep cleaned.'
- Gather your Personal Protective Equipment as above ↑
- Wash hands with soap and water before putting on PPE
- Put your PPE on before you enter the area to be cleaned using the guidance below:

Keeping your workforce safe

NHS
Test and Trace

Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles. Role specific guidance for PPE for staff can be found in the Training guide and linked online training.



Put on plastic apron, making sure it is tied securely at the back.



Put on surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover mouth and chin.



Put on eye protection if there is a risk of splashing.



Put on gloves.



You are now ready to enter the testing area.

- Prepare the correct cleaning solution in a well ventilated space. This must be a 10% bleach solution. **DO NOT MIX CLEANING SOLUTIONS** – this can create toxic fumes.
- Gather disposable cloths, paper towels and disposable mop heads.
- Make sure you have a bin bag available so you can discard cleaning materials and PPE after completing.

Completing and Finishing the Task:

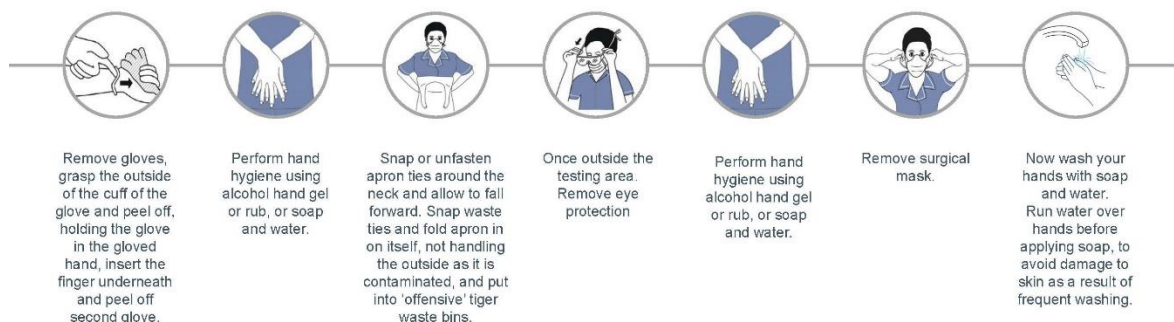
- All surfaces that the symptomatic or positive case individual have come in to contact with must be cleaned and disinfected. This includes all hard surfaces and frequently touched surfaces including floors, chairs, desks, door handles, and sanitary fittings.
- If contaminated items cannot be cleaned using detergent either launder (warmest wash cycle, do not shake before placing in the washing machine, and allow to air dry completely) or steam clean.
- When you have finished the 'deep clean' put all cleaning materials (cloths, disposable mop heads, tissues etc) and your worn PPE in a bin bag. Tie when full. Put this full bag in a second bag and tie up (ie. Double bag.) Follow the advice below on how to remove PPE:

Keeping your workforce safe

NHS
Test and Trace

Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger) This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



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- Put in a secure place, away from children and not in the communal waste area.
- Mark for storage until test result is known.
- If negative test result is received, place in normal waste stream
- If positive test result is received, store for a further 72 hours before placing in the normal waste stream.
- If urgent disposal is required before the 72 hours it must be discarded as clinical waste
- Bathe or shower and change in to clean clothing as soon as arriving home.
- Wash clothing as soon arriving home. Avoid shaking clothing before placing in the washing machine, and wash on the warmest wash cycle.
- Decontaminate your vehicle or bike. This includes frequently touched surfaces such as gear stick, hand brake, door handles, steering wheel, handlebars or seat.

Potential Hazards and Injuries:	Do:	Don't:
■ Contact with bodily fluids & droplets. ■ Spread of infection due to poor practices.	✓ Wear all the PPE required and put it on/take it off correctly ✓ Minimise close contact with other people ✓ Use the correct cleaning solution ✓ Use disposable cleaning materials ✓ Wash hands thoroughly as soon as you have finished	✗ Touch your eyes, nose and mouth. ✗ Consume food and drink until you have removed all PPE and washed your hands. ✗ Mix chemicals – this can cause toxic fumes

Name of Document: COVID19 – Cleaning Activities

I acknowledge that I have read and understood the information relating to the above document and I confirm that I will work in accordance with this; informing my line manager should I require further clarification or training on this subject

[illegible]