

Coronavirus (Covid-19) Enhanced Cleaning Procedure

This procedure has been developed to be used in both Kindergarten and main school.
It has been drafted by Bean, V and Pete.

The Enhanced Cleaning Procedure for protection against Covid-19 infection builds on the content of the guidance from

1. NHS Wales and Public Health Wales - HEALTH PROTECTION TEAM, **Infection Prevention and Control Guidance for Childcare Settings (0-5 years) in Wales (Nurseries, Childminding and Playgroups)**. Revised September 2019. It aims to provide best practice guidance in relation to basic Infection Prevention and Control practice in all Childcare Settings (0-5 years) in Wales. <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>
2. Welsh Government Guidance - **Keep Education Safe: Operational guidance for schools and settings (COVID-19)**, It provides practical guidance on preparing for, and increasing operations during, a phased return up to the end of the summer term 2020. It helps schools and settings have regard to guidance around hygiene, social distancing, self-isolation and testing if a person shows symptoms. Updated 10th June 2020, <https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19#section-43726>
3. Public Health England Guidance - **COVID-19: cleaning in non-healthcare settings**. Updated 15 May 2020, <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Infection prevention and control in schools and childcare settings involves carrying out risk assessments and putting measures in place to manage any identified risks.

The Health & Safety at Work Act 1974 legislates that employers must provide adequate protection against the risks associated with the task undertaken (for example, Personal Protective Equipment (PPE) must be provided for dealing with blood or bodily fluids).

Infection risk in the childcare setting can be reduced by:

- Training all staff.
- Planning ahead when arranging special days out or activities
- Ensuring staff and/or children with symptoms/diagnosis of an infectious disease do not attend the Kindergarten or main school.
- Keeping a child away from a childcare setting when not necessary can be a burden on parents or guardians. However, failing to keep a child (with signs or symptoms of infection) away could lead to an outbreak of infection in the childcare setting.
- If staff or children present with symptoms of Covid-19 then refer to the separate document "Coronavirus (Covid-19) symptoms, and procedure for someone showing them".
- Seeking advice from the HPT All Wales Acute Response (AWARe) team on infection prevention and control issues if an outbreak of infection other than Covid-19 is suspected.

How can the Covid-19 virus be inactivated? The Covid-19 virus has a lipid outer coat (a layer made of fats) so it's disabled by soap or detergent because that disrupts the fat, like washing up liquid lifts grease off plates, so you need soap when hand washing or simple detergents when cleaning hard surfaces.

Cleaning is when you use soap or detergent and water to remove dirt, germs and impurities.

Disinfecting refers to the use of chemicals like bleach or alcohol to kill germs.

Doing both is the best way to reduce the spread of infection in a case of suspected Covid-19.

Buildings must be cleaned regularly.

On Wednesday 24th June both Kindergarten and main school were thoroughly cleaned by a professional cleaning company. **On the weekend of 4th/5th July they will be given a general clean by the same company.**

For Staff - Enhanced Cleaning Procedure - General hygiene and preventative controls.

All staff should fully understand the cleaning requirements expected of them.

SGT must ensure that staff have appropriate training, products and equipment available to them in a timely manner.

| Action; | What, how often, and by who? |
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| Preparing to start cleaning. | Ventilate rooms if possible before, and while, you are cleaning them. Wash your hands with soap and water. If not available use an alcohol-based gel. Wear a plastic apron and household gloves. Prepare a bucket with warm soapy water and a cloth. |
| Hard surfaces should be cleaned with warm soapy water or the normal cleaning products used. | There is no need to use diluted bleach or any aggressive chemicals. |
| Particular attention should be given to clean 'high-touch' areas and surfaces. These areas should be cleaned at least once a day and more frequently in high use areas based on local assessment, including <ul style="list-style-type: none"> • door handles and edges, • walls, • chairs, and chair backs, • tables, • toys, • shared resources, • equipment door handles, • push pads, • bathrooms, • taps and hand sanitiser dispensers, • waste bins | <p>For Joanna and V. Wear apron and household gloves. Dispose of apron after each session for cleaning toilet areas.</p> <ul style="list-style-type: none"> • Twice daily (after morning break and in the afternoon) clean toilet areas, including compost toilets and urinals, with disposable cloths and warm soapy water - urinals, toilet seats and flush handles/pull cords, handwash basins and taps, toilet door handles and the openings of the paper towel dispensers. Toilet areas in KG and main school have mops to be used only in those areas if deemed necessary. Check stocks of soap and paper towels and replenish if necessary. • Once daily (in afternoon) wiping door handles in corridors and outside gate handles. <p>For teachers. Wear household gloves.</p> <ul style="list-style-type: none"> • Once daily (afternoon) wipe down with a cloth and warm soapy water – door handles, light switches, desk top front edge and the backs of chairs used by pupils in your room. <p>For office staff. Use sanitiser tissues. Dispose after each session.</p> <ul style="list-style-type: none"> • 3 or 4 times daily wipe down using sanitiser tissues – door handles, light switches, computer keyboards, photocopier touch screen and buttons, telephone handset, paying particular attention to the mouthpiece. |
| Rooms should be cleaned when different groups use a room. | This shouldn't be necessary as groups are not allowed to use other rooms, maintaining their "bubble". |
| Staff should maintain social distancing from each other and from other staff and learners at all times. | Only one person should be in the toilet areas at a time, so Janna and V may have to wait while those areas are in use. |
| Tissues should be placed in a separate waste bin and disposed of safely. | Each room has a bin, lined with a bin liner, for collecting used tissues, used gloves and sanitiser wipes. These should be removed every afternoon by teachers or office staff as ordinary waste. |
| All rubbish should be removed daily. | If anyone has symptoms of Covid-19 then use the procedure on the next page to effect cleaning of that area and disposal of waste. |
| After finishing cleaning. | Empty the bucket of soapy water. Rinse the cloth and dry for reuse. Remove your apron and dispose of it. Remove your gloves for you to reuse. Wash your hands thoroughly with soap and water for 20 seconds, dry them with paper towels and dispose as ordinary waste. |

For Staff - Enhanced Cleaning Procedure - Cleaning where someone has shown symptoms of Covid-19.

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| <p>1. If a member of staff or pupil shows symptoms of Covid-19, all areas where this person has been should be identified and kept clear.</p> | <p>Management of the area should be physical where possible i.e. barriers with suitable signage or behind locked doors. If a child is showing symptoms then current guidance states that there is no need for others in the area to be sent home, however, if a classroom is affected the teacher may consider it prudent to take the remaining class members outside for the duration of the morning. All parents of children at Nant-y-Cwm will be informed of the suspected case, and in which area, and the guidance that there is no need to close the facility or the individual room once it has been subjected to this Enhanced Cleaning Procedure.</p> |
| <p>2. A clean down prior to reoccupation should take place. Particular attention should be given to any specific area with which the person has been in contact, i.e. allocated desk and chair as well as all other “high-touch” areas. Any soft toys should be removed if not already removed as a preventative control.</p> | <p>Any member of staff should be able to deal with this in the area under their control. Wear apron and disposable gloves. A face mask is not necessary. 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. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products provided, wiping with a disposable cloth. These products will be effective against Coronavirus. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. Dispose of the cloth, apron and gloves into a bag, double-bag that and write the date on it, seal it, and then taken to the woodwork room. After at least 72 hours (3 days) it can be disposed as ordinary waste.</p> |
| <p>3. 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</p> | <p>In addition to the above, wear a face mask and face visor. Without spreading it around, carefully soak as much fluid as possible onto a paper towel/tissue by draping it over the fluid. Place it into a waste bag. Clean the area as in 2 above. Carefully remove gloves, face mask, and apron and place them in the waste bag, double-bag it, write the date on it, seal it, and then taken to the woodwork room. After at least 72 hours (3 days) it can be disposed as ordinary waste.</p> |
| <p>4. For waste suspected of being in contact with someone showing symptoms, suspected or confirmed of Covid-19.</p> | <p>The bag of waste in that room should be carefully removed, double-bagged and sealed, the date written on it, and then taken to the woodwork room. After at least 72 hours (3 days) it can be disposed as ordinary waste.</p> |
| <p>5. After finishing cleaning</p> | <p>After removing gloves, aprons and other protection used while cleaning, wash hands thoroughly with soap and water for 20 seconds, dry tem with paper towels and dispose as ordinary waste.</p> |

Cleaning Schedule for V and Joanna - Week beginning: Monday 29th June 2020

| Items and areas to be routinely cleaned (including staff and compost toilets) | How often the cleaning should take place | Method of cleaning (refer to the procedure document) | Monitor and record (signed by the person responsible for the cleaning) | | | | |
|--|--|---|---|------|-----|-------|-----|
| | | | Mon | Tues | Wed | Thurs | Fri |
| Kindergarten In toilet cubicles <ul style="list-style-type: none"> • Seats • Flush handles • Toilet roll holders and adjacent wall • Door handles In toilet area <ul style="list-style-type: none"> • Wash basins • Taps • Soap dispensers/ dishes • Splashbacks In Woodland <ul style="list-style-type: none"> • Door handles | <p>After morning break</p> <p>After children leave</p> | <ul style="list-style-type: none"> • Wear apron and household gloves. Dispose of apron after each session for cleaning toilet areas. • Twice daily (after morning break and in the afternoon) clean toilet areas, including compost toilets, with a cloth and warm soapy water - toilet seats and flush handles/pull cords, handwash basins and taps, toilet door handles. • Check stocks of soap and paper towels and replenish if necessary. • Replace waste bag and clean bin. | KG | KG | KG | KG | KG |
| Main school, including compost toilets In toilet cubicles <ul style="list-style-type: none"> • Seats • Flush handles • Toilet roll holders and adjacent wall • Door handles In toilet area <ul style="list-style-type: none"> • Wash basins • Splashbacks • Taps • Soap dispensers/ dishes • Urinals | <p>After morning break</p> <p>After children leave</p> | <ul style="list-style-type: none"> • Wear apron and household gloves. Dispose of apron after each session of cleaning toilet areas. • Twice daily (after morning break and in the afternoon) clean toilet areas, including compost toilets, with a cloth and warm soapy water - toilet seats and flush handles/pull cords, urinals, handwash basins and taps, toilet door handles. • Check stocks of soap and paper towels and replenish if necessary. • Replace waste bag and clean bin. | MS | MS | MS | MS | MS |
| If areas need cleaning following a suspected case of Covid-19 then the Enhanced Cleaning Procedure - <u>Cleaning where someone has shown symptoms of Covid-19</u> must be used. | | | | | | | |

Cleaning Schedule for V and Joanna - Week beginning: Monday 6th July 2020

| Items and areas to be routinely cleaned (including staff and compost toilets) | How often the cleaning should take place | Method of cleaning (refer to the procedure document) | Monitor and record (signed by the person responsible for the cleaning) | | | | |
|---|--|---|---|------|-----|-------|-----|
| | | | Mon | Tues | Wed | Thurs | Fri |
| Kindergarten In toilet cubicles <ul style="list-style-type: none"> • Seats • Flush handles • Toilet roll holders and adjacent wall • Door handles In toilet area <ul style="list-style-type: none"> • Wash basins • Taps • Soap dispensers/dishes • Splashbacks In Woodland <ul style="list-style-type: none"> • Door handles | <p>After morning break</p> <p>After children leave</p> | <ul style="list-style-type: none"> • Wear apron and household gloves. Dispose of apron after each session for cleaning toilet areas. • Twice daily (after morning break and in the afternoon) clean toilet areas, including compost toilets, with a cloth and warm soapy water - toilet seats and flush handles/pull cords, handwash basins and taps, toilet door handles. • Check stocks of soap and paper towels and replenish if necessary. • Replace waste bag and clean bin. | KG | KG | KG | KG | KG |
| Main school, including compost toilets In toilet cubicles <ul style="list-style-type: none"> • Seats • Flush handles • Toilet roll holders and adjacent wall • Door handles In toilet area <ul style="list-style-type: none"> • Wash basins • Splashbacks • Taps • Soap dispensers/dishes • Urinals | <p>After morning break</p> <p>After children leave</p> | <ul style="list-style-type: none"> • Wear apron and household gloves. Dispose of apron after each session of cleaning toilet areas. • Twice daily (after morning break and in the afternoon) clean toilet areas, including compost toilets, with a cloth and warm soapy water - toilet seats and flush handles/pull cords, urinals, handwash basins and taps, toilet door handles. • Check stocks of soap and paper towels and replenish if necessary. • Replace waste bag and clean bin. | MS | MS | MS | MS | MS |
| If areas need cleaning following a suspected case of Covid-19 then the Enhanced Cleaning Procedure - <u>Cleaning where someone has shown symptoms of Covid-19</u> must be used. | | | | | | | |