

COVID-19 Protocol Version 1.0

CLEANING

Cleaning before re-opening

- **4 Point Plan:**
 1. Maintenance to fix all COVID-19 signs and equipment
 2. Caretakers to empty classrooms, workspaces and certain offices of furniture
 3. Cleaners to clean classrooms and workspaces of furniture using recommended products
 4. Caretakers to reset classrooms and workspaces to 2 metre social distancing plans or other layout as agreed by the Director of Major Programmes and Director of Physical Resources

Cleaning routine following re-opening

- All common area touch points are to be cleaned and disinfected at least once a day
- Areas, surfaces and objects in frequent use during the day are to be cleaned and disinfected several times a day (by the user)
- Educational materials and any form of equipment handled by students or staff to be disinfected after use with disinfectant wipes held locally
- If there is a changeover of students in a room or area, desks, chairs and any other surfaces / equipment which have been in use must be cleaned using disinfectant wipes by the user before use
- All waste bins must be lined with rubbish bags, and emptied at least twice a day (5-10 minutes before the end of lunch break and at the end of the day)
- Toilets must always have liquid soap and paper towels available at all times (hand dryers will be disabled)
- Used cloths are to be kept separately from clean cloths at all times prior to washing. Reusable cloths must be laundered at 60 degrees C
- Single-use wipes and cloths must be disposed of in a plastic bag, and disposed of in the refuse waste stream
- Full cleaning and disinfection operations must only be undertaken by cleaning and caretaking staff when a room is empty.
- Cleaning products must be stored securely at all times.

Deep Cleaning of areas /surfaces following a suspected or confirmed case on site

- **Disinfection:**
 - a. use a virucide disinfectant that complies with EN 14476. Disinfectant wipes that comply with the same standard can be used
 - b. disinfect all points where there is manual contact following the manufacturer's instructions (concentration, application method and contact time, etc.).

- **Cleaning**
 - o clean with a regular detergent, then rinse to remove the product and dirt
 - o undertake the cleaning by starting with the cleanest areas and finishing with dirtier areas; pay attention to points where there is frequent manual contact (frequently affected areas, etc.).

- Note that it may be possible to combine cleaning and disinfection in a single operation through use of an appropriate product compliant with EN 14476.

- Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the [guidance on cleaning for non-healthcare settings](#).

- Any homemade, non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.