



**Ashford Park Primary School**  
'Inspiring a love for lifelong learning'

# Covid 19 Cleaning Schedule

<b>Status of Policy</b>	<b>Date</b>
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## **Coronavirus – Covid 19 – DfE Guidance**

### **Background**

The risk of coronavirus (COVID-19) infection depends on many factors, including:

- the type of surface contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

Surfaces and belongings can be contaminated with COVID-19 when people who are infectious cough or sneeze or touch them. Transmission of COVID-19 can occur when someone else then touches the contaminated surface or item. The person may become infected if they touch their nose, eyes or mouth with a contaminated hand or object. Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.

In situations where someone has symptoms of COVID-19, we continue to advise storing personal waste for 72 hours as an additional precaution.

### **General principles of cleaning during the COVID-19 pandemic**

This section provides general cleaning advice for non-healthcare settings where no one has symptoms of, or confirmed COVID-19. For guidance on cleaning where there has been a person with symptoms of, or confirmed COVID-19, please refer to the section on [principles of cleaning after a case has left the setting or area](#).

There is also additional guidance for employers and businesses on working safely during the COVID-19 pandemic.

### **Cleaning and disinfection**

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

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

## **Laundry**

Items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.

## **Kitchens and communal canteens**

It is very unlikely that COVID-19 is transmitted through food. However, as a matter of [good hygiene practice](#), anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.

Food business operators should continue to follow the Food Standard Agency's (FSA) [guidance on good hygiene practices in food preparation](#), [Hazard Analysis and Critical Control Point](#) (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)).

## **Bathrooms**

Clean frequently touched surfaces regularly. Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. Where cloth towels are used, these should be for individual use and laundered in accordance with washing instructions.

## **Waste**

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

## **Principles of cleaning after an individual with symptoms of, or confirmed COVID-19, the case has left the setting or area**

### **Personal protective equipment (PPE)**

The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) [Health Protection Team](#) can advise on this.

### **Cleaning and disinfection**

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, 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 – think one site, one wipe, in one direction.

Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)

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 ensure that it is effective against enveloped viruses

Avoid mixing cleaning products together as this can create toxic fumes. 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.

## **Laundry**

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

## **Waste**

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be put indisposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste

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There will be a charge for this service.

Other household waste can be disposed of as normal.

**The following areas within Ashford Park Primary School require regular cleaning and disinfecting:**

Door handles, push pads, electronic door opening control knobs, light switches and other wall controls, hand rails, toilets and flush controls, wash hand basins, taps, cupboard handles, photocopier controls, tea boiler control, refrigerator door handles, dishwasher handles, microwave handles, classroom sinks, classroom sink taps, tables, work and play surfaces, chairs, plates, cups, cutlery, toys, sports equipment container door handles, play pod door handles and outside play equipment if used, including the Acorn Centre, hand sanitiser units.

**CLEANING PROGRAM**

General Interior Environment Cleaning Program		
Area/Item	Method	Frequency/Comments
Door and cupboard handles, push pads, electronic door opening control knobs, light switches, other wall controls, photocopier controls, refrigerator door handle, dishwasher door handle, microwave controls, tea boiler control,	Clean with neutral detergent, warm water and sanitise using a disposable cloth	Cleaned and sanitised by caretaker regularly throughout the day and immediately if contaminated i.e. if soiled with blood or body fluids  Class based staff to clean and sanitise switches, handles etc. in their classroom hourly  Contract cleaners will clean and sanitise touch points weekly
Individual offices – computer keyboards, laptops, telephones	Clean with neutral detergent, warm water and sanitise using a disposable cloth or disposable wipes	The office areas will be cleaned and sanitised daily by the cleaning contractors but staff should sanitise their own equipment

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<p>Medical Room</p>	<p>Clean sink, taps and surfaces, medical fridge handle, cupboard handles with neutral detergent, warm water and sanitise using a disposable cloth</p>	<p>The medical room will be cleaned and sanitised by the contract cleaner on a daily basis</p> <p>After each use the medical room should be cleaned and sanitised by the responsible member of staff</p> <p>If dealing with a suspected Covid 19 case the staff member in attendance should move with the child to the outdoor classroom (weather permitting) or M Unit kitchen (close internal doors, open external doors and windows)</p> <p>Maintain a 2 metre distance from the child, if this isn't possible you must wear PPE; a face mask should be worn if a distance of 2 metres cannot be maintained, if contact is necessary, then gloves, an apron and a face mask should be worn, eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example from coughing, spitting or vomiting</p>
<p>Classroom tables before and after the children have eaten</p>	<p>Clean with neutral detergent, warm water and disposable cloth and dry with disposable paper towels then sanitise using a disposable cloth</p>	<p>Cleaned and sanitised by class based staff before and after use; immediately if contaminated with blood or body fluids</p> <p>Cleaned and sanitised daily by the contract cleaners</p>

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<p>Washable floor coverings – school hall</p> <p>Other washable floor coverings</p>	<p>Wash with appropriate cleaner, warm water and floor cleaning machine</p> <p>Wash with appropriate cleaner, warm water and floor cleaning machine</p>	<p>Cleaned daily by kitchen staff and immediately by caretaker if contaminated</p> <p>Cleaned daily by contract cleaners</p> <p>If contaminated immediately by class based staff if in the classroom or by the caretaker if in a communal area</p>
<p>Carpets</p>	<p>Clean with an approved carpet cleaning method</p>	<p>Clean carpets during school closures and by caretaker immediately if contaminated</p> <p>Under normal circumstances only clean when children will not be present to ensure the carpet is dry before next use</p>
<p>Soft furnishings</p>		<p>All rugs, cushions and any other soft furnishings should be removed from the school environment</p>

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<p>Walls and door frames</p>	<p>Clean with neutral detergent, warm water and sanitise using a disposable cloth</p>	<p>Cleaned and sanitised regularly throughout the day by caretaker areas of frequent hand contact, such as lower wall/door frames</p>
<p>Waste bins</p>	<p>Clean with neutral detergent, warm water and sanitise using a disposable cloth</p>	<p>Cleaned and sanitised daily by caretaker</p> <p>Empty at lunchtimes and immediately if contains contaminated materials.</p> <p>If suspected Covid 19 case double bag and store waste securely for 72 hours before placing in the bin store area, use a tag to mark the date</p>
<p>Mops and cleaning cloths</p>	<p>Disposable mop heads must be used for cleaning contaminated areas and safely disposed of</p> <p>Mop heads should be washed in warm water and detergent, rinsed and air dried</p> <p>Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then dried</p>	<p>After use</p> <p>After daily use</p> <p>After daily use</p>

Toilet/Sink Area Cleaning Program		
Wash hand basins, taps, surrounding counters, soap dispensers	Clean with detergent and warm water and sanitise using a disposable cloth	<p>Cleaned and sanitised regularly throughout the day by caretaker and immediately if contaminated</p> <p>Classroom sinks/taps cleaned and sanitised hourly/after use by class based staff</p> <p>Contract cleaners will clean and sanitise daily</p>
Both sides of toilet seat, toilet handles, door knobs or cubicle handles	Clean with detergent and warm water and sanitise using a disposable cloth	<p>Cleaned and sanitised regularly throughout the day by caretaker and immediately if contaminated</p> <p>Contract cleaners will clean and sanitise daily</p>
Toilet bowls	Use toilet cleaner as per manufacturer's instructions	Cleaned and sanitised daily by contact cleaners and immediately by caretaker if contaminated

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<p>End M Unit toilet, door handles, sink, taps and floor</p>	<p>Use toilet cleaner as per manufacturer's instructions</p> <p>Clean with detergent and warm water and sanitise using a disposable cloth</p>	<p>To be used by suspected Covid 19 cases only</p> <p>Cleaned and sanitised regularly throughout the day by caretaker and immediately if contaminated</p> <p>Cleaned and sanitised daily by caretaker</p> <p>If a child, member of staff, or member of staff accompanying a child with suspected Covid 19 uses this toilet it should be thoroughly cleaned and disinfected once the suspected case has left. The Out of Use sign must be displayed if the caretaker is not onsite and the toilet cleaned upon his return</p>
<p>M Unit toilets, door handles, sink, taps and floor</p>	<p>Use toilet cleaner as per manufacturer's instructions</p> <p>Clean with detergent and warm water and sanitise using a disposable cloth</p>	<p>Cleaned and sanitised regularly by the caretaker throughout the day and immediately if contaminated</p> <p>The M Unit is cleaned and sanitised daily by the caretaker</p>

<p><b>Toy Cleaning Program</b></p>		
<p><b>Item</b></p>	<p><b>Method</b></p>	<p><b>Frequency / Comments</b></p>
<p>Soft toys</p>		<p>All soft toys should be removed from the school environment</p>

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Hard toys	Clean with warm water and detergent and sanitise using a disposable cloth	Cleaned and sanitised by class based staff after each group's use or immediately if contaminated
Dress-up clothes		All dress up clothes should be removed from the school environment

<b>Outdoor Cleaning Program</b>		
<b>Item</b>	<b>Method</b>	<b>Frequency / Comments</b>
Sport Container door handles, outside bins	Clean with warm water and detergent, sanitise using a disposable cloth	Sports container/play pod door handles cleaned and sanitised by group lead after each groups use and immediately if contaminated  Outside bins and hand sanitiser units cleaned and sanitised regularly throughout the day by caretaker
Play equipment	Clean with warm water and detergent, disinfect using a disposable cloth	Cleaned and sanitised by caretaker after each groups use or immediately if contaminated
Outdoor gym equipment (not currently in use)	Clean with warm water and detergent, disinfect using a disposable cloth	Cleaned and sanitised by caretaker after each groups use or immediately if contaminated
Acorn climbing	Clean with warm water and	Cleaned and sanitised by

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equipment	detergent, disinfect using a disposable cloth	centre staff daily and immediately if contaminated
Outdoor grab rails, door and gate handles and entry system	Clean with warm water and detergent, disinfect using a disposable cloth	Cleaned and sanitised regularly throughout the day by caretaker and immediately if contaminated

**Cleaning Checklist**

**Week starting:** \_\_\_\_\_

Area/Item to be cleaned	Frequency of cleaning						Comments
		Mon	Tues	Wed	Thurs	Fri	
Handles, push pads, controls	Regularly throughout the day by caretaker and immediately if contaminated  Hourly by class based staff in group						
Individual Offices – including telephones and keyboards	Surfaces cleaned daily by contract cleaners						Individual staff should clean and sanitise their own telephones and keyboards
Classroom tables before and after children have eaten	Daily by class based staff in group						
Washable floor coverings	Hall daily by kitchen staff or immediately if contaminated  Other floor coverings daily by contract cleaners or immediately by caretaker/class based staff if contaminated						
Carpets	Cleaned during school holidays						

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	by caretaker or immediately if contaminated						
Walls and door frames	Cleaned regularly throughout the day by caretaker in areas of frequent hand contact, such as lower wall/door frames						
Waste bins	Empty at lunchtime by class based staff or immediately if contaminated						
Mops and cloths	Cleaned daily by caretaker, cloths to be laundered on a daily basis						
All toilets, flush handles, sinks, taps and surfaces	<p>Cleaned daily by contract cleaners.</p> <p>Cleaned regularly throughout the day by caretaker and immediately if contaminated</p> <p>Class based staff clean class sinks and taps hourly/after use</p>						
M Unit end toilet	Cleaned and sanitised regularly throughout the day by caretaker						<p>If a child, member of staff, or member of staff accompanying a child with suspected Covid 19 uses this toilet it should be thoroughly cleaned and disinfected once the suspected case has left. The Out of Use sign must be displayed if the</p>

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							Caretaker not onsite.
Disabled toilet	Cleaned daily by contract cleaners.  Cleaned regularly throughout the day by caretaker						
Medical Room	Cleaned daily by contract cleaners.  Cleaned after each use by responsible member of staff						If dealing with a suspected Covid 19 case the staff member in attendance should move with the child to the outdoor classroom (weather permitting) or M Unit kitchen (close internal doors, open external doors and windows).
Hard Toys	Cleaned after each groups use or immediately if contaminated, cleaned by class based staff						
Outdoor grab rails, door handles, entry system, storage containers, hand sanitiser units	Cleaned regularly throughout the day by caretaker						

## Covid 19 Cleaning Schedule

Outdoor play equipment	Cleaned between groups by caretaker  Acorn staff clean outdoor play equipment daily						
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