

ANNEX A

COVID19 Cleaning Guidance November 2020 **UPDATED**

Background information – The Covid19 virus lasts approximately 72 hours on plastic, 48 hours on stainless steel, 24 hours for natural materials such as wood.

CHECKLIST FOR SCHOOL ADMINISTRATORS, SENIOR LEADERS, TEACHERS AND STAFF

1. Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake. Ensure adequate, clean toilets for children and adults.

- Ensure soap and safe hot water is available at age-appropriate hand washing stations.
- Encourage frequent and thorough washing (at least 20 seconds) - posters and lesson plans on general hand hygiene can be found on the [eBug website](#)
- Place hand sanitisers/tissues in school entrance, school offices, classrooms and hall
- Place gloves/wipes in classrooms, hall and offices
- Ensure adequate, clean and toilets for children and adults
- Children's toilets to be cleaned by school staff @ 11.30am, using the fogger
- Staff must wear a mask when operating the fogger

2. Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day. Frequently touched surfaces (see below) should be cleaned and disinfect at least twice a day. Staff and cleaning staff must work together to achieve this increased frequency. School staff can use a suitable disinfection wipe in between formal cleaning and disinfection. You do not need to wear any protective equipment for this task. Frequently touched surfaces:

- Classroom desks and tables
- Bathroom facilities (including taps and flush buttons)
- Door and window handles
- Furniture
- Light switches
- Reception desks
- Teaching and learning aids
- Computer equipment (including keyboards and mouse)
- Sports/PE equipment
- Hard toys (you should not have soft toys in school during coronavirus - examples include ball pools, soft toys that cannot be machine washed, play dough and wooden toys)
- Telephones
- Signing In station
- Photocopiers

3. Shared workstations should be cleaned and disinfected by the user prior to use. This must include: desk, keyboard, mouse and telephone as well as being cleaned by cleaning team
4. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.
5. Any cloths and mop heads used must be disposed of and should be put into waste bags
6. Increase air flow and ventilation (open windows and doors)
7. Post signs encouraging good hand and respiratory hygiene practices
8. Use lidded bins for tissues
9. Ensure waste is removed daily and disposed of safely

Suspected Case

If there is a suspected case on site there needs to be a deep clean of the affected areas and the cleaning regime will need to be in accordance with strict rules outlined in [COVID-19-decontamination-in-non-healthcare-settings](#). The school may need to close for the deep clean. **The latest Government guidance must be followed.**

References:

https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4

<https://neu.org.uk/advice/coronavirus-keeping-yourself-safe>

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