

ANNEX A

COVID-19 Cleaning Guidance **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, which sanitises all surfaces
- Staff must wear a mask when operating the fogger
- Ensure that there is adequate soap and sanitiser in classrooms/hall

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)
- 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 to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Cloths changed for each classroom.
5. Mop heads will be replaced weekly and will be disposed of in the waste bags.
6. Increase air flow and ventilation (open windows and doors), while maintaining a comfortable temperature
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.
10. Face shields will be available for the cleaning team to wear as well as gloves and aprons, which will be used and changed after cleaning each classroom/area.

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>