

## Cleaning procedures to protect children, staff and visitors against Coronavirus

### From September 2020

As a 'duty of care' to our children, staff, visitors and Governors the following procedures have been adopted from Thursday, 3rd September 2020.

#### Procedures

1. All pedal bins or swing lidded bins in the classrooms and lavatories will be emptied 4 times a day. They will be double bagged.
2. Every desk, table, chair, floors, door handles, toys, outside play equipment, photocopiers, will be sanitized before and after school.
3. Air Ventilator units will be regularly serviced.
4. Computer screens, mouse & keyboards, light switches and door handles will be cleaned every day before and after school.
5. Additional cleaning materials will be available for staff in their classroom. Staff will ensure that these items will be stored so that young children do not have immediate access to them. Staff have been asked to clean their areas before and after use.
6. Public Health laminated notices will be placed in the main hall, classrooms and corridors.
7. All taps and showers will be run on the whole site for a few minutes on a regular basis to avoid contamination.
8. Extra rubbish collection from the lavatories will be carried out during the school day.
9. Each lavatory will have a register to record the date and time when the room has been cleaned.
10. HCH cleaner will ensure every day that the products are available in the classrooms, lavatories and staff room.
11. Hand driers will be disconnected. Instead paper towels will be available.
12. Drinking fountains will be only used for refilling bottles.
13. Windows and doors (if appropriate) will be kept open to improve ventilation.

Some taps in the lavatories have been converted to Infra-Red electronic taps. An additional cleaner will be available between 11 am - 3 pm.

### Cleaning Timetable

- 0730 All surface areas and door handles will be cleaned before the start of the school in all areas.
- 1045 All surface areas and door handles, corridor doors and lavatories will be cleaned in areas deemed to be high risk.
- 1400 All surface areas and door handles, corridor doors and lavatories will be cleaned in areas deemed to be high risk.
- 1600 All surface areas and door handles, corridor doors and lavatories will be cleaned

### Available Products

1. Tissues – will be placed in every classroom and lavatory
2. Paper towels for drying hand in all the lavatories
3. Hand Sanitisers – (alcohol content 70% & non alcohol)
4. Antibacterial hand liquid soaps – (with and without alcohol content)
5. Antibacterial screen wipes
6. Antibacterial cleaning fluid (Isopropanol Industrial Alcohol based & Epic Solutions as used in hospitals 70% & 99%)
7. Soap bars
8. Clinell wipes (hospital grade for hands and surfaces)
9. PPE (masks, vinyl gloves, plastic aprons)
10. Paper hand towels
11. Antibacterial floor cleaner
12. Antibacterial lavatory cleaner
13. Bleach
14. Colour coded cloths for surfaces
15. Handheld pressurized steam cleaners for surfaces.