

## Children, Young People, Education and Skills (CYPES) Cleaning Strategy – September 2020

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## Covid-19

Covid-19 is a virus, which is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

As a result of the huge efforts everyone has made to adhere to strict physical distancing measures, the transmission rate of coronavirus (COVID-19) in Jersey has decreased.

## Purpose

The purpose of this document is to provide clear guidance to ensure implementation of adequate cleaning management to control COVID-19 in schools and other CYPES facilities.

A wash, cover, avoid, and clean message is advocated in school (education) establishments to help prevent the spread of COVID-19.



<https://nhi.ie/advise-to-member-nursing-homes-re-covid-19/>

## Key messages and actions for all CYPES settings

Following simple, straight forward guidelines can help keep staff and children safe at school and help stop the spread of Covid-19.

Recommendations for healthy schools are:

(<https://www.unicef.org> )

- Sick students, employees and members of the public should not come to school settings or another CYPES workplace.
- Schools/workplace should enforce regular hand washing with water and soap, alcohol rub/hand sanitizer and hourly disinfection and cleaning of horizontal surfaces, touch points and toilets.
- The hourly cleaning frequency/rotation doesn't apply to items that only one person owns or has access to – i.e. mobile phones, iPad's etc.
- Schools/workplace should promote physical distancing).

Checklist		
<input type="checkbox"/>	1	Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake.  Ensure adequate, clean and separate toilets for girls and boys Ensure soap and water is available at age-appropriate hand washing stations Encourage frequent and thorough washing (at least 20 seconds) Place hand sanitizers in toilets, classrooms, halls, and near entrances/exits where possible
<input type="checkbox"/>	2	Clean surface 'touch points' hourly or as directed, this includes door handles, lights switches, horizontal surfaces, hand railings and toilets. Remove toys that can't be easily wiped/ cleaned frequently.
<input type="checkbox"/>	3	Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
<input type="checkbox"/>	4	Post signs encouraging good hand and respiratory hygiene practices
<input type="checkbox"/>	5	Ensure rubbish is removed daily and disposed of safely in your normal waste collections
<input type="checkbox"/>	6	Implement a one-way system to encourage appropriate physical distancing
<input type="checkbox"/>	7	If symptoms of Covid-19 are displayed immediately isolate individual in a clean, designated area of the school / building
<input type="checkbox"/>	8	Prop doors open to avoid touching door handles where possible
<input type="checkbox"/>	9	Use appropriate PPE in line with the Government advice
<input type="checkbox"/>	10	Appropriate cleaning supplies are maintained and stored safely out of reach

In conjunction with the above checklist the attached cleaning schedule is provided to ensure that contract / in house cleaners are briefed to the specific areas that need to be cleaned and what frequency. This will also aid headteachers / SLT to coordinate their site-specific cleaning schedules.

Cleaning Schedule – Site Specific-St Clements School						
Area	What to do	When / How often	Morning	Lunchtime	End of Day	Completed by
Tables	Clean&Disinfect			√	√	Enhanced cleaning staff + Team
Chairs	Clean&Disinfect			√	√	Enhanced cleaning staff + Team
School Hall	Clean&Disinfect				√	Team
Shelves/Nursery-Reception	Clean&Disinfect				√	Team
Resources/Nursery/Foundation	Clean&Disinfect	Daily Rotation of resources			√	Team
Tablets	Wipe&Disinfect	After use				
Door Handles	Wipe&Disinfect		√	√	√	Touch point staff, enhanced cleaning staff + Team
Work Surfaces	Wipe&Disinfect			√	√	Enhanced cleaning staff + Team
Door Fronts	Wipe&Disinfect		√	√	√	Touch point staff, enhanced cleaning staff + Team

All Toilets	Mop/Clean/Disinfect			√	√	Touch point staff, enhanced cleaning staff + Team
Static Play Equipment- not being used	Mop/Clean/Disinfect					
Outside Resources-closing Drinking Fountain	Use&wipe down					
Trikes - not using	Wipe down between users if used.					
All Classrooms	Wipe&Disinfect				√	Team
Two classrooms deep cleaned each day, every week	Wipe / Hoover / Clean /				√	Extra Team member

- The usual team of cleaners will clean the school for 2 hours at the end of each day.
- An extra cleaner will work from 9.00 – 3.00pm following a daily cleaning schedule throughout the school.
- An extra cleaner will work for an hour mid-morning to clean the touch points throughout the school.
- An extra cleaner will join the end of day team to focus and deep clean two rooms per day on a rota.

### Hand washing and respiratory hygiene

Regular and thorough hand washing is essential for everyone within a school setting. The following should be followed:

- regular and thorough hand-washing by staff, students, and all visitors
- hands should be washed with soap and water for 20 seconds and dried thoroughly using paper towels
- as a minimum, children should wash their hands, on entry into school, after breaks, before and after eating, after using any shared equipment / resources, and after sneezing or coughing and before going home
- ensure that help is available for children and young people who have trouble cleaning their hands independently
- provide hand sanitiser hand gel (70%) dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled. Schools must ensure supervised use of alcohol sanitiser hand gel
- ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments
- ensure proportionate supplies of soap, anti-bacterial gel and cleaning products are supplied.
- encourage children not to touch their mouth, eyes and nose
- encourage children to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

## Key messages and actions for school/workplace in-house cleaners and contract cleaners

### Cleaning regime

The cleaning regime should follow clean, rinse, disinfect process. This should be a continual process for high risk, frequently used areas.



<https://www.ecolab.com/pages/coronavirus>

Normal cleaning products should be sufficient to kill COVID-19.

Disposable cloths should be disposed of as appropriate or if using reusable these should be regularly washed at a high temperature.

### Cleaning of toilet facilities

Toilet hygiene is extremely important to prevent spread of COVID-19.

COVID-19 handwashing guidance posters should be clearly displayed in all toilet environments.

All toilet facilities should be cleaned hourly during school time.

Hand dryers should be disconnected, these spread water droplets and not everyone may have effectively washed their hands. Instead we recommend paper towels are provided. Bins with lids should be provided for these to be securely disposed of. These bins should be emptied hourly.

COVID-19 toilet cleaning guidelines:

- when cleaning toilet facilities, wear household rubber gloves that are reserved for this purpose and a disposable plastic apron
- disinfect by wiping down the toilet door handle, wash hand basin taps and toilet flush handle with a disposable cloth dampened with 0.1% bleach solution
- make sure all areas touched by hands are cleaned as these are the areas most likely to be contaminated
- clean the toilet bowl using a toilet brush and 0.1% bleach solution and rinse the brush by flushing the toilet
- always flush the toilet with the seat and lid down to prevent splashing
- use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings
- avoid creating splashes when cleaning
- any cloths and mop heads used within the toilet area must be disposed of securely tied in waste bags and placed in a covered bin

Use the following check list to guarantee the appropriate cleaning regime has been implemented.

<b>Cleaning Regimes to be Implemented (in-house teams and contracted cleaning services)</b>	
<input type="checkbox"/> 1	<p>Continual hourly clean, rinse, disinfect process for high-risk contamination surfaces, these include:</p> <ul style="list-style-type: none"> <li>• Toilets, including all surfaces</li> <li>• All horizontal surfaces</li> <li>• Door handles</li> <li>• Light switches</li> <li>• All chair rests</li> <li>• Canteen tables and chairs, crockery, trays and cutlery</li> <li>• Sinks, taps and kitchen areas</li> <li>• Lifts including the doors and buttons</li> <li>• Stair Railings</li> <li>• Play frames</li> <li>• Outside benches and communal areas</li> <li>• Computer monitors, keyboards, mouse</li> <li>• Tablets and laptops</li> <li>• Telephone equipment</li> </ul> <p>The hourly cleaning frequency/rotation doesn't apply to items that only one person owns or has access to – i.e. mobile phones, iPad's etc.</p> <p>During the planning and implementation stage particular attention is required around the cleaning of resources and equipment that is used by different bubbles of children. Some examples include:</p> <ul style="list-style-type: none"> <li>• Playframes, bats, balls, toys and equipment that is not just used in the classroom.</li> </ul> <p>Ensure that while cleaning regimes and standards are being maintained staff stay two metres from the children while working. Programme classroom and toilet areas while children are outside.</p>

<input type="checkbox"/>	2	Empty bins and dispose of rubbish appropriately on a more regular basis
<input type="checkbox"/>	3	Use appropriate PPE in line with Governments health advice and guidance @gov.je
<input type="checkbox"/>	4	In line with your business continuity plans the zoning of cleaning staff where appropriate or possible is recommended e.g. Team A & B staff
<input type="checkbox"/>	5	Deep clean to be undertaken if a suspected or confirmed COVID-19 case occurs – Deep clean of the area the patient was isolated plus all other attended areas *
<input type="checkbox"/>	6	Ensure schedules are in place to refill sanitisers and replace hygiene products
<input type="checkbox"/>	7	Complete appropriate risk assessments
<input type="checkbox"/>	8	Provide adequate supplies for good hygiene, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer
<input type="checkbox"/>	9	Disinfectant / chemicals follow department COSHH health and safety policy and guidelines. Ensure all new data sheets are provided from Contract Cleaners for any new products being used in schools / buildings
	10	Where a room, resources or equipment has to be used by different 'bubbles' of children then they should be thoroughly cleaned between use

#### **\*Cleaning and disinfection after a symptomatic case**

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

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids;
- all potentially contaminated high-contact areas such as horizontal surfaces, bathrooms, door handles, light switches, 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, following one of the options below:
- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine 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, this should be checked and ensure that it is effective against enveloped viruses

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.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

### **Managing waste**

All general waste (tissues, paper towels and wipes) should be stored securely and disposed of through your normal waste collections procedures.

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, PPE and tissues):

- should be put in a plastic rubbish bag and tied when full
- the plastic bag should then be placed in a second bin bag and tied
- it should be put in a suitable sealed bin in a secure place and kept away from children
- it should be stored for at least 72 hours before being put out for your normal waste collection

### **Performance management and Reporting Procedures**

Any concerns that staff members have regarding the standard of cleaning must be recorded and reported as part of the school/college/business areas contract management process. If these are not managed or resolved at operational level, they can be escalated to the designated H&S leads at the department.

### **Useful links and resources**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

[https://www.unicef.org/media/66036/file/Key%20Messages%20and%20Actions%20for%20COVID-19%20Prevention%20and%20Control%20in%20Schools\\_March%202020.pdf](https://www.unicef.org/media/66036/file/Key%20Messages%20and%20Actions%20for%20COVID-19%20Prevention%20and%20Control%20in%20Schools_March%202020.pdf)

<https://www.gov.je/pages/search.aspx?query=about+covid-19+-+the+facts&page=2>

<https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses>

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDInfoK-12.pdf>