

Cleaning Schedule **COVID 19**

Cleaning during the school day

We have a fulltime cleaner who will be cleaning key areas throughout the day

In order to further increase good hygiene and safety staff are asked to wipe down surfaces they have used (i.e. keyboard, telephone after use) during the school day, for example following a change in activity.

Staff on duty for lunch must clean pupil tables after they have eaten and leave it to dry while children are outside playing.

Members of staff can use products to clean door handles and areas that they have used during the school day or as when required.

All members of staff will have access to safe cleaning products and paper towels and staff will be able to wash their hands as often as they chose.

The toilets will be cleaned regularly during the day and again at the end of each day.

Cleaning products

Anti-Bacterial (Pink)

Use neat in spray bottle for all pupil and teacher desks, door handles and food preparation areas

Cloths should be used as below and handed in for washing at the end of each day;



Guidelines for cleaning the desk area of a child suspected of having COVID19 are outlined overleaf.

Cleaning of areas following a suspected COVID19 case

Including **Wearing of PPE during COVID19**

Cleaning:

Normal:

Touch surfaces to be cleaned at regular intervals throughout the day using normal procedures and normal dilution rates of cleaning products.

PPE, as per COSHH assessment

Gloves to be worn at all times and changed after cleaning toilets

Special cleans:

Following possible exposure i.e. area has been used to accommodate a possible COVID child/ adult.

Single use disposable cloths, mops to be used

PPE, as per COSHH assessment and to include **disposable aprons and gloves**

Bodily fluid spills of suspected infected child/ adult

Single use cloths and mops

PPE, **single use gloves, apron, and protection for eyes nose and mouth.**

When cleaning completed, wash hands with gloves still in place, remove and dispose of gloves and rewash hands

Chemical, detergent disinfection dilution 1,000 parts per million available chlorine

Waste storage

If you have reason to suspect your waste is contaminated with COVID (following a clean of a high-risk area) waste should be securely stored for 72hrs before normal disposal. At Garfield we will store the waste in the undercroft. If this happens, Site Team, Headteacher need to be informed. The area will be out of bounds.

Waste disposal

If you have reason to suspect your waste is contaminated with COVID (following a clean of a possible contaminated area i.e. where a symptomatic child/ adult has been "held" awaiting collection) the waste should be double bagged and swan necked, see [link](#).

Do not squeeze air out or attempt to squash the bag/ compact waste in any way. The bag should be sealed with a tie or tape.

Cleaning Schedule
COVID 19

Please tick each task to confirm it has been completed. This should be read alongside the document for specific areas of school.

Please display this sheet in your cleaning cupboard, complete daily and return to the **Site Team** the end of each week.

Week beginning _____ Area of School _____ Cleaner _____

	Mon	Tue	Wed	Thu	Fri
Toilets (pupils and staff) – red cloths					
Toilets are cleaned					
Toilet areas are clean, tidy and mopped					
Yellow cloths					
Washbasins are cleaned daily, including taps being cleaned					
Toilet paper (in holders) is available in each cubicle					
Hand drying facilities are clean, working and in sufficient supply – paper towels have been topped up					
Bins are emptied daily and wiped cleaned daily in and out with cleaner					
Top of sanitary bin is cleaned					
All door handles around the toilets are wiped both inside and out					
Mirrors to be cleaned and polished					
All surfaces are wiped down (top of toilet paper holders, hand dryers, cisterns)					
Drinking Water Facilities					
Classroom taps and sinks are working and cleaned daily with anti-bacterial using green cloths					
Floors					
Carpets are vacuumed every day					
Hard floor surfaces are swept and mopped daily					
Mops, buckets and cleaning equipment are labelled or colour coded to identify those which are used in kitchens (green), corridors (blue) and toilets (red)					
Bins					
All bins emptied daily (bin bags are tied) Recycling kept separate from general waste.					
General Environment					
Classroom sinks are cleaned daily					
Carpets hoovered daily					
All desks are wiped with cleaner daily					
All surfaces are cleaned daily					
Light switches and all door handles are wiped					
Damp wipe furniture and fittings including door handles					
Glass inside and out of internal doors and external fire doors					

Cloths and mops (including buckets) should be used of the following colours;



Blue

Classrooms, sports hall, offices

Green

Staff room, community room, food preparation areas of art room (kitchen area and table tops)

Red

All toilets and toilet floors

Yellow

All washbasins and surfaces within the toilet

Additional Area Specific Tasks
COVID 19

We will have additional spaces that staff can use to have a break. They will be the D & T Room and Kingfisher Class (Kingfisher only will not have any facility to reheat food).

	Mon	Tue	Wed	Thu	Fri
Staff room Areas (using green cloth)					
Staff room surfaces are cleaned daily using anti-bacterial cleaner					
Staff room floor is mopped daily					
Clean counter (anti-bac)					
Recycling and general waste bin is emptied and wiped clean					
Empty or put on dishwasher, clean daily					
Wipe outside and inside of fridge (anti-bac)					

Cleaning Products to be used

Anti-Bacterial (Pink)

Use neat in spray bottle for all pupil and teacher desks, door handles and food preparation areas

Toilet cleaner

To be used near from the bottle

Disinfectant Cleaner for floor

Dilute 250ml in 5 litres of water

Tasks to be completed each Friday
COVID 19

Date _____ Area of School _____ Cleaner _____

Tasks below should be completed during the half term and dates added below;

	Date completed
Toilets	
Underneath toilets and basins wiped	
Cubicle walls and doors are wiped down	
Doors, Walls, and windows	
Vision panels in doors and classroom are cleaned with anti-bacterial inside and in corridor	
All doors and walls in high usage areas are wiped down	
Door Handles	
Staircases	
Handrails on both sides	
Doors in these areas	
General Environment	
Edges of bookshelves are wiped	
Chairs to be wiped with anti-bac on seat and back of seat	
Bins to be washed inside and out	
Computer screens to be wiped (ensure machines are off)	
Hard floors to be deep cleaned and buffed (if appropriate)	
Cleaning cupboards to be cleaned (sink, surfaces, floors)	

Cleaning Checklist Toilets

Week beginning _____

Areas to be cleaned

Toilets

Doors

Handles

Sink Area

Empty Bins

Door Handles (Inside & Out)

	9am	10am	11am	12am	1pm	2pm	3pm
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

If you have cleaned the toilets at a slightly different time then please put the actual time you cleaned the toilets. Please also ensure that you have replenished toilet roll, soap and papertowels.

Cleaning Checklist
Staffroom areas

Week beginning _____

All the surfaces below must be cleaned daily.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>Tables</i>					
<i>Chairs</i>					
<i>Counters</i>					
<i>Kettles</i>					
<i>Sinks</i>					
<i>Door Handles</i>					
<i>Fridge Doors Handles</i>					
<i>Electrical Appliances</i>					
<i>Replenish soap and Paper towels</i>					
<i>Empty Bins</i>					
<i>Telephone</i>					

Classrooms

	Mon	Tues*	Wed	Thurs	Fri
Door Handles (inside & out)					
Teachers Desk + chair					
Telephone					
TA Desk + Chair					
Children's Desk + Chairs					
Sink Area					
Replenish Paper towels, Soap					
Empty Bins					
Hoover Carpet					
Mop Floor					

Tuesday

The teacher area must be wiped down thoroughly i.e. computer, keyboard, desk and chair, as there will be a different teacher in class from Wednesday.

Alcohol Gel **COVID 19**

During the COVID 19 school opening we are aware that people will have alcohol gel or liquid on site.

All staff should be aware of the information below;

Delivery – ensure containers are in good order with fitted caps

Storage – Storage must be secure. Stored in a way to avoid heat, flames and away from other sources of ignition. These items are **extremely flammable** and have been recorded on our fire risk assessment and have been added to our COSHH register

Usage – Normally you cannot use on broken skin, or on or near the face. For young children supervision is required.

Disposal – The containers should not be disposed of as we have large containers to refill them.

Areas covered by Diomedes during the day.

Working hours 9am to 5pm from week commencing 15th June 2020

Diomedes will be covering the following areas as part of her cleaning regime rotation during the school day.

Area	Staff Related	Pupil Related
Toilets		
Replenish Paper Towels + wipes clean	✓	✓
Replenish Soap + wipe clean	✓	✓
Clean Toilets	✓	✓
Check / Clean floor	✓	✓
Wipe door handles	✓	✓
Corridors/Stairs		
Wipe door handles	✓	
Wipe down stair handrails (both sides + both heights)	✓	
Staffroom - Main		
Replenish Paper Towels + wipes clean	✓	
Replenish Soap + wipe clean	✓	
Replenish Anti Bac	✓	
Put Dishwasher on	✓	
Wipe down counters	✓	
Clean sink area	✓	
Wipe down table	✓	
Clean electrical appliances	✓	
Staffroom - Kingfisher		
Replenish Paper Towels + wipes clean	✓	
Replenish Soap + wipe clean	✓	
Replenish Anti Bac	✓	
Clean sink area	✓	
Wipe down tables	✓	
Staffroom - Kingfisher		
Replenish Paper Towels + wipes clean	✓	
Replenish Soap + wipe clean	✓	
Replenish Anti Bac	✓	
Clean sink area	✓	
Wipe down tables	✓	
Main Reception Area		
Counter	✓	
Doors and Handles (Internal + External)	✓	
Access Control Panel	✓	