

Toy Box Pre-School

Castle Cary, Somerset

Guidance for Cleaning during Covid-19

The risk assessment and associated plans set out how our pre-school will be running when children return on 15th June 2020. These documents explain what steps we will take to prevent the spread of Covid-19 and how we will be keeping everyone as safe as possible.

Cleaning requirements need to be reviewed in the light of these plans and the staff fully briefed so they understand where to focus their efforts.

There are Government guidelines on cleaning during Covid-19 if you wish to refer to them. [COVID-19: cleaning in non-healthcare settings - GOV.UK](#)

Please ensure you are aware of:

- Which rooms are being used (if not all of them)
- Which entrances and exits are being used
- **Where the high touch surfaces are likely to be** (to ensure your regime is effective)
- How to access enough PPE
- How you will be monitoring the cleaning, including the use of any check sheets if you decide these are useful

Staff may be helping so that:

- More frequent cleaning can take place on “high touch” items if those responsible for supervision of a group of students have their own small “quick clean” kit which will enable a swift antibacterial spray onto those frequently touched surfaces such as door handles.
- Cleaning of tables can happen before and after lunch using anti-bacterial spray if
- Staff can take responsibility for cleaning their own work area (keyboard, desk top etc)

Toy Box Pre-School

Castle Cary, Somerset

Advice for cleaners

- Wear disposable gloves and aprons. At the end of cleaning, these should be double-bagged, stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Tabards can be worn as an alternative but they must be bagged and washed on a hot wash after each cleaning shift.
- Use a disposable cloth to clean hard surfaces which are dirty with warm soapy water. Afterwards these surfaces should be sprayed with the anti-bacterial cleaning products you normally use OR you can use an anti-bacterial detergent.
- Use anti-bacterial spray afterwards (if warm soapy water has been used for cleaning). Read the instructions on your anti-bacterial spray as often these need to remain wet on the surfaces for a period of time before being wiped, so it's a good idea to check this.
- Regularly wiped high contact surfaces can be cleaned with ant-bacterial spray only for speed in-between the main regular cleaning (and if they are not soiled but required anti-bacterial treatment rather than the removal of dirt)
- Pay frequent and particular attention to surfaces which are touched such as door handles, light switches, hand-rails in corridors and stairwells. These must be cleaned every day and more frequently if possible.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- start at the top and work downwards to avoid contaminating areas that that have already been cleaned
- Use as little moisture as possible on electrical sockets and light switches and apply a small quantity of product to the cloth.
- Avoid shaking soft furnishings, mats or cushions, vacuum with an appropriate brush attachment.
- Wash hard floors with warm water and a product suitable for your floor. Mop and work your way out of the room to avoid contaminating previously cleaned areas
- Use a good practice colour coded system for cloths (see example schedule).
- Use the cleaning checklist. This can be posted up and ticked to indicate completion in each area

Toy Box Pre-School

Castle Cary, Somerset

Cleaning schedule

Hall

- Wipe all surfaces (Tables, chairs, computer screens and keyboards, window ledges, door handles, light switches, vision panels in doors, push plates, whiteboards, bins, coat hooks, cupboard doors, ledges) with antibacterial washing up liquid using a **Yellow** cloth rinsing regularly in a bucket of hot soapy water. Use anti-bacterial spray where more appropriate
- Pay particular attention to high touch areas (seats, backs of seats and where hands touch when seated)
- Vacuum carpets and mop hard floors using antibacterial floor cleaner using a **YELLOW** mop and bucket.
- Vacuum soft furnishings with a suitable attachment.
- Wipe all IT, keyboards, mice, telephone handsets with antibacterial spray (alternatively use a wipe if these have been provided).

Toilets

- Wipe all cubicle surfaces (panels, cistern, toilet seats, toilet pans, toilet roll holders) using a **Red** cloth and antibacterial spray rinsing the cloth regularly in a bucket of hot soapy water.
- Wipe all non-cubicle surfaces (sinks, walls, taps, soap dispensers, panels, door handles, doors, hand dryers, paper towel dispensers, bins) using a **YELLOW** cloth and antibacterial spray rinsing regularly in a bucket of hot soapy water.
- Mop all hard floors with **Red** mop and bucket using odour neutraliser and hot water.

Foyer

- Wipe all surfaces (door handles, ledges, coat hooks, doors, door vision panels, push plates, hand rails) with antibacterial washing up liquid using a **Blue** cloth rinsing regularly in a bucket of hot soapy water.
- Vacuum carpets and mop hard floors using antibacterial floor cleaner using a **Blue** mop and bucket.

Kitchen

- Wipe all surfaces (worktops, sinks, door handles (fridge, microwave, kettles, dishwashers, cupboard doors etc) with antibacterial washing up liquid using a **Green** cloth rinsing regularly in a bucket of hot soapy water.
- Mop hard floors using antibacterial floor cleaner using a **Green** mop and bucket.

Toy Box Pre-School

Castle Cary, Somerset

Cleaning if someone has been unwell Covid-type symptoms

This section tells you about extra precautions if someone has been unwell with Covid-19 type symptoms

- Public areas where the person has passed through and spent only a small amount of time, such as the foyer (but which are not visibly contaminated with body fluids) can be cleaned thoroughly as normal.
- All surfaces that the person has come into contact with must be cleaned and disinfected, including anything visibly contaminated with body fluids and high contact areas such as toilets, sanitary fittings, door handles, telephones, hand-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads using a combined detergent disinfectant solution. Follow manufacturer's instructions for dilution, application and contact times.
- Avoid creating splashes and spray when cleaning.
- Dispose of any cloths and mop heads using the double-bagging method.
- If items cannot be cleaned using detergents (or laundered), eg upholstery, then steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Covid-19 – confirmed case

This section tells you about extra precautions if someone has been diagnosed with Covid-19 and they have been in the pre-school. If the pre-school has a confirmed case of Coronavirus you will receive instructions from your manager about this and she will ensure that the correct procedures are in place before cleaning starts. You should follow the instructions as above but with confirmed Covid-19 type symptoms the minimum PPE is disposable gloves, an apron and protection for eyes, mouth and nose (this can be a visor, these are available in school for these circumstances).

Laundry

- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely.
- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

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

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Toy Box Pre-School
Castle Cary, Somerset

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

This policy was adopted by ToyBox Pre-School	Date:
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	