

## BUSHEY HEATH PRIMARY SCHOOL – CLEANING SCHEDULE – COVID 19

**Cleaning during the school day – by members of the teaching team and MSA's**

Please tick when task completed:

Area	Mon	Tues	Weds	Thurs	Fri
Clean table surfaces prior to change of activity with White Water Extreme Bacterial cleaner (pink spray bottle and blue paper roll)					
Clean table surfaces after lunch with White Water Extreme Bacterial cleaner (pink spray bottle and blue paper roll) – MSA's					
Clean with White Water Extreme Bacterial cleaner (pink spray bottle and blue paper roll) – MSA's					
Clean resources prior to change of activity e.g. Lego – submerge in Milton solution					
Clean door handles throughout day with White Water Extreme Bacterial cleaner (pink spray bottle and blue paper roll)					

Cleaning products to use:

### **Milton**

Dilute 22ml to 4 lt cold water – use for cleaning hard resources (e.g. plastics).

### **Clinell Universal Wipes**

For cleaning and disinfecting hands, surfaces and equipment.

### **White Water Extreme Bactericidal Cleaner and Sanitiser (Pink spray bottles)**

Use neat in spray bottle for all pupil and teacher desks, door handles, high traffic surfaces.

### **Selgiene Extreme (pink – 5l bottles)**

Dilute 1 part to 10 parts water for damp wiping - Can be used on all surfaces.

For floors – dilute 1 part to 40 parts of water.

Use different colour cloths for different areas and dispose of at the end of the day;



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

# BUSHEY HEATH PRIMARY SCHOOL – CLEANING SCHEDULE – COVID 19

## 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.

##### ***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.

##### ***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.

## BUSHEY HEATH PRIMARY SCHOOL – 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 and complete daily.

Week beginning:

Area of School: Classrooms and areas in use

Cleaner:

Area	Mon	Tue	Wed	Thu	Fri
Toilets (pupils and staff) red cloths					
Toilets and urinals are cleaned					
Toilet areas are clean, tidy and mopped					
<b>Yellow cloths</b>					
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					
Bins are emptied daily and wiped clean daily in and out with cleaner					
Top of sanitary bin is cleaned daily					
All doors, door handles and frames around the toilets are wiped both inside and out using anti-bac					
Mirrors to be cleaned and polished					
Partitions to be wiped with anti-bac					
All surfaces are wiped down (top of toilet paper holders, hand dryers, cisterns)					
<b>Floors</b>					
Carpets and rugs 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 general areas (blue) and toilets (red)					
<b>Bins</b>					
All bins emptied daily (bin bags tied using swan neck)					
Recycling kept separate from general waste.					
Bins to be washed inside and out					
<b>General Environment</b>					
Classroom sinks are cleaned daily					
Carpets hoovered daily					
All desks are wiped with anti-bac daily					
All surfaces are cleaned daily					
Windowsills cleaned daily with anti-bac					
Light switches are wiped with anti-bac					
Damp wipe furniture and fittings including door handles					
Glass inside and out of internal doors and external fire doors					
All doors, door handles and frames with anti-bac					
Walls in high usage areas to be wiped down					
<b>Staff room (using green cloth)</b>					
Staff room surfaces are cleaned daily using anti-bacterial cleaner					
Staff room vinyl floor is mopped daily					
Staff room carpet is vacuumed daily					

## BUSHEY HEATH PRIMARY SCHOOL – CLEANING SCHEDULE – COVID 19

Area	Mon	Tue	Wed	Thu	Fri
Recycling and general waste bin is emptied and wiped clean					
Empty or put on dishwasher, clean daily					
Wipe outside of fridge (anti-bac)					

**Haywards cleaning products to be used in addition to:**

### **Milton**

Dilute 22ml to 4 lt cold water – use for cleaning hard resources (e.g. plastics).

### **Clinell Universal Wipes**

For cleaning and disinfecting hands, surfaces and equipment.

### **White Water Extreme Bactericidal Cleaner and Sanitiser (Pink spray bottles)**

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

Cloths should be used as below and disposed of at the end of the day.

### **Selgiene Extreme (pink – 5l bottles)**

Dilute 1 part to 10 parts water for damp wiping - Can be used on all surfaces.

For floors – dilute 1 part to 40 parts of water.

**This document should be read alongside the Cleaning and Use of Cleaning Products document which outlines which cleaning products need to be used and where.**

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



**Blue** - Classrooms, offices

**Green** - Staff room

**Red** - All toilets and toilet floors

**Yellow** - All washbasins and surfaces within the toilet

# BUSHEY HEATH PRIMARY SCHOOL – CLEANING SCHEDULE – COVID 19

## Tasks to be completed each Wednesday

Date:

Area of School: Classrooms in use

Cleaner: Support staff (on a two-week rota – please see rota attached).

Tasks below must be completed every Wednesday.

Area	Date completed
<b>General Environment</b>	
Tables to be wiped with anti-bac, including edges and legs with White Water Extreme Bacterial cleaner (pink spray bottle and blue paper roll)	
Chairs to be wiped with anti-bac on seat, back of seat and legs with White Water Extreme Bacterial cleaner (pink spray bottle and blue cloths)	
All surfaces to be wiped with anti-bac including cupboards, worktops, bookshelves with White Water Extreme Bacterial cleaner (pink spray bottle and blue cloths)	
Computer screens to be wiped (ensure machines are off) – with Clinell wipes	
Doors, door handles and frames to be wiped with White Water Extreme Bacterial cleaner (pink spray bottle and blue paper roll)	
Clean light switches – with Clinell universal wipes	
<b>Walls, ceilings and windows</b>	
Walls in high traffic areas to be cleaned with White Water Extreme Bacterial cleaner (pink spray bottle and blue cloth)	
Windows in doors are cleaned with White Water Extreme Bacterial cleaner (pink spray bottle and blue cloth)	
Windowsills to be cleaned with White Water Extreme Bacterial cleaner (pink spray bottle and blue cloths)	
<b>Resources</b>	
Where possible hard resources to be submerged in a solution of water and Milton – e.g. Lego etc	
Where not possible to submerge resources then they should be sprayed with anti-bac spray and allowed to air dry – e.g. books, pencils etc	

### Cleaning Products to be used

#### Milton

Dilute 22ml to 4 lt cold water – use for cleaning hard resources (e.g. plastics)

#### Clinell Universal Wipes

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## BUSHEY HEATH PRIMARY SCHOOL – CLEANING SCHEDULE – COVID 19

### Wednesday Cleaning Rota - Classrooms

Classroom	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5G	Year 5O	Year 6
Wednesday	Support staff:								
Wednesday	Support staff:								
Wednesday	Support staff:								
Wednesday	Support staff:								
Wednesday	Support staff:								
Wednesday	Support staff:								
Wednesday	Support staff:								

## BUSHEY HEATH PRIMARY SCHOOL – CLEANING SCHEDULE – COVID 19

### Alcohol Gel

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.