

Sample COVID-19 Cleaning Protocol

This document outlines the types of procedures you may wish to implement at your school in order to ensure high and consistent levels of hygiene are maintained on site, minimising the risk of any spread of infection. We suggest implementing any of the relevant procedures below in advance of re-opening your facilities, allowing time to train staff and notify hirers.

General guidance for sites

Keeping the workplace/facility clean

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

- Maintaining good ventilation throughout the facility. For example, opening windows and doors frequently, where possible.
- Frequent cleaning of work areas and equipment, using your usual cleaning products.
- Frequent cleaning of objects and surfaces that are touched regularly such as doors, door handles and grab rails.
- Providing spray and cloths and instructions for hirers to wipe down areas they have used.
- Maintaining current rigorous cleaning procedures, reviewing and adapting where necessary including in high-risk spaces including main thoroughfares, touch points and walls and floors in circulation routes (corridors, lifts, foyers, landings, stairs, lobbies).
- Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
- If equipment cannot be cleaned after each use, it should not be used.
- If you are cleaning after a known or suspected case of COVID-19, refer to the [specific guidance](#).

Hygiene (handwashing and toilets)

Objective: To help everyone keep good hygiene through the working day

- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm.
- Considering how to ensure safety messages reach those with hearing or vision impairments.
- Providing regular reminders and signage to maintain hygiene standards.
- Providing hand sanitiser in multiple locations, in addition to toilets, where there may be a higher risk of transmission. Site staff to check and maintain adequate supply at all times.
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved. Putting up a visible cleaning schedule can keep it up to date and visible.
- Keep the facilities well ventilated, for example by fixing doors open where appropriate.
- Providing more waste facilities and more frequent rubbish collection.
- Using disposable paper towels in handwashing facilities where possible.

Moving in, out and through facilities

Objective: To ensure distancing among workers, hirers and users when moving within and through the facilities

- Using signage such as ground markings to mark out required social distance to allow controlled flows of people.
- Using markings to guide site staff, hirers and users coming into or leaving the building.
- Defining process alternatives for entry/exit points where appropriate, for example, site staff signing in for hirers.
- Reducing congestion, for example, by having more entry points to the facility. If you have more than one door, consider having one for entering the building and one for exiting.
- Managing outside queues to ensure they do not cause a risk to individuals, other businesses or additional security risks.
- Ensuring any changes to entry, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers.
- Using outside premises for queuing where available and safe, for example some car parks without removing use of accessible car parking spaces for disabled users.
- Working with your local authority or landlord to take into account the impact of your processes, including queues, on public spaces such as high streets and public car parks.
- Looking at how people walk through the facility and how you could adjust this to reduce congestion and contact between customers, for example, queue management or one-way flow, where possible.
- Introducing more one-way flow routes through buildings through signage that clearly indicate the direction of flow.

Cleaning and disinfection in community use areas and thoroughfares

Objective: To maintain high and consistent levels of cleaning throughout facilities and common areas in use

The following cleaning apparatus to be made available for staff:

- Antibacterial spray
- Disposable jay cloths or blue roll
- Black sacks/bin bags
- Disposable gloves
- Mops and buckets

Hourly duties:

- All major touch points in use during community hours to be cleaned;
 - Doors and door handles (entrances, exits, hired spaces)
 - Grab rails
 - Reception desk
 - Removal of black sacks/bin bags from hired areas

Twice daily duties:

- Emptying of bins in communal areas
- Toilets - areas to be cleaned:
 - All touch points including sinks, taps, doors, door handles, light switches, soap/hand towel dispensers, toilets and urinals
 - Mop floors

- Empty bins

Daily duties:

- Cleaning of walls of thoroughfares
- Mop floors
- Cleaning of objects which are visibly contaminated with body fluids

General guidance for hirers

Hirer cleaning and hygiene requirements

Objective: To keep facilities clean and prevent transmission by touching contaminated surfaces

- Ensure anyone who is symptomatic or suspects they have been exposed to the virus does not take part and remains at home.
- Maintain social distancing as per the latest Government guidelines and check the guidance regularly for updates.
- Enforce strong hygiene practices, including hand washing/sanitising on arrival; and for longer hire periods, regularly throughout the duration on site.
- Clean equipment and touch points in the hired area such as sporting equipment, doors and door handles using the cleaning materials and black sacks/bin bags supplied by the site team at the end of the hire period. Black sacks/bin bags to be left outside the hired space to be collected by the site team.
- Ask attendees to arrive ready for their class/activity.
- Ensure activity attendees arrive and leave for the allotted booking times to avoid overlaps with others on site.
- Ensure that both they and their users follow any signs or guidelines outlined and displayed on site.
- Maintain good ventilation, by keeping doors and windows opened where possible.
- Ensure that if they or their users are arriving via public transport, face masks are worn at all times during the journey.

Under the COVID-19 Code of Conduct, all hirers will be asked that they do not:

- Touch any equipment they don't have to.
- Use equipment which can't be cleaned after its use.
- Touch any unnecessary surfaces in thoroughfares such as walls as they navigate the site.
- Wander from the designated hire area.
- Remove footwear whilst on site.
- Leave waste or belongings in the hired spaces after the letting has concluded.

Cleaning instructions for sites and hirers

Advice for cleaning

- Use disinfectant spray to cover all surfaces before wiping over.
- Whilst working, keep the area well ventilated as much as possible. Open windows and doors to increase the air flow.

- Any cloths and mop heads used to clean bodily fluids 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, these should be removed from occupied rooms. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Advice for waste

- Waste from hired and communal areas should be tied by the hirer as it is removed from the hired space and cleared to the main refuse bins twice daily by site staff.
- Do not remove items from bin bags and change every used bag.
- Any contaminated waste with bodily fluids, blood etc. should be double bagged.

Advice for clothing

- Regularly wash your clothes (daily where possible) to avoid any cross contamination.