



# Children, Young People, Education and Skills (CYPES)

## Cleaning Strategy for Hautlieu School

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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 the original document as supplied by the CPYES team is to provide clear guidance to ensure implementation of adequate cleaning management to control COVID-19 in schools and other CYPES facilities. And for the Cleaning Strategy to be adopted and modified to be site specific for all schools in line with their Risk assessment and their safe return to the workplace policy

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> )

### The Key recommendations

- Sick students, employees and members of the public should not come to school settings or another CYPES workplace.
- Schools/workplace should encourage regular hand washing with water and soap, alcohol rub/hand sanitiser and regular disinfection and cleaning of horizontal surfaces, touch points and toilets.
- The regular 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

□	1	<p>Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake.</p> <p>Covid-19 signs are in all toilets indicating the correct way to wash hands for 20 seconds</p> <p>Ensure adequate, clean and separate toilets for girls and boys</p> <p>Existing Toilets to be utilised. They are to be monitored by duty staff to enforce “no more than two people in the toilet at any one-time rules and social distancing.</p> <p>Ensure soap and water is available at age-appropriate hand washing stations</p> <p>Encourage frequent and thorough washing (at least 20 seconds)</p> <p>Place hand sanitizers in toilets, classrooms, halls, and near entrances/exits where possible</p> <p>Hand sanitizer stations set up in reception and atriums to allow students to social distance whilst waiting to use them, Staff to direct all students attending in school to enter the building via the main doors in reception where they will be made to sanitise their hands.</p> <p>Students will be reminded to wash their hands with soap after using the toilet and asked to use the sanitisers around school after sneezing, coughing or blowing their nose. Staff to reinforce the message about good hand hygiene especially when going to breaks and before and after eating. Students will sanitise their hands again before leaving to go home via the external doors.</p>
□	2	<p>Clean surface 'touch points' regularly throughout the day, this includes door handles, lights switches, horizontal surfaces, hand railings and toilets.</p> <p>In house and contracted cleaning staff to monitor and clean, Hand sanitiser stations, Toilets, Staffroom, Touch points, Handles etc and the Hall, Restaurant, marquees and LRC. Will be available to deep clean and disinfect the medical room if required.</p> <p>Contracted staff now employed to clean in Oakfield Sports centre, during the day to allow for the use of the changing rooms and equipment use between year groups. Cleaning staff to wipe down all surfaces, door handles, and push plates in between cleaning of changing rooms.</p> <p>On completion of mentor time and lessons 1, 2, 3 and 4 each day the teachers are to distribute disinfectant wipes so that the students can wipe down their own desks and chairs before leaving the classroom. Staff to also distribute wipes for students to clean their desks and chairs at the start of lessons where rooms have been used during break and lunchtimes. Students will dispose of the wipes in the bins provided. Students will also disinfect desks and chairs at the start of lesson five i.e. after lunch. Students to wipe down the booth and chair when they have finished working in the LRC.</p> <p>Teachers are asked to wipe their desk, keyboards and workstations down if they are sharing a classroom with others.</p> <p>During examination periods desks, chairs and IT equipment to be cleaned between the morning and afternoon sessions.</p> <p>The member of staff who is on duty for homework support must ensure that all students in ICT2 and IC3 are directed to wipe down their area before they sit down to study.</p>
□	3	<p>Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)</p>

		<p>During the Summer months the Atrium windows will still be set to open and provide ventilation when the weather is dry, with internal and external classroom doors continuing to be kept open. A through draft will be maintained by opening internal and external classroom doors. The external Restaurant doors and Hall doors will be propped open to maintain ventilation and provide access to the marquees. If required the front doors to school can be activated to remain open. Security will be maintained by reception staff and all visitors will attend and sign in as usual, barriers will ensure social distancing is maintained.</p>
<input type="checkbox"/>	4	<p>Post signs encouraging good hand and respiratory hygiene practices</p> <p>Posters have been distributed around school, along with directional signs and information signs. All posters are either smooth print or laminated to allow them to be wiped down.</p>
<input type="checkbox"/>	5	<p>Ensure rubbish is removed daily and disposed of safely in your normal waste collections</p> <p>The cleaners will remove all waste from classrooms each day as normal however all tissues to be placed in a bin during the day and any clinical waste will be disposed of using the correct coloured bags and double bagged prior to being disposed of in the euro bins outside awaiting collection.</p>
<input type="checkbox"/>	6	<p>Implement a one-way system to encourage appropriate physical distancing</p> <p>Where students may require toilet facilities during their lesson, then duty staff will monitor movement through the building, a two-way system to be utilised at pinch points such as Admin corridor. Where 1.8m high continuous boards separate the two streams of pedestrian movement.</p> <p>Students and staff are encouraged to "Keep Left" at all other times to assist with the free flow of pedestrians around the building when changing rooms.</p>
<input type="checkbox"/>	7	<p>If symptoms of Covid-19 are displayed immediately isolate individual in a clean, designated area of the school / building</p> <p>Designated room for any suspected Covid-19 case will be the medical bays within the Medical room. Complete PPE available including Disposable Aprons, Gloves, Masks, and reusable face shields.</p> <p>Once the room has been used by a suspected Covid-19 case then it will be disinfected by Inhouse cleaners so that it can be available for reuse as soon as possible. All bed linen will be changed and washed.</p>
<input type="checkbox"/>	8	<p>Prop doors open to avoid touching door handles where possible</p> <p>Internal classroom doors to be kept open to minimise the need to touch the doors and door furniture, they are to be reverse wedged where required so that they can be closed in an emergency and will not slam shut if the outside doors on the ground floor have been opened for ventilation in accordance with CYPES directive on finger entrapment. Weighted 5 litre containers are available to ensure external doors remain open.</p>
<input type="checkbox"/>	9	<p>Use appropriate PPE in line with the Government advice</p>

		<p>All students and all staff are to wear face coverings when moving around the school or in communal areas.</p> <p>Students and staff are expected to provide their own face coverings although an emergency supply is available at Reception should anyone forget or lose their face covering. Re-usable face coverings are available to staff from the Site Manager.</p> <p>A clean face covering is required each day. All members of the school community need to sanitise their hands both before and after handling their face coverings using the sanitiser provided in classrooms, Reception and at various other locations around the school.</p> <p>Visors must be cleaned at least once a day using warm water and soap, and be carefully dried using the microfibre cloths available throughout the school site.</p> <p>Exemptions to wearing face coverings can apply to anyone in the school community who has a special need, disability or condition that would make it very difficult for them to wear a face covering. Any members of the school community who are entitled to an exemption can collect an exemption lanyard from Reception.</p> <p>Barrier PPE has been supplied as previous section in the medical room. Several extra sets available in Meeting room in case of emergencies.</p> <p>Face coverings are now required on all public transport and school buses.</p>
□	10	<p>Appropriate cleaning supplies are maintained and stored safely out of reach</p> <p>Cleaning products have been researched and suitable supplies acquired to maintain an uninterrupted supply to the relevant sluice rooms around the school estate. Which are then available to be used by both inhouse and sub-contracted cleaners.</p>

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.

Example shown below (detailed operational 'live' versions to be used by site team on a daily basis)

<b>Hautlieu School Cleaning Schedule</b>					
	<b>Actions required</b>	<b>Regularity</b>	<b>During the day</b>	<b>End of school Day</b>	<b>Completed</b>
<b>Hall</b>	Clean and Disinfect	After every session where classes change	If required	If the venue has been used	

Tables	√	√	√	√	
Chairs	√	√	√	√	
lectern	√	√	√	√	
<b>LRC</b>	Clean and Disinfect	After every session where classes change	If required	If the venue has been used	
Tables	√	√	√	√	
Chairs	√	√	√	√	
<b>Classrooms</b>	Clean and Disinfect	After every session where classes change	If required	If the venue has been used	Completed
Tables	√	√	√	√	
Chairs	√	√	√	√	
Resources tray	√		√	√	
Teachers desk	√	√	√	√	
Flat surfaces	√	√	√	√	
<b>Toilets</b>	Clean and Disinfect	Every day	Regular checks/clean	Every day	
Door handles and push plates	√	√	√	√	
Taps and sinks	√	√	√	√	
Toilet pans	√	√	√	√	
urinals	√	√	√	√	
<b>Staff Toilets</b>	Clean and Disinfect	Every day	Regular checks/clean	Every day	
Door handles	√	√	√	√	
Taps and sinks	√	√	√	√	
Toilet pans	√	√	√	√	
Flat surfaces	√	√	√	√	
<b>Staff Room</b>	Clean and Disinfect	Every day	Regular checks/clean	Every day	
Kitchen surfaces	√	√	√	√	
Fridges	√	√	√	√	
Washing up sink	√	√	√	√	
<b>Oakfield Sports Hall</b>	Clean and Disinfect	Every day	Regular checks/clean	Every day	

Changing rooms	√	√	√	√	
Door handles	√	√	√	√	
Taps and sinks	√	√	√	√	
Toilet pans	√	√	√	√	
Flat surfaces	√	√	√	√	
<b>Music Practice rooms</b>	Clean and Disinfect	Every day	Regular checks/clean	Every day	
Door handles	√	√	√	√	

### 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 handwashing 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 sanitise 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 regularly 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 area's 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. **After cleaning leave the boy's toilet seats up to prevent splashing as urinals are not always used.**
- 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>	
□ 1	<p>Continual 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 including fridges, microwaves and toasters</li> <li>• Lifts including the doors and buttons</li> <li>• Stair Railings</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>Full briefing to be conducted on a regular basis in the most appropriate language for staff to ensure that a full understanding of the requirements and to inform them of any special conditions, use of PPE , availability of stock and who to contact in the event of an emergency.</p> <p>The Subcontract staff will be provided with the cleaning materials, cloths, mops and sundries at this time so as to maintain quality control and prevent unauthorised or inferior products from being used and ensure regular cleaning of cloths/mopheads.</p> <p>The cleaning frequency/rotation doesn't apply to items that only one person owns or has access to – i.e. mobile phones, iPad's etc. 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.</p> <p>A <b>Resources for cleaning tray</b> have been provided in classrooms and in examination rooms so that any resource that is used by the students can be placed in there and particular attention can be paid to those items when cleaning that room ready for the next day, guidelines now state that a minimum 24hrs rest period is to be employed between use. If resources are to be shared on a more regular basis then they will have to be sanitised. Teachers will need to plan their demand for resources carefully.</p> <p>Ensure that while cleaning regimes and standards are being maintained staff stay two metres from the children while working.</p>
□ 2	<p>Empty bins and dispose of rubbish appropriately on a more regular basis <b>Classroom bins daily. Any clinical waste to be disposed of in the Medical bay bin immediately and hands sanitised again.</b></p>

□	3	Use appropriate PPE in line with Governments health advice and guidance @gov.je PPE available for any first aid or other circumstance requiring immediately close contact with students. Face coverings to be worn by all staff and students when in school.
□	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 Subcontract staff to be designated areas to clean. The required number of staff to be monitored and increased in line with the additional room use. Staff to be briefed to new government guidelines on minimum distancing
□	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 * All deep cleans to be conducted by in house staff so that the quality of the clean can be monitored and guaranteed.
□	6	Ensure schedules are in place to refill sanitisers and replace hygiene products Hautlieu cleaning staff to monitor levels throughout the day and replace/refill as required.
□	7	Complete appropriate risk assessments COSHH sheets and risk assessments on cleaning products held in Site office
□	8	Provide adequate supplies for good hygiene, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitiser  Every classroom that is being used to be supplied with face tissues to encourage the students and staff to maintain good respiratory hygiene “Catch It, kill it, Bin It” also wipes to clean workstations and student desks and chairs.
□	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 All chemicals being used for cleaning in this current pandemic have been supplied by the school to maintain the quality and use of the products, instruction, review and quality control are being maintained by supervising caretakers in the absence of sub-contractors supervisory staff.
	10	Where a room, resources or equipment has to be used by different ‘bubbles’ of children then they should be thoroughly cleaned between use  As previous entry well marked resources tray to be provided so items for cleaning can be easily identified. Items must be left for a minimum of 24hrs otherwise they will need to be disinfected.  Where subjects such as Photography, Art, and Media require resources to be shared between group members or between classes then those resources need to be disinfected between each activity.  Restriction on Music and P.E. Activities separate cleaning regime to be implemented where resources such as rackets and keyboards are to be shared. As per the risk assessment  School trips and inter school sporting events to be individually risk assessed and current Hautlieu and Government guidelines implemented.

**\*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

Hautlieu had purchased a specialised 'Safe+' disinfectant

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.

Caretaking staff to reiterate the areas outlined on the cleaning schedule and make checks through out to ensure good quality control, and that areas have not been skipped over or missed out. Each evening prior to the arrival of contracted cleaning staff a list of rooms/ areas that have been used that day will be compiled and then used as the check list for effective deep cleaning ready for the following days activities.

If Hautlieu staff identify any cleaning concerns than these must be emailed to the site manager, [j.payne@hautlieu.sch.je](mailto:j.payne@hautlieu.sch.je) or brought to the attention of the school office who will notify the site team.

### **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>