

## Appendix for Risk Assessment: Cleaning Protocol/Enhanced Cleaning Checklist

*The following process will be undertaken by the cleaning team as part of their daily schedules to reduce the likelihood of covid-19 remaining on surfaces. This is in addition to the protocols in place during the school day by all staff on the premises.*

- Use a damp clean cloth or wet mop (do not dust or dry wipe down).
- Follow manufacturer's instructions for safe use of Antibacterial spray.
- Appropriate contact time with surface to kill germs (as directed by product used).

### High touch surfaces must be frequently disinfected (as applicable):

- Door handles
- Light switches
- Photocopier/ Printers
- Electronics (remote controls, Ipads)
- Telephones including display and handset
- Computers including mouse and keyboard
- Tables/ Counter tops/desks
- Chairs (plastic backing and undercarriage)
- Toilets and toilet handles
- Sinks and taps
- Bin Lids
  
- Shared learning resources e.g. class resources, equipment used in classes, or toys for each bubble

### Once used/ contaminated:

- Disposable cloths or cleaning items are put in bin bag and disposed of.
- Re-usable cloths or cleaning items are washed in hot soapy water (60-90 degrees).
- Wash hands with soap and water or use alcohol-based hand sanitiser after cleaning.

### Supporting Hand Hygiene:

- Liquid hand soap and paper towel is stocked and available at all sinks.
- Alcohol-based hand sanitiser (70% alcohol) is available and accessible to staff and pupils.
- Alcohol-based hand sanitiser available at point of care.
- Alcohol-based hand sanitiser containers are full.

Date: \_\_\_\_\_ Time of cleaning: \_\_\_\_\_

Employee Initials: \_\_\_\_\_