

Abbey Court Foundation Special School

Cleaning Protocols

(In line with Public Health England guidance “Covid 19, Cleaning in a non-healthcare setting”)

The risk of coronavirus (COVID-19) infection depends on many factors, including:

- the type of surface contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

Surfaces and belongings can be contaminated with COVID-19 when people who are infectious cough or sneeze or touch them. Transmission of COVID-19 can occur when someone else then touches the contaminated surface or item. The person may become infected if they touch their nose, eyes or mouth with a contaminated hand or object. Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.

In situations where someone has symptoms of COVID-19, we continue to advise storing personal waste for 72 hours as an additional precaution.

Public Health England.

All staff, pupils and visitors to the school are asked or given assistance to wash/sanitise their hands on entering or leaving the school the school. Additionally this is a task that should be carried out as often as possible throughout the day (See the specific risk assessments in Abbey Court’s Covid-19 Ongoing Risk Assessment September 2020)

We have dedicated cleaning teams covering two shifts at each of the school departments. One shift before school starts and one at the end of the school day.

PM Shift:

The cleaning team Milton wipe all desk and table tops (in addition to anything that school staff have done). All rubbish is collected and removed from site. All hard floor surfaces are swept clear ready for washing. Floor washing in the main takes place in the afternoon, but some areas do need to be left for the morning. This is simply a practical scenario with the amount of floor washing that needs to take place.

All toilets are flushed after school and anything urgent dealt with. Most toilets and changing areas are cleaned of an afternoon in full, but most staff areas are left until the morning shift as staff often work late still using these facilities. Vacuuming where time allows within this afternoon shift.

AM Shift:

All floors throughout both sites that haven't been vacuumed or washed the night before are done first thing allowing drying time before staff start to arrive.

All toileting areas that were not attended to are cleaned.

Any areas that were restricted by teachers working late the day before are also attended to where possible (staff are asked to leave all surface tops clear to aid cleaning).

Door handles, grab rails, switches, telephones, access control panels and anything else that is likely to be touched through the course of a day is cleaned throughout the entire site. School teaching and support staff also have roles and responsibilities for ongoing cleaning of regularly used surfaces and equipment during the school day).

PPE:

The cleaning team use appropriate Personnel Protective Equipment. This is provided by the school and is always available. This is disposed of immediately after use.

“Normal” reactive cleaning:

These sort of incidents can't be left until the cleaning team are available. School staff are exceptional at attending to these types of incidents throughout the school day if required. Staff know the products best used and are used to having PPE available to use.

Principles of cleaning after an individual with symptoms of, or confirmed COVID-19, the case has left the setting or area

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

If we were to experience a pupil showing symptoms we would isolate within a chosen area to reduce the risk of potential contamination to further areas (At Cliffe Road this is the medical treatment room; at Rede Court Road this is the therapy room). A separate risk assessment is in place for this procedure in Abbey Court's Covid-19 Ongoing Risk Assessments September 2020.

All areas that were used by that person would be placed “Out of Use” until a deep clean could be carried in line with the guidance from Public Health England detailed below.

Effective infection protection and control

The risk of transmission of infection is substantially reduced. If we:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Personal protective equipment (PPE)

Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work

PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- Cleaning and Kitchen staff

For cleaning and hygiene:

- Sufficient handwashing facilities are available. Where a sink is not nearby, (arrival and departure of pupils) hand sanitiser is available
- Surfaces cleaned that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, railings, more regularly than normal
- ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly.

<ul style="list-style-type: none"> ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ● ensure that help is available for children and young people who have trouble cleaning their hands independently ● consider how to encourage young children to learn and practise these habits through games, songs and repetition ● ensure that bins for tissues are emptied throughout the day ● where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units ● prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation ● there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting 	
<p>Frequently Touched Surfaces for Deep Cleaning:</p> <ul style="list-style-type: none"> ● Table tops and all work surfaces ● Doorknobs and door handles ● Light switches ● Computer monitors, keyboards, and mice ● Tablets and laptops ● Telephone equipment ● All chair rests and arms ● Lunch tables & chairs, crockery, trays, and cutlery ● Sinks, taps, and kitchen areas ● Toilets, including all surfaces 	
<ul style="list-style-type: none"> ● We have additional cleaning hours ● We have changed all open top bins for those with lids. ● Handwashing toilets at front of house with waste paper bins outside as per guidelines. ● Automatic hand dryers turned off as considered a germ spreader. ● Diluted Milton is the spray product used. 	

<ul style="list-style-type: none"> • Disposable wiper tissue is used and disposed of immediately in a bin with a lid. 	
<p>Additional controls:</p> <ol style="list-style-type: none"> 1. where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units 2. prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 3. considering one-way circulation, (clockwise) to keep groups apart as they move through the setting where spaces are accessed by corridors 4. outdoor equipment can used if it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. 5. Protocols to include the school minibuses/MPVs 	

Protocol after a pupil is showing symptoms

Protocol for after someone with suspected coronavirus (COVID-19) has left.

PPE and hand cleaning if there is visible contamination with body fluids then we also have available face masks for the staff cleaning the area

Minimum **PPE** to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. (We'd need to check that staff know how to use these).

Cleaning

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 bathrooms, door handles, 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, using:

Professional Milton (appropriate for use with blood spillages etc.

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.

Waste

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

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

Waste should be stored safely and kept away from children. Do not put 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 by the specialist clinical waste contractor. They should supply orange clinical waste bags place our bags into so the waste can be sent for appropriate treatment.

John Bosley/Paul Sears updated November 2020