



Covid 19 Cleaning Policy

Policy Statement

- 1.1 This Policy is for use during the Covid 19 pandemic. It will remain in place until the Government Guidance changes.

It is intended to reduce the risk to children and staff while the pandemic continues.

2 Scope

- 2.1 This policy applies to all employees and volunteers of Abington Community out of School Club (GAPS).

3 Principles

- 3.1 This policy has been designed to ensure that the procedures used will maximise the safety of all staff, volunteers, children, visitors and contractors to the site, thus reducing the risk of passing the infection on to other people.

This policy has been prepared using the government publication [Covid 19 Decontamination in non healthcare settings](#).

What you need to know

All staff must complete the online training on correct use of PPE.

Please ask a member of the Administration Team to view training records.

Cleaning of the building by staff after someone with suspected coronavirus has left.

Staff will:

- Clean areas with normal household detergent to reduce the risk of passing the infection on to other people;
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, labelled with time and date, then stored securely for 72 hours before throwing away in the regular rubbish after cleaning is finished;
- Use a disposable cloth, first clean hard surfaces with soapy water. Then disinfect these surfaces with the cleaning products you normally use. Paying particular attention to frequently touched areas and surfaces, such as toilet areas, door frames, door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning.

Background

Experience of new coronaviruses has been used to inform the government guidance. The risk of infection depends on many factors, including:

- the type of surfaces 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

The infection risk from coronavirus following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the child/staff member has left the setting

Personal Protective Equipment (PPE)

The minimum PPE to be worn for cleaning an area where a person with possible coronavirus has been is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates there is a visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.

All staff should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in the healthcare environments.

Cleaning and disinfection

Public 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 toilets area, toys, handles, door frames, walls

Use disposable cloths or paper towel and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using

- a disinfectant that is effective against enveloped viruses.

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, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Page | 4

Clean and disinfect anything used for transporting laundry or use disposable bags.

Waste

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

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

Waste should be stored safely and away from children. You should not put your 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

Cleaning throughout the day whilst the setting is open

An allocated staff member will be responsible for the above as well as the following -

- A staff member will be allocated each day to carry out cleaning of the communal areas including door handles;
- All staff must ensure that toys that have been played with are cleaned or quarantined at the end of the session;
- The staff member will ideally not have close interaction with the children;
- If a child becomes symptomatic, this staff member will be responsible for supervising them until the child is collected;
- The allocated staff member will ensure that the hand sanitising stations are clean, tidy and stocked up and bins are not over-full;
- General cleaning can be carried out during the day using warm water and washing up liquid. Always wear a disposable apron and washing up gloves.

It is the responsibility of all the staff, as well as parents and carers, to adhere to these procedures to maximise the safety of all.

This policy will be reviewed on a daily basis and adjusted as appropriate to the setting as well as continuing to follow Government Guidelines.

11 Policy Status

This policy does not form part of an employee's terms and conditions of employment and it may be amended at any time. We may also vary the procedures set out in this policy as appropriate in any case.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: **Abington Community out of School Club (GAPS).**

Signed on behalf of the Management Committee: Louise Woolcott

Print Name: Louise Woolcott

Date: 29/5/2020

Role: Finance Manager

| This policy was reviewed on: | Signature and name: | This policy was amended on: | Signature and name: |
|------------------------------|-----------------------------|-----------------------------|-----------------------------|
| 28/08/2020 | RUTH BEACH Administrator | 28/08/2020 | RUTH BEACH Administrator |
| 25/05/2021 | R Beach | | |
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