

Premises: The Bliss Charity School	W/C:	Responsible Person:
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*The infection risk from coronavirus (COVID-19) 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.*

### Covid 19 Weekly Cleaning Checklist – Lunch time

(Initial to confirm each of the actions has been carried out on a daily basis)

ACTION:	Guidance	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Comments (record date next to any comments made)
Confirm PPE worn before cleaning commences	Where possible wear disposable or washing up gloves and aprons								
Hard surfaces have been cleaned prior to disinfecting.	Clean hard surfaces with warm soapy water using a disposable cloth.								
Disinfect all surfaces with usual disinfectant	Anti-bac any frequently touched areas and surfaces <b>in the main school building and the mobile:</b> Toilets (staff <u>and</u> children's) Corridors Staff rooms (old and new) Contact points – all door handles, photo-copier keys, kettle/dishwasher/toaster handles, light switches etc.								
Bins emptied in all common areas (classrooms, mobile, toilets, offices and staff rooms)	Please try to do when the rooms are empty. Follow waste management procedures unless suspected case of Covid-19. Then follow separate guidance re. bagging and disposal ( <a href="#">see below</a> ).								
Hygiene supplies restocked in toilets (staff and children) and at all sinks around the school.	Key supplies must be restocked in all areas. Particular attention to be paid to soap and paper towels.								
Hands washed with soap and water for 20 seconds, after removing PPE	Hand wash using warm water after cleaning and regularly throughout the day.								

Please list the cleaning and hygiene resources you have taken from stock **every day** and which are now in use in the grid on the back of this sheet. This needs to be **detailed and specific** e.g. 6 packets of paper towels, 2 bottles of anti-bac spray. If we are running low (less than two week's supply), you **MUST** let Lynn Adey (or in her absence, another member of the Senior Leadership Team) know. Please leave on Lynn's desk every day after completion.

Day	Cleaning and Hygiene Materials Used
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Additional Guidance, Information and Instruction when cleaning Covid-19

- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with one of the following options below:
- 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
- If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
- Avoid creating splashes and spray when cleaning
- In case of COVID-19 on premises, if possible keep contaminated area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.

Waste

- Waste from cleaning any contaminated areas 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 and secure place away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.