

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.