

Coronavirus COVID-19: Guidance on cleaning for Educational Settings

This guidance will assist schools and other educational settings in providing advice for pupils, students, staff and parents or carers regarding: COVID -19 Coronavirus.

There are many resources available regarding the COVID -19 Coronavirus. Please be aware that this is an evolving situation and advice may change.

The Department of Education have introduced a COVID -19 Coronavirus help line Staff, Parents and Carers can contact, the helpline is as follows Phone 0800 046 8687.

The latest information for educational settings can be found following the links below:

Link 1 <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Link 2 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Link 3 <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Link 4 <https://www.hse.gov.uk/coronavirus/cleaning/index.htm>

Link 5 <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

Effective Infection Protection and Control

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus. Effective cleaning is very important for reducing the spread of the virus.

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces.

Keeping schools clean and frequent handwashing reduces the potential for coronavirus to spread and is a critical part of making and keeping your business 'COVID-secure'.

It is important that hygiene is maintained, surfaces are cleaned and people are provided with the right facilities to control the risk from COVID.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 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 60 % 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

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- 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)
- Reduce clutter and remove difficult to clean items

What you need to know

Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents

Points to consider and implement:

- putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
 - more frequent cleaning of rooms and shared areas that are used by different groups
 - frequently touched surfaces being cleaned more often than normal
- toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it

Public Health England has published revised [guidance for cleaning non-healthcare settings](#) to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.

Routine cleaning in Educational settings where no one with Covid symptoms has passed through.

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Frequently touched objects and surfaces should be routinely cleaned and disinfected regularly to reduce the spread of the virus. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach. Carry out a 2 stage clean and observe the contact time on the cleaning chemical bottle. You may need to look at the cleaning schedule for your Educational setting and revise accordingly. This may mean discussions with your cleaning provider.

Further advice on 2 stage cleaning can be obtained by contacting HealthProtectionHub@telford.gov.uk

Areas that should be cleaned include:

- All potentially contaminated high-contact areas such as toilets, door handles, and telephones, light switches, stair banisters, work surfaces, remote controls, electronic devices etc.

Cleaning and disinfection where a symptomatic person has passed through

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. See above.

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

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- all potentially contaminated high-contact areas such as bathrooms, door handles, **classroom sink handles**, **light switches**, 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, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- 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.

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.

What to do with rubbish in the educational establishment, including tissues, if children, students or staff become unwell with suspected COVID-19

Waste Disposal

Waste **does not** need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away

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. Waste should be stored safely and kept 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.
4. Bags or liners should be placed in waste bins in toilet facilities and those that will be used for the disposal of used tissues.

See Link 1 above for further details

Personal protective equipment (PPE)

When cleaning surfaces, where **no one** with Covid symptoms has passed through it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

The 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.

If staff are undertaking an enhanced clean of an area or if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.

Staff who are tasked with cleaning areas where there were children, students, visitors or staff with suspected cases of Covid -19 should use Personal protective equipment as identified in your risk assessment.

Laundry

Items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.

Disinfecting using fog, mist, vapour or ultraviolet (UV) systems during the coronavirus pandemic

During the coronavirus (COVID-19) pandemic, fog, mist, vapour or UV treatments may be suitable options to help control the spread of the virus, by cleaning and disinfecting a larger space or room. Any use of these treatments for these purposes should form part of your COVID-19 risk assessments. Users must be competent and properly trained.

- Under no circumstances should people be sprayed with disinfectants
- Only use products authorised in the UK
- Choose the correct treatment
- Do not disinfect large outdoor spaces
- Rooms treated by UV or disinfectants applied as a fog, mist or vapour should be empty and sealed off to avoid risk of human exposure to the potentially harmful treatments.

<https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm>

Points that should also be considered in conjunction with effective cleaning of the building to reduce direct transmission of the virus

Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:

- whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations, and helping ensure younger children, and those with complex needs, understand the need to follow them

Remember Regular Hand Washing is your best Control

Pupils should be reminded to wash their hands for a minimum of 20 seconds (sing Happy Birthday twice) in hot soapy water, dry hands thoroughly and throw paper towels in the bin. Make sure waste bins are lined with plastic liners and contents disposed of daily.

If running water is not available then a hand sanitizer that contains 60% alcohol should be made available.

Establish a culture of hand hygiene

- Teach and reinforce hand washing with soap and water for at least 20 seconds
- Build time into daily routines for students and staff to wash hands
- Consider making hand sanitizers with at least 60% alcohol available
- Promote hand hygiene throughout the school

Hand Washing Facilities

- a) Soap - Soap must be available at hand wash basins at all times. It is recommended that liquid soap from a suitable dispenser is used.
 - b) Hand Dry Facilities - Effective hand drying is as important as effective hand washing. There should be appropriate provision for effective hand drying.
 - c) Cleanliness - Attention should be paid to cleaning; particularly hand contact points e.g. tap handles, switches and door handles.
 - d) Water Supply - Ensure there is a supply of running water to all wash hand basins.
 - e) Hand sanitizer points with 60% alcohol sanitizer - Hand sanitizer points should be available where hand washing facilities are not readily available, such as entrance/exit to the building.
 - f) Hand wash posters - Poster demonstrating how to wash your hands should be displayed in all toilet facilities
- E-Bug resources to teach pupils about hygiene can be found in the following link:-
https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus
 - The following links contain resources to enforce the above important message to reduce the spread of the virus <https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-/resources>

School Nurses to carry out hand washing demonstrations where needed. If you would like to take the opportunity for a further Hand wash demonstration please contact Stacey Norwood 01952 388910.

Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right and all pupils understand that this is now part of how the school operates. The [e-Bug coronavirus \(COVID-19\) website](#) contains free resources for schools, including materials to encourage good hand and respiratory hygiene.

Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in

risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face-to-face education.

- Covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See [Catch it, Bin it, Kill it](#) poster is available to put up on the wall to Reinforce the point
- pupils, students, staff and visitors should be advised to wash their hands:
 - before leaving home
 - on arrival at school
 - after using the toilet
 - after breaks and sporting activities
 - before food preparation
 - before eating any food, including snacks
 - before leaving school
- clean and disinfect frequently touched objects and surfaces

Water Fountains

- All fountains spouts and dispenser nozzles should be cleaned and sanitised on a regular basis and responsibility for cleaning clearly assigned. If this cannot be managed they should be taken out of action and alternative means made available for providing drinking water for pupils.

Telford and Wrekin Cleaners

If Telford and Wrekin cleaners are used their cleaning chemicals and procedure has been formally checked.

Cleaners should maintain social distancing while cleaning and wash their hands with soap and water when they finish work. Hand sanitiser should be provided when washing facilities aren't close by.

Cleaning staff should receive good instructions and understand the importance of carrying out thorough cleaning properly.