

Prep Cleaning requirements (COVID 19)

The cleaning staff will also be given the most up to date print off of the government guidelines on what to do if there is a suspected case of coronavirus at school. e.g. what PPE to wear, double bag the waste and put in a separate bin for 72 hrs etc.

- **Hygiene.** The maintenance of **very high standards of hygiene (personal, hand and respiratory)** are critical to ensuring that the workplace remains safe for all. For example, the sharing of cleaning equipment should be avoided; hand-to-face touching must be minimised.
- **Hand Hygiene.** All Housekeeping staff are to wash their hands on arriving and before departing Prep with hot water and soap for a minimum of 20 seconds. Housekeeping should wash their hands regularly throughout the day it is especially important after nose blowing, sneezing, or coughing; before eating or handling food; or after contact with high touch areas. **Alcohol gels are not an alternative to hand washing with soap and water, they are a supplementary measure.**
- **PPE.** Colour coded gloves should be worn at all times when cleaning and the outside of the gloves should be washed regularly while wearing them. Please name your gloves using a permanent marker.
- **Social Distancing.** A minimum of 2m separation should be maintained at all times. Do not congregate in corridors and other confined spaces. Kitchens may be used by one person at a time and surfaces, kettle, taps, and any used items are to be cleaned immediately following use.
- **Cleaning.** High touch areas should be cleaned more regularly than normal. Doors, door handles, taps, sinks, toilet flushes, desks, chairs, light switches, bannisters etc. Using the correct colour coding procedures for each area and the cleaning products provided.
- **Cleaning equipment.** Cleaning Cloths, mops, dish towels and Kitchen cloths should be changed daily, for washing.
- **Dispensers.** Soap, Hand towel, and toilet roll dispensers should to checked regularly and kept fully stocked.