

CORONAVIRUS: COVID-19

Cleaning Briefing for ISBA Members – Prepared by MYA Consulting Ltd
Document Updated: 14.03.20

The situation around COVID-19 continues to evolve. This document has been put together to assist ISBA member schools.

The British Institute of Cleaning Science (BICSc) is issuing regular updates to support this important area – keep a watchful eye on the website:

www.bics.org.uk

Government updates for educational environments:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#preventing-spread-of-infection>

Government updates for non healthcare environments:

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

The current advice is as follows:

On confirmed outbreak:

After a confirmed outbreak of COVID-19 (CORONAVIRUS) be sure to deep clean all substrates, fixtures, fittings, furniture (including soft) and disinfect other items in the area (to protect the operative), then clean and finally re-disinfect them.

A deep clean will involve 8 elements:

- Use of the correct PPE, including following correct gowning and de-robing procedures for this equipment.
- Isolation of the area to be deep cleaned.
- Disinfection with the approved/correct disinfectant, paying special attention to touchpoints and high-risk areas as indicated by your risk assessment.
- Thorough clean of the area in line with BICSc standards.
- Clinical re-disinfection of the whole area.
- Disinfection of machinery and equipment, if any are deployed.
- Correct disposal of contaminated materials and PPE.
- Shower/clean of cleaning operative(s) after completion of the task.

Cleaning products

Current Public Health England (PHE) advice is to use a combined detergent solution to wash down, followed by a chlorine-based disinfectant at a minimum strength of 1,000 parts per million (ppm). If an alternative disinfectant is used within your organisation, this should be checked to ensure it is effective against enveloped viruses. Further advice is available from the above links.

CORONAVIRUS: COVID-19

Cleaning Briefing for ISBA Members – Prepared by MYA Consulting Ltd
Document Updated: 14.03.20

PRACTICAL ADVICE FOR SCHOOLS

Personal Protective Equipment (PPE)

Schools are advised to order PPE now. The minimum advised requirement is:

- Disposable gloves and aprons.
- Surgical face masks.
- Full-face visors.

Chemicals and disposables

Additional:

- Disposable cloths.
- Paper roll.
- Combined detergent/disinfectant solution. (1,000 parts per million) chlorine-based.
- Waste bags (use a separate colour for contaminated waste, and always double-bag).
- Labels/tags.
- Separated waste bins.

Practical considerations

1. If possible, secure the area identified for a minimum of 72 hours before deploying cleaning teams.
2. Create separate and secure areas for contaminated waste.
3. All laundry, soft furnishings, bedding and clothing should be removed, stored separately and securely until the outbreak is confirmed.
4. Wash all laundry at the highest temperature settings. Please note: contaminated laundry should not be mixed with non-contaminated and staff must wear appropriate PPE.
5. Double-bag and seal all contaminated waste and store securely for a minimum of 72 hours. Your local waste collection authority, or a specialist clinical waste contractor will collect as a 'category B' collection.

CORONAVIRUS: COVID-19

Cleaning Briefing for ISBA Members – Prepared by MYA Consulting Ltd
Document Updated: 14.03.20

PRACTICAL ADVICE FOR SCHOOLS

Catering areas

Must Dos:

- Move immediately from self-serve to assisted-serve. If necessary, reduce your menu choices. Please note: this also applies to salads and drink dispensers.
- Change your utensils frequently throughout service.
- Reduce the seating density in your dining areas to improve 'social distancing'. Put chairs in place in favour of benches.
- Insist on hand washing before and after meal services. Please note: sanitisers have yet to be scientifically proven to kill the COVID-19 virus.
- Cease any buffet or 'working lunch' service styles.
- Increase the cleaning routine to all contact surfaces, using detergent and disinfectant to a frequency of 3 to 4 hours while the kitchen is in use.
- Move to only using disposable paper products and mops.
- Insist that correct and disposable PPE is worn for all clearing tasks.
- Ban all visitors, suppliers, delivery staff, school staff and pupils from the kitchen space. If your school is outsourced to a contractor, request that area management teams and specialists work by video conference where possible. Access must be limited and controlled.

If an incident occurs and a member of the kitchen staff is ill, this will lead to the requirement for a deep clean. If practical, the kitchen should be closed for a minimum of 72 hours before cleaners have access.

In your contingency planning, look at other areas of the school to which you may be able to relocate your catering. For example:

- Home economics suites.
- Temporary kitchens – these can be sourced by a number of reputable suppliers, including PKL:
<https://www.pkl.co.uk>

CORONAVIRUS: COVID-19

Cleaning Briefing for ISBA Members – Prepared by MYA Consulting Ltd
Document Updated: 14.03.20

PRACTICAL ADVICE FOR SCHOOLS

If you are faced with deep cleaning internally, follow the below 8-step guidance. The following schedule is typical of (but not limited to) what you will need to clean, and the process required.

A deep clean will involve 8 elements:

1. Use of the correct PPE, including following correct gowning and de-robing procedures for this equipment.
2. Isolation of the area to be deep cleaned.
3. Disinfection with the approved/correct food safe disinfectant, paying special attention to touchpoints and high-risk areas as indicated by your risk assessment.
4. Thorough clean of the area with detergent and hot water in line with BICSc standards.
5. Re-disinfection of the whole area with a food safe disinfectant.
6. Disinfection of machinery and equipment, if any are deployed.
7. Correct disposal of contaminated materials and PPE.
8. Shower/clean of cleaning operative(s) after completion of the task.

Back of House (BoH)

- Floors
- Walls
- Ceilings
- Ventilation Canopies
- Filters
- Duct Work (including air inlets & filters)
- Benches
- Bench Drawers
- Bench Shelves
- Shelves
- Fridges
- Freezers
- Bratt Pans
- Fryers
- Ovens
- Storeroom
- Racking
- Doors
- Light Fixtures/Switches

- Food Containers
- Spice Containers
- Tins
- Extraction & Gas Controls & Hoods
- Hobs
- Sinks
- Taps
- Hand Towel
- Soap Dispensers
- Chemical Dispensers
- Gulley Traps in Floors
- Doors
- Windows
- Grease Traps
- Pipe Work
- Central Spines carrying Power Supplies
- Dishwashers
- Kitchen Machinery

Front of House (FoH):

- Floors
- Walls
- Ceilings
- Serveries
- Display Fridges
- Counter Tray Racks
- Coffee Machines
- Cutlery Racks
- Tables
- Chairs
- Benches
- Light Equipment
- China
- Utensils
- Condiments
- Dispensing Machinery (Milk, Juices etc.)
- Light Fixtures/Switches
- Doors
- Sinks
- Taps

CORONAVIRUS: COVID-19

Cleaning Briefing for ISBA Members – Prepared by MYA Consulting Ltd
Document Updated: 14.03.20

PRACTICAL ADVICE FOR SCHOOLS

Buses/minibuses

- Bus seats and touch surfaces must be cleaned with hot water, detergent and disinfectant between uses.
- Try, if practical, to create a 'social distance' with seating arrangements.

Boarding/accommodation

Must Dos:

1. Increase the cleaning frequencies of all touch surfaces, bathrooms and toilets to a routine minimum of 2-3 times per day. This should be completed using the recommendations at the front of this brief.
2. Place additional focus on hand-washing.
3. Serve any snacks and drinks. Try to avoid students sharing toasters and kettles etc, or at best, designate one server.
4. Increase the cleaning frequency of communal areas, focusing on touch surfaces and soft furnishings.

If a boarding house has to be deep cleaned:

1. If practical, close and seal the house for a minimum of 72 hours.
2. Place all cleaning staff in appropriate PPE (see guidance at the beginning of this brief) prior to entering the house. Be cautious about using cleaning staff who may fall into the 'vulnerable' groups:
 - a. Older adults.
 - b. People who have serious chronic medical conditions such as:
 - i. Heart disease.
 - ii. Diabetes.
 - iii. Lung disease.
3. Remove all laundry and soft furnishings and place in double-bagged 'contaminated laundry' bags, seal and remove to a secure, designated area.
4. Deep clean all areas of the house using the guidance shown at the beginning of this brief.
5. Start at the top of the house and work down, closing and sealing rooms once thoroughly cleaned. Try to avoid re-entry to the cleaned spaces. If practical, for 'belt and braces' purposes, try to leave the rooms for a further 72 hours before re-occupying.
6. House parent areas, if attached to the house, should also be a part of the clean.
7. For the avoidance of doubt, all touch surfaces, walls, floors, furniture, books, computers, doors, bedrooms, bathrooms, ceilings, light fittings etc. should be part of the clean.

CORONAVIRUS: COVID-19

Cleaning Briefing for ISBA Members – Prepared by MYA Consulting Ltd
Document Updated: 14.03.20

PRACTICAL ADVICE FOR SCHOOLS

Laundry

If practical, use a laundry which is able to deal with potentially-contaminated items. Do not move the laundry from its secure location until a minimum of 72 hours has elapsed.

Cleaning public spaces and classrooms

1. Minimise visitor and external traffic.
2. Increase the frequencies of cleaning touch surfaces, toilets, reception areas, changing rooms, sports equipment, desks, technology, phones and tablets to a routine minimum of three times per day, completed with the recommendations stated at the beginning of this brief.

If you have an incident and you need to complete a deep clean:

1. If practical, close and seal the spaces for a minimum of 72 hours.
2. Place all cleaning staff in appropriate PPE (see guidance at the beginning of this brief).
Be cautious about using cleaning staff who may fall into the 'vulnerable' groups:
 - a. Older adults.
 - b. People who have serious chronic medical conditions like:
 - i. Heart disease.
 - ii. Diabetes.
 - iii. Lung disease.
3. Remove all curtains/soft furnishings and place in double-bagged 'contaminated laundry' bags, seal and remove to a secure area.
4. Deep clean all areas using the guidance shown at the beginning of this brief. Start at the top of the building and work through, closing and sealing rooms once thoroughly cleaned. Try to avoid re-entry to the cleaned spaces. If practical, for 'belt and braces' purposes, try to leave the rooms for a further 72 hours before re-occupying. Many schools have very high ceilings. Consider using a SkyVac and steam wand to reach them.
5. For the avoidance of doubt, all touch surfaces, walls, floors, furniture, books, computers, doors, bedrooms, bathrooms, ceilings, light fittings etc. should be part of the clean.

Don't forget to:

- Record all of your cleaning activities and which member of staff has cleaned which area.
- Keep all cleaners to designated areas.
- Disinfect all cleaning equipment including scrubbers, carpet cleaners, vacuum cleaners, SkyVacs etc. before the equipment leaves the infected area.
- Train your staff carefully to put on appropriate PPE, but as important, remove PPE safely.
- Do not use staff from the 'vulnerable' groups to complete deep cleans of affected areas.

During this unprecedented period, MYA is offering complementary telephone advice for all ISBA members. Call Carla McKenzie on +44 (0) 7778 790 134