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| **Premises:** |  | **W/C:** |  | **Responsible Person:** |  |

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.

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| **COVID-19 Weekly Cleaning Checklist for Educational Establishments**  **(Initial to confirm each of the actions has been carried out on a daily basis)** |

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| **Action** | **Guidance** | **Mon** | | **Tue** | | **Wed** | | **Thu** | | **Fri** | | **Sat** | | **Sun** | |
| **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** |
| Confirm personal protective equipment (PPE) worn before cleaning commences. | Where possible, wear disposable or washing up gloves and aprons. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean hard surfaces prior to disinfecting. | Clean hard surfaces with warm soapy water using a disposable cloth. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disinfect all surfaces with usual disinfectant. | Pay attention to any frequently-touched areas and surfaces, e.g. doors, toilets, stair rails and phones. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean any areas of heavy contamination (bodily fluids or sleeping areas) as above using additional PPE where possible. | Additional PPE would include protection for the eyes, mouth and nose, as well as gloves and an apron. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Any PPE used is to be double-bagged and stored securely for 72 hours before being thrown away in general waste. | Use plastic bin bags where possible. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wash hands thoroughly with soap and water for 20 seconds after removing PPE. | Wash hands using warm water after cleaning and regularly throughout the day. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Day/Date** | **Comment** | **Actioned or Referred to:** |
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**Additional guidance, information and instruction when cleaning:**

* Use disposable cloths or paper roll and disposable mop heads (where applicable) 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 (ppm av.cl.); or
* A regular detergent followed by disinfection (1,000 ppm av.cl.). Follow the manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants.

NB: If an alternative disinfectant is used within the organisation, this should be checked to ensure that it is effective against enveloped viruses.

* Avoid creating splashes and spray when cleaning.
* Any disposable cloths and mop heads (where applicable) 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.

**Laundry**

* Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items.
* Do not shake dirty laundry – this minimises the possibility of dispersing virus through the air.
* Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

**Waste**

* Waste from cleaning 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.