

# **Infectious Diseases** **Enhanced Cleaning and** **Disinfecting**

## **Health, Safety & Wellbeing Guidance – Schools**

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## **Infectious Diseases Enhanced Cleaning and Disinfecting**

This guidance is designed to help combat the spread of infectious diseases within establishments. It should be used alongside the general cleaning already being carried out. The control measures will assist in managing various respiratory / transmissible diseases including Coronavirus.

Further information can be found following the link [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-children-and-young-people-settings-including-education).

### **CLEANING**

Cleaning is an important part of school day to day operations. You will ordinarily have a cleaning schedule in place that identifies areas for cleaning daily, weekly, or periodically. During times of high infection rates, cleaning and disinfection of hand contact surfaces needs to increase in frequency to reduce transmission. This will need to be determined by a risk assessment based on the use of an area but as a minimum these areas should be cleaned daily.

**These preventative measures would also focus on hand contact surfaces including the following, but not exhaustive list:**

- Desktops and all work surfaces.
- Doorknobs and door handles.
- Light switches and dimmer switches.
- Computer monitors, keyboards, mice.
- Tablets and laptops.
- Televisions, Smart Boards and Remote Controls.
- Telephone equipment.
- All chair rests and arms.
- Canteen tables and chairs, crockery, trays and cutlery.
- Sinks, taps and kitchen areas.
- Toilets, including all surfaces.
- Water fountains and drinks dispensers and vending machines.
- Lifts and their doors and buttons.

Where there have been symptomatic and / or confirmed cases of infectious diseases. A more thorough enhanced cleaning and disinfecting procedure is required, which is detailed in the following guidance.

If in any doubt, you should consult the Health, Safety and Wellbeing Team, Corporate Services and Transformation, Advisory & Specialist Services (previously Children Services) for further advice.

## ENHANCED CLEANING AND DISINFECTING

For infectious diseases, we need to disinfect surfaces and objects that are potentially contaminated with the virus and are frequently touched and / or used.

All surfaces that the symptomatic person has encountered must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids.
- all potentially contaminated hand contact points.

## PREPARATION FOR ENHANCED CLEANING AND DISINFECTING

Before engaging in the process of cleaning and disinfecting an area for infectious diseases, it is important to get key information.

- Find out more information regarding the infectious disease you are cleaning and disinfecting to ensure appropriate control measures and personal protective equipment (PPE) for your safety are in place and worn [Health protection: Infectious diseases - detailed information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/health-protection-infectious-diseases-detailed-information).
- Do a site assessment to determine the extent of the work (see CLEANING AREAS AND TASKS from page 8).
- What equipment and resources do you need?
- Are there any additional hazards, such as, electrical equipment, sharp corners / objects and how will you mitigate these hazards e.g. cleaning products are not sprayed directly onto electrical points, light switches, and electrical equipment.
- Identify if any of the chemicals you use require specific PPE for the cleaning worker to be protected. *This information can sometimes be found on product label, or you can find it on the product Safety Data Sheet (SDS), which is available for all approved disinfectants, and you should also find this information if you have undertaken a COSHH assessment on the product.*

**Note:** If there are large unmanageable areas of your establishment that are heavily contaminated with visible bodily fluids, then you may consider using external specialist services.



## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### PPE Required

- PPE will be worn in accordance with DCC guidance.

## CLEANING AND DISINFECTING PROCESS

Important points to note when using cleaning products:

- Check the labels and use according to instructions, and be aware of the potential hazard of each product.
- Avoid contact with eye and skin when handling cleaning products.
- Comply with all warnings and precautions for use.
- Do not mix different cleaning products.
- Use in a well-ventilated area.
- After you apply the disinfectant to the surface, leave the disinfectant on the surface long enough to kill the germs. This is called the contact / wet time. You can find the contact time listed in the Safety Data Sheet and in the directions. The surface should stay wet during the entire contact time to make sure germs are killed.

**REMEMBER**, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with Coronavirus, review the need for any additional eye and/or face protection, as well as wearing disposable gloves and apron.

## ENHANCED CLEANING AND DISINFECTING PROCEDURE

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.

**Enhanced cleaning consists of a two-stage process**

### Stage 1

**Cleaning** - is a mechanical process (scrubbing) that removes contaminants including dust, soil, large numbers of micro-organisms and the organic matter that shields them. To ensure effective cleaning, the equipment used and the item to be cleaned should be in a good state of repair.

## Stage 2

**Disinfection** - *is a process that uses chemicals to reduce the number of micro-organisms to a level at which they are not harmful and is only effective if the equipment or surface is thoroughly cleaned with a detergent solution beforehand.*

Some chemicals allow for the combination of these two processes since they clean and disinfect at the same time.

Always follow the instructions for cleaning products and disinfectants to ensure it is effective. It is important to ensure that all the surface has disinfectant applied and not to wipe items dry before the required time as most chemicals for disinfection require the surface to stay wet for a certain dwell time to be able to destroy the virus.

## HAVE AN ACTION PLAN

For example, consider.

- your entry and exit location and where you put on and take off your PPE
- how to keep the area secure for cleaning staff only (relevant signage to be used).
- how to keep the area ventilated.
- locations of any hazard warning signage needed i.e., placed around the work area before beginning the task to warn of the wet floor.
- the familiarisation of equipment and chemicals (COSHH), you're using.
- the type of cleaning and disinfecting tools, and anything else you need to safely finish off the work.
- plastic bags for disposable PPE, towels, and any associated textiles.
- plastic bags to contain any laundry or textiles to be kept.
- how you are going to clean and disinfect any equipment that you have used without creating further transmission points.
- where you will immediately wash your hands and wrists with soap and water for a minimum of 20 seconds after removing your PPE. If a sink is not available, have approved alcohol-based hand sanitizers to hand.



## IMPLEMENT YOUR PLAN



- Follow your cleaning and disinfecting procedures for the area.
  - Use a two-stage process of cleaning first before disinfecting or a combined process with the appropriate chemical and dispose of all waste accordingly.
- On exiting the room,
  - remove any remaining waste bags and equipment.
  - close and secure the door.
  - sign post the entrance to that area with appropriate information in relation to the status of the room i.e. CLOSED FOR CLEANING.
- On finishing the work
  - remove all cleaning materials and equipment (leave area(s) as found).
  - disinfect cleaning equipment.
  - dispose of any cloths and mop heads used (see waste section below).
  - change out of your workwear into suitable clothing and bag used workwear for laundering (see launder section below).
  - wash your hands and wrists with soap and water for a minimum of 20 seconds.
- On completion, finalise your work with the appropriate checks for successful completion of the work and inform the Headteacher / Manager.

### Stage 1

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.

- hypochlorite (bleach based) solution 1,000 parts per million.
- or**
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.



Where there are soft surfaces such as sofas, soft furnishings, and mattresses, that are visibly contaminated or have been in high contact but cannot be cleaned using detergents or laundered these should be steam cleaned.



Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of (*see Laundry and Waste below*).

## Stage 2

Disinfect these surfaces with the cleaning products you normally use and avoid creating splashes and spray when cleaning.

When using disinfecting wipes on electronic items that are touched often, such as phones and computers. You may need to go over them more than once to ensure the contact time is achieved.

## LAUNDRY



A biological washing detergent is recommended, and the wash cycle must be as hot as the clothing will allow. It is recommended that no other articles are added to this wash, to allow full agitation, rinsing and dilution.

- Tumble drying and ironing will further assist the removal of micro-organisms through thermal disinfection.
- 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 possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- All waste generated from the enhanced cleaning and disinfecting should be bagged as clinical waste and disposed of appropriately. This may involve appropriately registered waste contractor.
  - All clinical waste bags should be less than two thirds full and stored in a secure area while awaiting collection.



## **CLEANING AREAS AND TASKS**

Although there is no legislative requirement to use a colour-coding system, it is good practice. Use colour-coded equipment in different areas with separate equipment for kitchen, toilet, classroom, and office areas (for example, red for toilets and washrooms; yellow for hand wash basins and sinks; blue for general areas and green for kitchens).

*Below are examples of areas and tasks, which does not include all hand contact surfaces that would be considered as part of any enhanced cleaning process.*

### **Reception Areas**

- Sanitise wipe clean
  - entrance doors, and frames
  - desk
- Sanitise wipe
  - all doors & frames
  - fixtures and fittings
  - over keyboard, mouse and around monitor
- Clean and sanitise telephone
- Empty wastepaper bin and replenish bin liner
- Mop any hard floor areas

### **Staff Kitchens/Resource Areas**

- Wipe clean & sanitise all work surfaces
- Sanitise wipe
  - sink, taps and draining board
  - clean fascia of units and cupboards
  - clean external surfaces of fridges and all equipment
  - clean all fixtures and fittings
  - clean all ledges and skirting
  - inside microwave
  - inside of Fridge
- Wash up cups and cutlery either by hand or via dishwasher if available
- Empty wastepaper bin and replenish bin liner- wipe clean bin surfaces
- Mop hard floor areas



## **Passenger Lifts & Goods Lift**

- Sanitise wipe
  - all doors
  - all glazed surfaces
  - indicator panels
- Sanitise Wipe clean lift cart walls
- Mop hard flooring to lifts

## **Toilets / Showers & Washrooms Areas**

- Sanitise wipe clean
  - all sinks and surrounds.
  - all taps.
  - all tile splash backs.
  - all towel cabinets / hand dryers.
  - cisterns, and low-level pipe work.
  - all fixtures and fittings.
  - all ledges and skirting.
  - clean showers
- Sanitise wipe clean & sanitize all vanity units.
- Sanitise wipe clean and polish all mirrors.
- Sanitise wipe down all cubicle walls & doors.
- Clean & sanitize all surfaces to toilets bowls, including handles.
- Replenish all consumable items as necessary.
- Empty wastepaper bin and replenish bin liner- wipe clean bin surfaces
- Mop hard floor areas.

## **Office, Classrooms, Rooms, Teaching, Meeting & Board Room Areas**

- Sanitise wipe
  - all surfaces of all furniture (where accessible)
  - all fixtures and fittings at reachable height
  - all ledges and skirtings
  - all doors and frames including handles
  - over phones, keyboards, mice and around monitor screen
  - desks where accessible
- Empty wastepaper bin and replenish bin liner

- Mop any hard floor areas

### **Staircases**

- Sanitise wipe
  - all handrails
  - ledges, fixtures, and fittings at reachable height
- Mop any hard floor areas

**Below are additional contact points associated with schools:**

- ***Curriculum Specific Activities***

Touch points may also be associated with specific curriculum activities, for example, musical instruments, science, and D&T equipment including safety goggles.

- ***Learning Equipment***

Including computers and tablets.

Sports / PE equipment include handheld and frequently touched items that must be disinfected including:

- Netballs, rackets, rugby balls, footballs, gym equipment, mats, climbing equipment.

- ***Play equipment and toys***

- For hard toys use detergent and hot water, followed by disinfection.
- You can usually clean, soft toys by putting them in a washing machine, but check the washing instructions first (although if a contaminated soft toy won't take a hot wash, throw it away).



