

## **Covid-19 - Cleaning Requirements for High-Touch Surfaces at Dollar Academy (Day Cleaning)**

- Cleaners must ensure they wear suitable personal protective equipment whilst undertaking cleaning.
- Cleaners shall use an anti-viral spray cleaner for all hard surfaces.
- Each staff base will have a weekly 'sign off' sheet to give the staff the confidence that during the Covid outbreak additional sanitising measures are in place and followed.

The following areas will be the focus of the daily cleaning schedule:

### **Entrance Areas**

- Intercom/door entry systems.
- Door handles.
- Fire alarm panel and associated equipment.

### **Communal Areas**

- Door handles to communal areas such as cupboards and doors.
- Light switches.
- Staircase handrails to both sides including ends.
- Window handles.

### **Welfare Facilities**

- Toilet cubical handles.
- Flush button/handle.
- Tops of sanitary bins.
- Taps.
- Shower handle, shower buttons, shower door handles, handles into shower room.

### **Kitchens (Staff Bases)**

- Handles including drawer and cupboard handles.
- Light switches.
- Bins which openable by hand.
- Handles to fridge.
- Operating buttons for kettles, toaster, include any items with the use of buttons.
- Desks and other hard surfaces.
- IT equipment keyboards, mouse and screens.
- Printers, shredders other equipment with buttons
- Chair arms.
- Handles to drawers and cupboards.

### **Waste**

- Internal and external bin lid handles

This document has been produced to ensure there is clear guidance on the cleaning requirements for the premises during the coronavirus outbreak.

Any cleaners with Coronavirus symptoms report via telephone to the office and should follow all NHS protocols.