

Facilities Management & Education Service (Primary, Special and Secondary)

COVID-19 - Cleaning Protocol and Standards for Schools

- The information set out here will apply from August 2020 and will be reviewed in accordance with the national response to COVID-19, Scottish Government and NHS guidance, and assessments determined by Fife Council. The cleaning protocol may, therefore, be subject to change.
- All cleaning will be carried out in accordance with [COVID-19 – guidance for non-healthcare settings](#).

In all schools:

- Additional cleaning will be carried out at key points during the school day – after pupils are settled into classrooms at the start of the day, during/post break and lunch and at the end of the day. This will focus on high intensity touch points predominately in common areas. This approach will provide assurances to all building users.
- Routine cleaning will still be carried out daily in accordance with the current arrangements either at the start or at the end of the school day, however, provision is likely to be amended in order to concentrate on disinfection control to minimise risk of COVID-19.
- Headteachers will be advised of the staffing resource allocated to their school.
- Headteachers and school staff should be aware that these additional cleaning duties may impact on the capacity of janitorial staff to carry out other duties, particularly at short notice.
- Contracted hours for FM staff will be adjusted, where required, to ensure a presence throughout the day. The number of Day Cleaners provided will be dependent on the size of the school and the availability of Janitors.
- The cleaning management of classrooms and other spaces while they are in operation will be the responsibility of school staff. Cleaning resources (disinfectant wipes) will be supplied by Education Service to support this.
- FM will replenish hand soap and paper towels in toilet areas throughout the day.
- All surfaces should be kept clear as much as possible to allow necessary cleaning and disinfection to take place.
- Where beneficial in minimising contact with door plates, use of wedges to hold open office / workplace doors, **excluding 'fire doors'**, should be considered. A system will require to be implemented to ensure that these are all properly closed at close of business.
- Bags used to line waste bins should be replaced regularly.

- Hard to clean resources should be removed from rooms, in accordance with the national guidance.
- In the staffroom and other bases, staff should use their own cup/cutlery/crockery and ensure these are cleaned straight after use. Staff should clean the microwave, fridge door handles, kettles etc after individual use.
- Use of changing facilities and shower rooms should be limited as much as possible.
- FM will not be expected to carry out cleaning within classrooms whilst they are occupied, except in emergency situations.

Targeted Clean Following a Suspected or Confirmed COVID-19 Case (FM Staff)

- Once a possible case has left the premises, the immediate area occupied by the individual should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This includes any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.
- Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.
- Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.
- In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided and follow the instructions provided with the spill-kit. If no spill-kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team (01592 226435).
- Ensure all waste items that have been in contact with the individual (e.g. used tissues and disposable cleaning cloths) are disposed of securely within disposable bags. When full, the plastic bag should then be placed in a second bin bag and tied. These bags should be stored for 72 hours before being put out for collection. Other general waste can be disposed of as normal.
- **In the event of a suspected or confirmed COVID 19 Case the school Education Manager / Service Manager (Policy and Prevention) 07956 089 853 should be contacted immediately to confirm the necessary arrangements.**

Cleaning and sanitising Materials to be used

In the areas for use by staff and children:

- Disinfectant wipes
- Alcohol based hand sanitiser (must be stored individually in a cupboard when immediate access is not required)

For use throughout the school by FM staff:

- All 'high intensity touch points' will be wiped down using Est-Eem
- All toilet areas will continue to use contracted chemicals, and touch points wiped with Est-Eem
- For any suspected or confirmed COVID-19 cases, the area/s will be treated with Corona Gard R7 using ballistic spray equipment.

Specifically, for IT Equipment

- Alcohol (70%) / Ethanol disinfectant wipes should be used
- It is not advised that children be allowed to bring IT equipment from home to school to minimise the risk of spread of infection.

DO:

- Disconnect the power supply and be sure to turn off the laptop before cleaning the keyboard
- Use a disinfectant wipe and dispose of all cleaning material in the bin
- Use a lint-free cloth to dry the device (recommended)
- Wear gloves to protect your hands if you are cleaning several devices at a time this will help to avoid damage to your skin

DON'T:

- Use household disinfectant cleaning products as they may contain chemicals (Bleach & Chloride) that can damage the keyboard
- Use baby wipes as these are not recommended as they may not be anti-bacterial
- Use hand towels or other coarse types of materials to wipe the keyboards as they may damage the keys
- Use a compressed air canister to blow debris from the keyboard. Please note that this will not disinfect the device but it may blow contaminated bacteria in to the air

The following can occur if using incorrect cleaning agents

- The membrane underneath the keyboard can be damaged by some chemicals resulting in keys no longer working or worse the chemicals leaking into the keyboard circuitry resulting in no keyboard operation at all.
- The keys may become sticky as the cleaning agent may affect the keys.
- The keyboard letters and symbols may fade due excessive cleaning with the wrong cleaning products.

Please ensure that telephone handsets and keypads are cleaned with a disinfectant wipe, where telephone handsets are shared these should be cleaned after every use.

Facilities Management & Education Service - COVID-19 - Protocol for Building Users

	Facilities Management Staff (Janitorial and/or cleaning staff)	School Staff	Pupils
Throughout the school day	Regularly wash or sanitise hands	<p>Regularly wash or sanitise hands</p> <p>In high schools, limit the movement of pupils to reduce transitory movements</p> <p>Ensure hand sanitiser and disinfectant wipes are available in classrooms and in other key places throughout the building</p> <p>Remove hard to clean resources</p> <p>Wipe down surfaces and equipment in sensory rooms</p>	<p>Regularly wash or sanitise hands</p> <p>Ensure computer keyboards and other resources are cleaned using wipes</p> <p>Where pupils need to move location, use a disinfectant wipe to clean desk/area</p> <p>Only fill up water bottle at permitted class time</p>
Before the start of the school day	Where already in place, routine contract cleaning* to be carried out	<p>Use hand sanitiser on entering the school building</p> <p>Avoid touching surfaces in corridors/common areas where possible</p> <p>Ensure windows are open to provide ventilation throughout classrooms and common areas</p>	<p>Wash hands before leaving home and, if using public or school transport, use a hand sanitiser before arriving at school.</p> <p>Bring full water bottle from home</p>
At the start of the school day	Once pupils are settled into classrooms, sanitise high intensity touch points** (as from 09.15am)	Ensure pupils sit in the same seat daily to reduce cleaning requirements.	Use hand sanitiser on entering the school building

Morning Break	Sanitise high intensity touch points**	All staff to clean areas in staffroom after use e.g. fridge, microwave, surfaces Use hand sanitiser on re-entering the school building / classroom	Use hand sanitiser on re-entering the school building / classroom. Wash hands with soap and water after using the toilet.
Lunchtime	Sanitise high intensity touch points** Clean tables of each classroom at lunchtime, if used Clean dining room / hall after use	All staff to clean areas in staffroom after use e.g. fridge, microwave, surfaces Use hand sanitiser on re-entering the school building / classroom	Use hand sanitiser on re-entering the school building / classroom Wash hands with soap and water after using the toilet.
At the end of the school day		Ensure that desks are clear to ensure cleaning can take place Use wipes to clean phones, staff PCs/laptops	Wipe down computers, resources, chairs and desks with wipes Take water bottle home
After the end of the school day	Where already in place, routine contract cleaning* to be carried out sanitise high intensity touch points** Clean all classroom surfaces		

* Per standard cleaning guidelines i.e. floors, toilet areas, wiping hard surfaces and empty bins. Vacuum cleaning and dusting reduced to focus on contact cleaning.

**door handles, door plates, bannisters/hand rails, taps & sinks (incl. taps at classroom/area sinks), toilet flush, flush plates, light switches, sanitary bins in all communal areas of the school e.g. stairways, corridors, main reception area, staffroom etc.