

COVID-19 GUIDANCE – HOUSEKEEPING & OPERATIONS

CLEANING PLAN

HIGH TOUCH COMMUNAL AREAS/CORRIDORS

Corridors and access points

Communal bathrooms and kitchens

Door handles / push plates

Handrails

Gates and doors (those with keypads in particular)

Machinery and equipment controls (Net2, Pyrotec equipment, CCTV,)

Scouting Duties

- Disinfecting with chlorate products to be carried out at least one per day or more in frequently used communal areas.
- Cleaning regime to be repeated in the morning and afternoon.
- Scouting staff to be provided with disinfectant spray and disposable cloths. Communicable disease cleaning protocols to be followed using recommended chlorate products.
- Scouts will be responsible for wiping high occupied areas, handles, push plates, gates etc. on an ongoing basis while on duty.

KITCHENS

Kitchens will be disinfected daily by the College Scouting staff in addition to normal cleaning.

Antibacterial spray is to be made available in communal kitchens for residents/occupants to use. It is imperative that all members of the community adhere to the individual cleaning regimes and wipe down all surfaces that they have touched to stop spreading of any infection. Scouts ensure antiviral spray and blue roll is available in the kitchens at all times.

Scouting Duties

- Spray/wipe the door handles and light switches on entrance and exit.
- Spray and wipe all surfaces, cupboard doors and handles, oven/fridge/freezer door and handles, worktops, sink and taps, splash backs, bin lids.
- Wipe all freestanding appliances, toasters, microwaves etc.
- After disinfection, use the degreaser where necessary.
- Vacuum/ sweep the floor
- Remove the rubbish

- Mop the floor
- The Scout WILL NOT undertake any washing of crockery, pans or utensils. Unwashed items left by students will be disposed of.
- The kitchens will be CLOSED to all users while the Scout is undertaking cleaning.

Kitchen Users

- Spray/wipe the door handles and light switches on your entrance and exit with the equipment provided.
- Wherever possible, worktops to remain clear of equipment after use.
- Pots and pans, utensils and crockery, cutlery etc. must be washed, dried and stored by users immediately after use.
- Remove dry dishes from drying board and store in cupboards provided or in your personal spaces.
- DO NOT use crockery and cutlery belonging to others.
- Spray/wipe the worktops; bin lids; kitchen cupboards, fridge, freezer doors, oven doors. Although, the spray is safe to use in the kitchen, ***do not use it on the food, plates, and cutlery.***
- Wipe all freestanding appliances, toaster, microwave etc. after use.
- Dispose of paper towels used for cleaning in the bins provided

TOILETS

The cleaning chart will be displayed in public toilets to indicate last cleaning. High use area toilets will be cleaned frequently. All washing facilities will be provided with disposable paper towels and waste bins.

Scouting Duties

- Spray/wipe the door handles and light switches on entrance
- Spray/wipe washbasins including taps, tiles around the sink and soap/toilet paper dispenser.
- Spray/wipe toilet and tiles/wall area around. Work from the cleanest point to the dirtiest, changing cloths as necessary.
- Use toilet cleaner to clean the inside of the toilet
- Remove the rubbish and dispose your cloth
- Vacuum where necessary and mop the floor
- The toilets will be CLOSED to all users while the Scout is undertaking cleaning.

Toilet Users

- Flush with the toilet seat closed.
- Using the cleaning materials provided wipe around the seat, sink, taps and door handles
- Ensure that the toilet bowl is clean, if not use the brush and flush again.
- Ensure all paper towels and tissues are placed in the bin and not on the floor.

SHOWERS

Scouting Duties

- Spray/wipe the door handles and light switches on entrance
- Spray inside and outside the shower and the shower doors with an antiviral spray.
- Use the sponge to clean the shower, the walls, controls, and shower tray
- Once per week follow 'deep clean cleaning' to remove the lime scale
- After disinfection, follow cleaning methods for the shower.
- The showers will be CLOSED to all while cleaning is undertaken by the Scout.

Shower users

- After showering, spray the controls and touching points with the chemicals and equipment provided.
- Remove all personal items from the shower after use.
- Dispose of ALL empty bottles and packets in the bins provided.

MEETING/TEACHING ROOMS

Scouting Duties

- Each room will be thoroughly cleaned once a day.
- The chairs, tables, door handles and other high touch points will be cleaned.
- Window latches will routinely be included.
- Vacuuming and floor cleaning will be undertaken as necessary.
- All IT equipment will be disinfected after each use with the appropriate chemicals as advised by the IT Department.
- All meeting spaces will be CLOSED to users while the Scout is undertaking cleaning.

Meeting Room Users

- Each person from the meeting will wipe down the area they personally occupied (table, chairs) with the wipes or disinfectant spray provided.
- One nominated person in each meeting is to wipe down other touch areas, IT hardware, door handles, whiteboard pens, touch screens equipment controls etc.
- All refuse and recycling to be placed by users into the bins provided.
- All surfaces to be cleared of debris by the user after each meeting.

OFFICES

On top of normal cleaning daily, touch points will be disinfected daily by Scout. That will include VDU equipment on desks, door handle, light switches etc. Desks should be sanitised by the user using spray/wipes provided.

Scouting Duties

- Light switches, door handles, push plates and other high use touching points.
- Desks will be wiped down. All desks which are not single use MUST be cleared daily to allow this to occur.
- Desk lamps, keyboards, telephones and other communications equipment will be disinfected
- Shredders, photocopiers and other office equipment will be disinfected.
- All offices will be CLOSED to users while the Scout is undertaking cleaning.

Office users

Management practices in offices will be designed to allow social distancing at all times. Home working and variable shift patterns will be discussed with each employee by their line manager. Where social distancing may be compromised, the line manager will consider the use of screens and other PPE for each employee. When employees are working in College offices their responsibilities will include:

- Wipe down personal items of equipment with the cleaning materials provided. DO NOT use other people's equipment.
- Wipe down your own desk, telephone, keyboard and screen with the appropriate equipment both before and after use.
- Clear your desk as far as it practicable to allow the scouts to clean effectively.
- Remove all personal belongings at cease work.
- Place all refuse and recycling into the respective bins.
- Wash and dry all crockery and cutlery and put away. Do not leave used crockery on desks or the desk will not be cleaned.

LIBRARIES

Scout duties

- Scouts will sanitise high touch areas in the library daily.
- The Library will be closed for cleaning for 1h to allow proper disinfection and maintain social distancing.
- Cleaning materials and hand sanitising gel will be made available at the entrance of each library for users.

User duties

- Users must sanitise their hands prior to entering the libraries
- Clean the chair arms, back and desk after use, paying attention to USB and power points, desk light switches etc. with the cleaning materials provided.
- Clear desks after use taking all personal items away with them.
- Place all refuse and recycling into the bins provided.

WATER POINTS

Scouting duties:

- The scouts will clean and sanitise each water point once a day

User duties

- Users will use appropriate water bottles/receptacles to take water from the water points
- Users are to wipe down the handles and touching points of the water dispensers before and after use, disposing of the wipes into the bins provided.

LODGE

Scouting duties

- Clean work surfaces and equipment (screens, keyboards, phone, CCTV, Pyrotec equipment etc.) and all contact points on the user side of the reception with sanitising products at 0800, 1200 and 1500.
- The Lodge kitchen and equipment will be cleaned and sanitised once a day.
- Lodge will be closed to users and Lodge staff while cleaning is undertaken.

Porter duties

- Clean work surfaces and equipment (screens, keyboards, phone, CCTV, Pyrotec equipment etc.) on the Porter side of the Lodge reception with sanitising products (supplied) prior to commencement of shift and throughout it.
- Maintain the cleaning and sanitising and kitchen equipment throughout shift and on handover/takeover.
- Meals taken in the Lodge will be in the kitchen area only and each user will clean and sanitize all touching points after use and place all refuse and recycling in the bins provided.
- Personal belongings must be removed and taken home at the end of each shift.
- Lost property will be bagged and removed to storage outside of the Lodge.
- Left property will not be permitted.
- Social distancing between colleagues to be maintained at all times.
- Regular hand washing must be observed particularly after handling mail/ keys.
- PPE may be provided by the College should activities need to be undertaken which do not permit social distancing guidelines to be maintained.

COMMUNAL LAUNDRY

Due to social distancing measures only one person is allowed to be in either the Main Site or Catz house Laundry at any time.

Scout duties

- General cleaning to be done once per day
- The laundry to be closed for 30 min each morning to allow time for deep cleaning
- The scout will sanitise the machine screens.
- The scout will leave antiviral spray and blue roll available for use.

User duties

- Do not enter the laundry room if it is occupied by another person
- You must wash, dry or hang up and collect your belongings as soon as the machine cycle has finished or they are ready for collection.
- Items remaining in the drying room for more than 2 days will be bagged and placed elsewhere for disposal.
- Use disinfectant spray provided to sanitise any area that you have touched