



Cleaning of shared equipment/ resources -May 2022

Equipment includes anything which has been used for an activity and touched items-chairs, tables etc. sensory rooms

Staff should:

1. Wear an IIR mask

(Additional PPE is only required if the data sheet for the product specifies it)

Cleaning Instructions:

1. **Clean dirty/soiled items first** with hot soapy water and the correct colour coded cloths/blue roll, using an 'S' shaped motion, dry with blue roll.
2. **If items are not visibly dirty-** either spray with disinfectant, leave for the contact time and then dry off with blue roll or use disinfectant wipes and leave to dry naturally.
3. **If you are using 2 in 1 cleaner and disinfectant-** no need to clean first, just spray, leave for the contact time and then wipe with clean blue roll using an 'S' shaped motion, dry with blue roll.
4. Used wipes and blue roll should be disposed of in the bin.
5. Complete the cleaning chart
6. Check supply of cleaning products/equipment, inform management if items need ordering.

When to clean:

Ensure everything in the members area is clean before use, tables and chairs and their resources- check the cleaning checklist.

Ensure tables are cleaned before and after lunch/snacks

Ensure all touched surfaces/items are cleaned at the end of the day- update the cleaning checklist.

Visitors

Visitors/Contractors are allowed by appointment only.

Please do not enter this building if you are ill, if you have tested positive for Covid, or you have any Covid symptoms which are now very similar to cold or flu symptoms.

If you do not have any symptoms and still need to visit, please:

- Sanitise your hands on entry and then often during your visit
- Put on an IIR face mask, if you can wear one, please do not take this off during your visit
- Provide your name and who you are here to visit to the receptionist who will sign you in, and out when you leave
- Cover your mouth and nose with a tissue when you cough or sneeze, bin the tissue and wash your hands

Thank you.

Face Shield Cleaning-Quick Guide

Clean your Face Shield when:

- **you have finished work**
- **provided personal care support**
- **it is visibly dirty/ contaminated**
- **you have finished the laundry**

If Face Shields are shared, this procedure may also be followed before wearing them and after use.

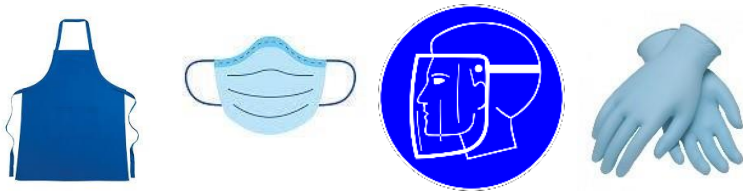
- 1. Wearing a mask, sanitise hands**
- 2. If visibly soiled, first wipe down face shield with warm soapy water and dry with clean blue roll**
- 3. Wipe the face shield with a disinfectant wipe and leave to dry**
- 4. Put all cleaning cloths in the bin**
- 5. Wash/ sanitise hands thoroughly**
- 6. Place the clean face shield in a new plastic bag and tie the handles together**
- 7. Return the face shield to the allocated collection point**

*** Face Shields should be discarded if damaged * Please inform management**

Covid-19 Laundry Protocol

Where possible double bag members soiled garments and send home.

If washing items where there is a risk of contact with bodily fluids/blood, wear full PPE:



- Do not shake dirty laundry prior to washing
- Wash members items separately from other washing at 60 degrees
- Dry items completely in a tumble drier
- Wipe washing machine door, handle and switches with disinfectant wipes
- Clean laundry baskets with hot soapy water and an antiviral disinfectant
- Ensure contact time for disinfectant before wiping with clean blue roll
- Dispose of all cleaning cloths in the bin
- Remove PPE and sanitise hands.

Cleaning Instructions

1. Wear an IIR Mask. Unless the cleaning product data sheet specifies, you don't need to wear any additional PPE

2. For general cleaning use

Hot soapy water and colour coded cloths. Use an 'S' shaped motion and clean from top to bottom

3. Disinfect shared resources/equipment

Ensure they are clean and not greasy. Spray with disinfectant, leave for contact time, dry with blue roll **or** use disinfectant wipes and leave to dry. Put used wipes and blue roll in the bin






4. Check stock and Re-stock

Re-stock cleaning stations from your nearest COSHH cupboard

5. Report

Tell management if stocks are getting low

PPE Guidance as of April 2022

<h2>Type of Setting</h2>	Surgical Gloves 	Disposable Apron 	Fluid-resistant surgical mask (IIR) 	FFP3 Mask 	Eye/face protection 
Care or domestic task involving likely contact with blood or body fluids (giving personal care, handling soiled laundry)	✓	✓	✓	✗	✓
Social contact with members, staff, visitors, on site/in member's homes, movement in a day care setting	✗	✗	✓	✗	✗
Tasks not involving contact with blood or body fluids (general support, general cleaning, tidying, giving medication, writing notes)	✗	✗	✓	✗	✗
When within 2 meters of someone with Covid symptoms	✗	✗	✓	✗	✗

Cleaning an area as soon as a member/staff with symptoms has left

- **Wear an IIR mask and disposable gloves**
- **Using disinfectant wipes, wipe all the surfaces the person has had contact with such as toilets, door handles, telephones, resources, chairs, tables, and handrails**
- **Double bag used wipes and disposable gloves and put in the doffing bin**
- **Wash hands with soap and water for 20 seconds**

Covid-19 Waste Disposal Protocol

Staff must follow the protocol below whenever they are disposing of any singular use items of PPE, blue roll or disinfectant wipes. Staff should wear an IIR mask when completing these tasks.

- Any waste such as PPE, paper towels used for cleaning or disinfectant wipes etc. should be placed into a doffing bin for the cleaners to empty at the end of the day.
- These bags from the doffing bins should be put in the usual Biffa bin at the end of each day
- **If you suspect someone has had symptoms of coronavirus**, and have cleaned an area when they have left, place all used cleaning items in a bag and place in the outside Biffa bin.
- Then wash your hands thoroughly.