

# Cleaning Guidelines and Routines

## Introduction

The following outlines a system for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that our school is cleaned to the highest possible standard.

Trena Alford, School Cleaner, has completed the online training for cleaning staff as supplied by the Department of Education and Skills

## Cleaning Guidelines

- The manufacturer's instructions for mixing, using and storing solutions must always be followed. Using excessive amounts of cleaning agents will not kill more germs or clean better but it will damage work surfaces, make floors slippery and give off unpleasant odours.
- Water should be changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen.
- Always clean the least dirty items and surfaces first (for example countertops before floors, sinks before toilets).
- Always clean high surfaces first, and then low surfaces.
- Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets.
- Cleaning cloths can either be disposable or reusable. Disposable cloths should be disposed of each day.
- Ideally, reusable cloths should be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried.
- Ideally, mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer's instructions.
- If a school does not have a washing machines, after use the cloths and mops should be cleaned thoroughly with warm water and detergent, then disinfected using a low concentration of household bleach rinsed and air dried.
- Mop heads/buckets should not be cleaned in a sink that is used for food preparation.
- Mop heads should not be left soaking in dirty water.
- Buckets should be emptied after use, washed with detergent and warm water and stored dry.
- If equipment is stored wet, it allows germs to grow increasing the risk of cross contamination.  
Waste bins should be emptied on a daily basis.

## **Toilets**

- School toilets should be clean and in good repair and monitored regularly.
- All toilet areas have hand washing facilities.
- Toilets, wash hand basins and surrounding areas will be cleaned at least daily and whenever there is visible soiling.
- The cleaning of toilets, bathroom sinks and sanitary facilities used by pupils and or staff will be carefully performed.
- Toilets will be cleaned thoroughly using a general-purpose detergent paying particular attention to frequently touched areas such as toilet flush handles, toilet seats, basins and taps, and toilet door handles.
- Separate cloths will be used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin.
- Cleaning staff will inspect the toilets and hand washing facilities at regular intervals to ensure; The toilets and wash hand basins are in good working order (for example the locks on toilets are working, toilets are not blocked).
- There is a plentiful supply of liquid soap, paper towels and toilet rolls.
- Waste bins are not overflowing.
- A checklist should be located in the toilets which is dated and signed at regular intervals.

## **Schedule of environmental cleaning**

- Each setting will be cleaned at least once per day. If there is access to additional cleaning support during school hours this should be focused on frequently touched objects and surfaces e.g., door handles, hand rails, chairs/arm rests, communal eating areas, sinks and toilet facilities.
- If pupils are moving between classes, consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk/chair/surfaces before leaving the room.
- Surfaces in dining areas should be wiped cleaned in between each sitting.
- Cleaning of the staff areas should be considered as part of the overall cleaning strategy.
- Any crockery and cutlery in shared kitchen areas should be cleaned with warm water and washing up liquid and dried thoroughly before being stored for re-use.
- A written cleaning schedule should be available for cleaning staff which details:
  - o Item(s) and area(s) to be cleaned;
  - o The frequency of cleaning; GUIDANCE Reopening of schools and educational facilities V1.0 22

- o Cleaning materials to be used;
- o Equipment to be used and its method of operation;
- o Written cleaning schedules should be available and should be monitored to ensure that they are adequate and are being followed.

### **Cleaning/disinfecting rooms where a child or staff member with suspected or confirmed COVID-19 was present**

- The room should be cleaned as soon as is practicably possible.
- Once the room is vacated, the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works reliably on things that are clean. When disinfection is required it is always as well as cleaning never instead of cleaning.
- The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron
- Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine-based product such as sodium hypochlorite (often referred to as household bleach).
- Chlorine based products are available in different formats including wipes. Alternatively use a two in one process of cleaning and disinfection with a single product for example certain wipes.
- If you are not familiar with chlorine based disinfectants then please refer to the HPSC Management of Infectious Diseases in Schools available at <https://www.hpsc.ie/az/lifestages/schoolhealth/>.
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.

### **Cleaning of communal areas if a person is diagnosed with COVID-19**

- If a child or adult diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible.
- Pay special attention to frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are

completely dry, the area can be put back into use.

### Daily Cleaning Routines

- Wear PPE prior to starting to clean
- Wear gloves at all times when cleaning. Ensure that hands are washed thoroughly after use of gloves.
- Disposable J-Cloths are used to clean all surfaces. Cloths will be disposed of after cleaning of each classroom.
- Mop heads are washed and disinfected after cleaning each class bubble. A separate mop head is used for communal areas.
- At the end of each day buckets are cleaned and disinfected.

### Schedule

- 8:40 – 8:50 Spray and wipe down classroom tables (SNA's)
- 8:30 – 8:50 Wednesday and Friday \_ Clean hall and Toilet adjacent to hall
- 10:40 Wipe down doors, handles after Group A break.  
Clean toilet areas for Jnr, Sen & 1<sup>st</sup> classes
- 11:00 Wipe down doors, handles after Group A break.  
Clean toilet areas for Jnr, Sen & 1<sup>st</sup> classes
- 11:20 Staff room (Clean all surfaces, sink areas, empty bins)
- 11:40 Clean SET room & Toilet area (Mrs Mc Carthy)

#### Break

- 12:30 Clean after lunch break Group A (as stipulated above)
- 13:00 Clean after lunch break Group B
- 13:20 Clean thoroughly staff room – hard surfaces, worktop, sink area, floor
- 13:40 – 14:00 Clean Junior Infant classroom & Toilet areas
- 16:00 – 18:00 Clean Snr. Infant & 1<sup>st</sup> Classroom & Toilet areas  
2<sup>nd</sup> & 3<sup>rd</sup> Classroom & Toilet areas  
4<sup>th</sup> & 5<sup>th</sup> Classroom & Toilet areas  
5<sup>th</sup> & 6<sup>th</sup> Classroom & Toilet areas  
Staff toilets (opposite staff room & by School Hall)  
School Corridor

### Classroom Cleaning Checklist

Task	Tick
Wash down sink in boys and girls bathrooms	
Flush, disinfect and spray/wipe toilet seats	
Ensure toilet paper dispensers are filled	
Wash each sink with disinfectant spray	
Ensure hand soap dispensers are filled	
Ensure paper towels are replaced if necessary	
Dispose of cloths used to clean toilet	
Spray and wipe down all window ledges	
Spray and wipe down all hard surfaces	
Empty bins	
Hoover, spray and mop classroom floor	
Wash mop thoroughly and change water	
Dispose of J – cloths after cleaning classroom	
Toys used during the school day and placed in porous buckets and sprayed down – Left to dry	
Other	

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

### Communal Areas Cleaning Checklist

Task	Tick
Wash down sink in staff bathrooms	
Flush, disinfect and spray/wipe toilet seats	
Ensure toilet paper dispensers are filled	
Wash each sink with disinfectant spray	
Ensure hand soap dispensers are filled	
Ensure paper towels are replaced if necessary	
Dispose of cloths used to clean toilet	
Spray and wipe down all window ledges in staff room and corridors	
Spray and wipe down all hard surfaces	
Empty bins in staff room	
Hoover, spray and mop classroom floor	
Wash mop thoroughly and change water	
Dispose of J – cloths after cleaning classroom	

