

COVID CLEANING

Area for inspection	Frequency	Action	☑ / ☐	Further actions
Infection control	Daily	Have cleaning staff been made aware of all relevant local and national guidance relating to coronavirus infection control?		
		Have all cleaning staff washed their hands for at least 20 seconds with soap and water, and/or used alcohol-based hand sanitiser before cleaning commences?		
		Have all cleaning staff washed their hands for at least 20 seconds with soap and water, and/or used alcohol-based hand sanitiser after cleaning has finished?		
		Do staff have the correct cleaning equipment and adequate amounts of suitable cleaning agents?		
		Where required, do staff have the correct PPE needed to carry out their role safely?		
		Do all cleaning staff adhere to their responsibilities as outlined in the Infection Control Policy ?		
<p>[Please note that the cleaning of frequently touched surfaces may need to be carried out more regularly, e.g. between different groups of pupils using classrooms]</p> <p>Cleaning frequently touched surfaces</p>	As required	Have cleaning staff cleaned and disinfected all frequently touched door handles?		
		Have cleaning staff cleaned and disinfected all frequently touched handrails and grab rails?		
		Have cleaning staff cleaned and disinfected all frequently touched toys and classroom equipment?		
		Have cleaning staff cleaned and disinfected all frequently touched office equipment, e.g. phones?		
		Have cleaning staff cleaned and disinfected all frequently touched desks or table tops?		
Waste disposal	Daily	Have cleaning staff collected non-infectious waste in a bin liner and disposed of it with the school's regular waste?		
		Have cleaning staff safely collected all infectious or potentially infectious waste in a tied, double-bagged plastic bag?		
		Has all infectious or potentially infectious waste been identified and stored in a safe location so that it may be kept on-site for 72 hours?		
		Has all infectious or potentially infectious waste that has been stored for 72 hours been disposed of with the school's regular waste?		
	Daily	Are arrangements in place to allow cleaning staff to stay at least two metres apart when carrying out their role?		

Social distancing		Are arrangements in place to maximise infection control where staff cannot stay at least two metres apart to carry out their role, e.g. they work side-by-side instead of face-to-face?		
		Are arrangements in place to allow cleaning staff to minimise contact with others, e.g. a staff rota?		
	Weekly	Has the effectiveness of social distancing procedures been reviewed?		
Cleaning infected areas and surfaces	As required	Has the correct PPE been worn, where required?		
		Have all hard surfaces, including door handles and handrails, been washed with a disposable cloth, using warm, soapy water and wiped with a suitable disinfectant?		
		Have cleaning staff disposed of all waste, including any PPE, correctly?		
		After removing any PPE and finishing all cleaning, have cleaning staff washed their hands for at least 20 seconds with soap and water, or alcohol-based hand sanitiser?		
		Has the area been suitably ventilated to aid drying and minimise the spread of infection?		
		Have upholstered surfaces been steam cleaned, where required?		
		Has any infected or potentially infected laundry been collected so that it can be washed with the school's regular laundry?		
		Has all laundry been washed at a suitably warm temperature and in accordance with the manufacturer's instructions?		
		Have items used to transport or collect infected or potentially infected items or laundry been suitably cleaned or washed after use?		
		Have all areas where an infected individual has passed through, but not spent a significant amount of time in, been cleaned using normal procedures?		