Imperial college Early Years 8 Princes Gardens London SW7 1NA

***COVID 19- Cleaning Measures***

These cleaning measures are to be used alongside all our COVID-19 procedures, guidelines and risk assessments and the following government guidance;

1. COVID-19: cleaning in non-healthcare settings (Updated 19th July 2021)
2. DfE and PHE Coronavirus (COVID-19): guidance Action for early years and childcare providers during the coronavirus outbreak (Updated 5th January 2022)
3. DfE Safe working in education, childcare and children’s social care including the use of PPE (Updated 20th July 2021)

***Training***

* All staff members will be trained to have a clear understanding of their role in preventing the spread of infection (including COVID-19) and implementing excellent hygiene practices.
* COVID-19 WHO How is COVID-19 spread and how do you protect yourself against it? [short video](https://www.youtube.com/watch?v=1APwq1df6Mw&feature=emb_title)
* Staff will receive appropriate training on COSHH

**Making cleaning easier and reducing the need to clean**

* Cleaning Rota’s /schedules/ check lists will be used by all the Early Years’ team and monitoring will take place.
* When delivering, receiving, or handling goods, equipment will be brought to No. 8 and 9 Princes Gardens and will be taken into rooms, offices, or the cleaner’s cupboards.
* The use of soft toys, some books and toys with intricate parts or that are otherwise hard to clean will be avoided and packed away or wrapped with cling film,
* Surfaces will be clear of objects and toys to make it easier to clean and reduce the number of things that can become contaminated.
* Toys may be rotated and left for 72 hours before reusing.
* ‘Clean as you use systems’ will be in place for areas such as meeting rooms, communal kitchen, printers, toys, to keep up with cleaning requirements.
* Older children will be shown how to use tissues and paper towels and will be encouraged to dispose of them in the lidded bins provided
* Limiting the number of rooms and areas used.
* Organising meetings including parent meetings through Teams or telephone conversations.

**General cleaning surfaces, toys or equipment that are touched frequently**

D10 spray or disinfectant or sterilising solution may be used to sanitise equipment, toys and furniture after use.

**Using D10 (Clean and sanitise)**

* With general cleaning and sanitising, the usual product D10 will be used
* D10 is concentrated so will be diluted into spray bottles
* Diluted D10 lasts for 7 days, so spray bottles will be made up weekly
* Make sure the surface is clean from any debris
* Spray D10 and wipe
* Re-spray D10 and leave for a minimum of 30 seconds
* Wipe the surface with clean wet cloth
* Air dry

**For toys and equipment that are touched frequently**

* Spray D10 and wipe the toys and equipment
* Re-spray D10 and leave for a minimum of 30 seconds
* Wipe the surface with clean wet cloth
* Air dry

In addition, sterilising solution may be used to disinfect and sanitise.

**For adult toilet areas**

* After use, users will spray toilet seats and lids, taps, door handles with disinfectant
* Toilet seats should be put down before flushing

**Frequently Touched Surfaces**

The Early Years Domestic team will continue to clean the Early Years daily, paying attention to the rooms and offices in use, equipment such as storage units and frequently touched surfaces, which include;

* door handles indoors and outdoors
* handrails
* intercoms
* electronic devices (such as phones, green door release buttons)
* taps
* toilet handles and toilet seats
* kettles

(Crockery and eating utensils should not be shared.)

When visitors like contractors, maintenance or deliveries arrive all areas they have come in contact with will be wiped with sterilising solution.

After the Domestic Team’s shift has finished the additional cleaning will become the responsibility of the Early Year’s staff. During the day, regular cleaning will be required including the following areas;

* door handles indoors and outdoors
* handrails
* intercoms
* electronic devices (such as phones, iPads, computers, green door release buttons)
* tabletops
* tables, chairs
* cots and sleep mats
* play equipment
* toys
* taps
* cupboard surfaces
* toilet handles and toilet seats
* outdoor equipment i.e. climbing frame
* rugs
* chairs

These may be cleaned with a sterilising solution , disinfectant or the Electrostatic Handheld Sprayer which is filled with D10

**Cleaning frequency**

It is important for all staff to monitor all toys, resources, equipment, areas that are being used, both indoors and outdoors. A ‘Clean as you use’ system will be in place, and anything used or touched will be cleaned and sanitised with D10 or antibacterial wipes. Toys and equipment can also be left for 72 hours and used in rotation.

Bins will be emptied frequently to safely dispose of waste.

Washing hands will be regular for staff and children and other adults will also be encouraged to either wash their hands or to use the hand sanitisers

**General spillages and body fluids**

* Blue roll will be used first to wipe up any spillages like drinks. To clean the area, use a mop and bucket of water with flash. Mop and bucket will be rinsed afterwards, and mop inverted to dry

When cleaning bodily fluids, use PPE (gloves and aprons) and wipe first with blue roll. To clean the area, use a mop and bucket of water with disinfectant. After cleaning, dirty water will be emptied down the sluice sink or the toilet. Mop and bucket should be rinsed and then sterilised away from children. Once sterilised mop will be left inverted to dry.

**Sterilising or disinfecting equipment, including mops, brooms, dustpan and brushes**

During the day staff will continue sterilising or disinfecting items after use, especially frequently touched areas.

Used items will be sterilised in the laundry room or their own room using sterilising tablets diluted in cold water. Items will include;

* Colour-coded cloths overnight in buckets
* Mops with their buckets overnight/after lunch
* Brooms 30 minutes
* Dustpan and brushes 30 minutes

Children’s toys and water beakers will also be sterilised using the same method. Staff will do this in the children’s room, on a surface, (sink area) safe and away from the children’s reach.

* Toys overnight in boxes
* Beakers 30 minutes

**Laundry**

* Laundry should be dealt with in a separate dedicated facility or in the sluice sink. Soiled linen will be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children’s soiled clothing should be bagged to go home, never rinsed by hand and placed in their wet bag.
* Duvet covers lining rugs or adult story chair should be washed daily
* Clean and disinfect anything used for transporting laundry
* Dispose of PPE into the lidded bin
* Wash hands

**How to clean after someone with suspected coronavirus has left the area**

(Please also refer to COVID-19 cleaning in non-healthcare settings (Updated 19th July 2021)

### **Cleaning and disinfection**

Any areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic individual has touched must be cleaned and disinfected, with D10 spray bottles, disinfectant or Electrostatic Handheld Sprayer including:

* objects which are may have been with body fluids
* all bedding, beds, cots
* toys, beakers
* all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, bannisters in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using disinfectant provided by the Early Years.

Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

**Waste**

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in the marked lidded bin on the balcony until the individual’s test results are known or if unknown for a minimum of 72 hours.

Waste will be stored safely and kept away from children. Staff will not put their waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

**Face Covering**

* Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on
* Face masks should be regularly washed. If your mask becomes damp from your face or mouth moisture/droplets you should immediately change and wash it and replace it with a new one
* When masks are not being used, they should be stored in an individual sealable plastic bag. Misuse may inadvertently increase the risk of transmission, and there may also be negative effects on communication and thus children’s development.

**Cleaning cloths colour code**

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| --- | --- |
| http://cleanwipes.co.uk/wp-content/uploads/2015/09/maxi-cloth-all-colours2-300x300.jpg | **Bathroom-sanitary appliances, washroom, floors and showers** |
| See the source image | **Messy play and other room surfaces** |
| See the source image | **Furniture- (excluding food areas) general lower risk areas, office table, anything wooden, including telephones and banisters** |
| See the source image | **Kitchen/Mealtimes general food areas i.e. the baby room’s kitchen** |

**Updated 19th January 2022**