



Covid-19 - Cleaning Requirements for High-Touch Surfaces at Dollar Academy (Day Cleaning)

This document has been produced to ensure there is clear guidance on the cleaning requirements for premises during the coronavirus outbreak – by Pristine staff.

Cleaners must ensure they wear suitable personal protective equipment whilst undertaking cleaning. Should any cleaners have symptoms similar to the Coronavirus then these must be reported via telephone to the office.

The cleaners shall use an anti-viral spray cleaner, for all hard surfaces.

Each base will have 1 weekly 'sign off' sheet to give the staff the confidence that during the Covid outbreak that additional sanitising measures are in place and getting carried out.

Particular attention must be paid to cleaning of following areas (where applicable):

Entrance Areas

- Intercom/door entry systems.
- Door handles.
- Fire alarm panel and associated equipment.

Communal Areas

- Door handles to communal areas such as cupboards and doors.
- Light switches.
- Staircase handrails to both sides including ends.
- Window handles.

Welfare Facilities

- Toilet cubical handles.
- Flush button/handle.
- Tops of sanitary bins.
- Taps.
- Shower handle, shower buttons, shower door handles, handles into shower room.

Kitchens (Bases)

- Handles including drawer and cupboard handles.
- Light switches.
- Bins which openable by hand.
- Handles to fridge.
- Operating buttons for kettles, toaster, include any items with the use of buttons.
- Desks and other hard surfaces.
- IT equipment keyboards, mouse and screens.
- Printers, shredders other equipment with buttons
- Chair arms.
- Handles to drawers and cupboards.

Waste

- Internal and external bin lids handles