GENERAL CLEANING LEAFLET - PREVENTION COVID-19

STEP 1: IDENTIFY HIGH RISK CONTACT AREAS

- **TOILETS** – Thoroughly clean all hard surfaces within the cubicles and within the circulation spaces including entry and exit doors. Clean in accordance with the existing cleaning specification.

- **BINS** – Thoroughly clean bins will be replaced in toilets for waste of hand towels, in the areas where there were previous air dryers. Remove waste daily to the identified bin store.

- **CHANGING VILLAGE** – Thoroughly clean the shower enclosures including ceramic and/or acrylic surrounds. Clean all shower areas, toilet and basins. Thoroughly clean vanity tops, floors, interior of all windows and frames. Clean down any mirror to remove any marks and smears.

- **KITCHENS** – Thoroughly clean all hard surfaces within the food preparation area, this may include cupboard doors and handles, worktops, sinks, taps and refrigerator handles and grab points. Clean in accordance with the existing cleaning specification.

- **KITCHEN APPLIANCE** – Thoroughly clean and wipe over all hard contact points, this will include kettles, toasters, hot water geysers, microwave doors and handles and any other kitchen appliance that may be present.

- **LIFTS –** Thoroughly clean all control panels, buttons and handrails as well as areas next to door opening

- **VENDING MACHINES -** Thoroughly clean all control panels, buttons and handrails as well as areas next to door opening

- **WATER POINTS** – All water points should be disabled and no longer operational.

- **PHOTOCOPIERS** – Thoroughly clean all control panels, buttons and handrails as well as areas next to door opening

- **HANDRAILS –** Thoroughly clean all surfaces on the rail that may come into contact with the hand

- **DOOR CONTACT POINTS** – Thoroughly clean all handles and levers as well as push points

- **WINDOW HANDLES -** Thoroughly clean all handles and levers as well as push points.

- **LIGHT SWITCHES –** Thoroughly clean all light switches

- **ELECTRIC POINTS – USB - POINTS -** Thoroughly clean all light switches

- **RECEPTION AREAS –** Thoroughly clean all hard surfaces, including reception areas, tables and chairs, light switches and other contact points

- **COMMUNAL AREAS –** Thoroughly clean all hard surfaces, including tables and chairs, light switches and other contact points**.**

- **EXIT AND ENTRY DOORS -** Thoroughly clean all handles and levers as well as push points

- **MEETING ROOMS –** Thoroughly clean all hard surfaces, which will include worktops and

chairs. All VDE (Visual Display Equipment) and other hard surface contact points

- **STAFF WORK AREAS** – Thoroughly clean all agile spaces, desks and vehicle cab (All staff to be responsible for their own work space – to wipe area before and after work day)
- **FLOORS** – (Carpeted and Hard) – vacuum and clear debrief and or mop and dry hard floors
- Thoroughly clean all hard contact points that may be present but not include above.

Use all approved products as supplied by PCC Stores separate COSHH data sheets are available for all of these products that conform with the specified 0.1% Chlorine suitable for use with enveloped viruses.(This will include disposable wipes that will support existing cleaning products as supplied)

STEP 2: PROTECT YOURSELF FROM ANY INFECTION

- Wear disposable gloves and dispose of after each shift

IF YOU ARE FEELING UNWELL AND EXPERIENCING ANY POTENTIAL SYMPTOMS CALL 111 IMMEDIATELY AND NOTIFY YOUR SUPERVISOR

STEP 3: SOAK UP ANY SPILLAGE

- Use granules provided with a spillage pack (follow instructions) or, paper towels/alternative to soak up the excess liquid
- Transfer these and any other solid matter directly into a waste bag – you can use the disposable bag and scoop/scraper provide with the spillage pack
- All wipes and disposable gloves to be disposed of at the end of the shift in the black bin bags provided and to be removed to the bin storage area.
- Wash hands thoroughly using liquid soap, warm water and dry them with the disposable towels provided

CLEANING EQUIPMENT AND SUPPLIES

- All cleaning equipment must be cleaned or disposed of after use

RECORD DETAILS

- Record all necessary details on the cleaning record sheet including date and time and initials