

Guidance Notes for Cleaning Cosy Hall Facilities During the COVID-19 Pandemic

This document has been created based on advice and guidance issued by Telford and Wrekin Health Protection Hub which, in turn, is based on [national guidance](#). Its aim is to achieve effective infection protection and control.

'Day' in these notes refers to any 24 hour period.

General Cleaning - absence of known or suspected COVID-19 cases on the premises

1. Contract cleaners employed to deliver a **2-stage cleaning process**, the frequency of which is likely to be once a week:
 - Carrying out previously agreed-to levels of cleaning (toilets, polishing, vacuuming etc) *plus* high touch points listed in Tables 1 and 2 to physically remove dirt, dust, grime and grease using normal cleaning products and equipment.
 - Carrying out subsequent disinfection of hard surfaces, including the high-touch points in Tables 1 and 2 using suitable anti-viral products at the correct concentration for the required contact time.
2. Hirers –
 - a. At the start of the hire:
 - Disinfect all surfaces expected to be touched during the course of the hire using suitable anti-viral products. These may include some/all of the high touch points listed in Tables 1 and 2.
 - b. Before the end of the hire:
 - Physically clean and/or vacuum any surfaces made dirty during the course of the hire (as per the normal hiring terms).
 - Disinfect all surfaces touched during the course of the hire, including any of those surfaces listed in Tables 1 and 2 which have been touched.
3. Hall staff and/or volunteers
 - Disinfect all surfaces listed in Tables 1 and 2 before the first hire of the day. Further cleaning during the day will be dependent on usage of the hall. Where there is only one booking during the day then one cleaning session before the hire will be sufficient. Where there are more bookings spread throughout the day then surfaces must be disinfected again part way through the day.

Table 1 Frequently Touched Surfaces

Frequently Touched Surfaces – Both Floors
Door handles and plates
Light switches
Window catches
Stair bannisters
Surfaces around sinks
Sanitary bins
Toilet seats
Lids
Brushes and handles of mops and buckets
Taps
Door fastenings

Towel dispenser faces and mechanisms Lift controls Grab rails in the lift Coat rails

Table 2 Additional Surfaces

Additional Surfaces Touched During the Course of the Hire Period – Both Floors

Table tops Backs of chairs and fronts of seats where grabbed to put away

In the Event of a Known or Suspected Case of COVID-19

1. All waste (including tissues) to be double-bagged and either stored until a negative test result is received or quarantined in a secure area for 72 hours. This can be the large locked bin outside, providing it is not due to be emptied for at least another 72 hours. If the bin is to be emptied sooner than this then an alternative secure place will be found.
2. The minimum items of [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) are disposable gloves and a disposable apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
3. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose (face covering and visor), as well as wearing gloves and an apron.
4. All hard surfaces must be cleaned with disposable cloths or paper roll and hard floors with disposable mop heads that the person has come into contact with must be cleaned and disinfected using:
 - (1) **Either** use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
 - (2) **OR** a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses (look for EN1446 on the container).

The disposable cloths/paper towels/mop heads must then be double-bagged and disposed of as described in point 1.

Avoid creating splashes and sprays.

Any heavily contaminated items which cannot be cleaned must be disposed of as described.

5. Upholstered surfaces must be steam cleaned.