

# **GRESFORD TRUST**

## **COVID-19 cleaning and hygiene policy**

### **Background**

If the facilities are used for certain activities e.g. childcare or by at-risk age groups, higher levels of cleaning/ infection control will be required.

COVID-19 is mainly spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it.

Cleaning to an appropriate standard helps minimise the spread of COVID-19. A cleaning regime should be established based on the risk assessment and use of the building. High usage areas and anything that is frequently touched, especially if it is touched by lots of people, will need more regular cleaning than normal.

### **Cleaning and Infection Control**

The Trust's risk assessments will identify what the cleaning schedule will look like, however there are some general things to be considered:

#### **Identify frequently touched surfaces**

Doors, handles, switches and anything that is frequently touched, especially if it's touched by lots of people, will need more regular cleaning than normal. Examples of frequently touched objects include:

- work surfaces , tables and chairs
- handles on doors & windows, soap dispensers
- common areas like toilets, reception, changing rooms and corridors
- computer keyboards, printers, touch screens, monitors and phones
- taps, kettles, fridges, microwaves and cupboards (when kitchens are in use)
- post and goods coming in

Measures must be put in place to clean surfaces and objects after each use where possible, for example tables and chairs between different hirers. The conditions of hire for all users include requirements for the hirer to clean surfaces before and after use, and between classes where more than one session is held.

The Trust will clean in-between hirers where chairs and tables are in use. For room bookings where an empty room only is required, there will not always be a requirement for cleaning in-between bookings. This requirement will be assessed on a risk-basis.

If it's not practical to clean after each use, for example light switches that are used continuously throughout the day, they must be cleaned as often as practicably possible.

There are 2 components in adequate cleaning regimes:

## **Deep cleaning**

Deep cleaning is a thorough clean and disinfection of all frequently touched surfaces at least once per day.

Deep cleaning will take place every morning (Monday to Friday) and at additional days over the weekend according to room bookings. The daily cleaning schedule will incorporate additional cleaning requirements to ensure that all frequently touched surfaces are cleaned in addition to the standard cleaning requirements following a room booking.

All rubbish bins should be emptied daily.

## **Periodic cleaning**

Periodic cleaning is cleaning at different times throughout the day. Periodic cleaning can include cleaning items immediately after use as well as cleaning surfaces on a regular basis throughout a single day.

Periodic cleaning will be undertaken according to the hiring schedule and may vary week-week and day-day.

## **Cleaning materials**

Warm soapy water or normal household disinfectant are effective against COVID-19. These should be used as part of a two-step cleaning process – the second stage being the application of an anti-coronavirus fogging spray in communal areas.

Where possible, disposable cloths/paper towels should be used for cleaning and they should be bagged and disposed of daily.

Non-disposable cleaning items i.e. mop heads must be rinsed in hot soapy water each day after use.

## **Daily stock checks**

A daily check must be undertaken to ensure all of the following are adequately stocked in communal areas: hand wash dispensers, sanitising dispensers, hand towels, anti-bacterial cleaning materials in all rooms.

## **Suspected COVID-19 whilst on premises**

If anyone is presenting with symptoms whilst in the building, they must avoid touching anything, leave immediately and the hirer should inform Facilities Manager/Trustee straight away.

The following **must** be completed before any further users can enter the building:

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

- All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as toilets, door handles, chairs & tables
- Disposable cloths or paper roll and disposable mop heads must be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.
- The two-step cleaning process should be followed - as detailed under 'cleaning materials'.

The following must also be observed:

- PPE must be worn – gloves, face mask, visor and disposable apron. Clothes must be washed in accordance with the manufacturer's instructions.
- Avoid mixing cleaning products together as this can create toxic fumes.
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of hygienically. They should be double-bagged in waste bags and kept for 72 hours before putting in the general waste bin.

# **GRESFORD TRUST**

## **COVID-19 Personal Protection Equipment (PPE) policy**

### **Background**

COVID-19 is mainly spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it.

Public Health Wales advises there is *no requirement* for the use of personal protection equipment (PPE), except when providing direct personal/clinical care within two metres or where being within two metres of an individual cannot be avoided.

### **PPE requirements**

Gresford Trust will provide cleaning staff with PPE for cleaning where this is necessary i.e. disposable gloves, masks, visors and disposable aprons. The requirement for PPE will vary according to the type of cleaning being undertaken, however the minimum requirement is that gloves and a mask are worn at all times when cleaning communal areas. Additional PPE (i.e. visor and apron) is required for cleaning the toilet areas where there is a greater risk that splashes may occur.

Cleaners should maintain social distancing while cleaning and wash their hands with soap and water when they finish work. There should also be hand sanitiser available.

### **Effective use of PPE**

In order for it to be effective, staff must be advised on how to use the PPE. It will only prevent the spread of infection if it is:

- used and changed at the right time and
- accompanied by good hand hygiene

Gloves and aprons are single use items only, and hands should be washed/gelled before and after using gloves.

If using a face covering or mask, it must not be taken off and left on surfaces, and it must be worn properly i.e. covering both the mouth and nose. Self-contamination is very common when removing PPE, so information must be provided regarding the removal and disposal of PPE.

### **Disposal of PPE**

Used PPE should be double-bagged in waste bags and kept for 72 hours before putting in the general waste bin.

## **GRESFORD TRUST**

### **COVID-19 confirmed or suspected case on site policy**

#### **Background**

COVID-19 is mainly spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it.

Anyone displaying symptoms of COVID-19 will be requested not to enter the premises, however someone may begin to feel ill with COVID-19 symptoms whilst on the premises or may have a positive test for COVID-19 a few days after being inside the building.

#### **Control measures**

All hirers will receive updated terms of hire which request that they do not enter the premises if they are displaying symptoms or if anyone in household is self-isolating according to current Welsh Government guidelines.

Signage on the entrances will ask people not to enter in these circumstances.

It is the responsibility of hirer for their group/class to keep a log all people attending group sessions (including dates/times/contact numbers). This is to be passed to the Trust to be held securely for 21 days after use of room for contact tracing.

#### **Person presenting with symptoms whilst on the premises**

If anyone is presenting with symptoms whilst in the building, they must avoid touching anything, leave immediately and the hirer should inform Facilities Manager/Trustee straight away.

The group facilitator should ensure that no-one uses the chair/table that they were sat at.

The group facilitator should contact the person concerned within 3-5 days to establish if a COVID-19 test has been taken and, if so, request the result of the test as a positive result will require the contact details of the other people present to be passed to the Test, Trace, Protect service.

#### **Person tested positive for COVID-19 after being on the premises**

If a person attending a session at the Trust has tested positive for COVID-19, they will need to provide details to the Test, Trace, Protect service of all recent close contacts up to 2 days before they started experiencing symptoms. The contact information of other people attending the session will be available from the Trust office.