**General Cleaning**

Open doors and windows to encourage natural ventilation.

Increase cleaning frequency of frequently touched surfaces, two hourly and before and after meals and snacks.

Cleaning materials to be made available throughout the session for staff.

The detergent used to clean surfaces is either Covid- Guard or D10; 60mls to 6L. It will be already made up ready to use. When cleaning surfaces; clean surface area first using a washing up anti bacteria detergent, apply D10 or Covid-Guard with a cloth or Spray then leave for 5 minutes and then wipe surface clean. Rinse food contact surfaces thoroughly with clean water and fresh cloth and allow to air dry.

Record of cleaning

Cleaning schedules to be followed for all areas that require cleaning and how often

Cleaning log of toilet to be recorded by staff after cleaning

Cleaning schedule to be recorded by staff.

Cleaning materials to be stored safely and for ease of use and to avoid cross contamination.

* Toys and equipment that children access should be cleaned when groups of children change – e.g. between sessions (if groups are changing) and at the end of the day or in the morning before the session begins
* Mark making resources such as pens, pencils brushes should be cleaned regularly or removed for washing between different children using the resources
* All cleaning should be done in line with Health Protection Scotland COVID-19 Information and Guidance for General (Non-Health) Care Settings) Document:
* Ensure environmental cleaning done regularly and at the end of each session, inside and outside environments. Follow outside procedure for cleaning
* Avoid creating splashes and spays when cleaning.
* Routine cleaning and disinfection of frequently touched objects and surfaces e.g. telephone, chairs, keyboard, tablets, desks, tables, light switches, taps and door handles. Clean shared resources after each use, e.g. computers etc.
* Routine toilet cleaning, paying attention to touch surfaces- doors, flush handles, soap and paper product dispensers.
* Cutlery and crockery in shared kitchen areas should be cleaned with warm general-purpose detergent and tried with paper towels/kitchen roll before storage or in a dishwasher at a 60+ cycle
* Cleaning should be done with disposable clothes and disposable mop heads using household detergent/disinfection
* When undertaking general cleaning, double glove, and change top pair of gloves often.
* Single use mops and cloths to be disposed of after use. These should double waste bags as outlined in Aberdeenshire PPE/Waste/Laundry Guidance. Then disposed of with clinical waste
* Cloths, towels, and reusable mop heads will be washed at 90 degrees in the Nursery washing machine and stored securely.
* Colour coded cleaning equipment only to be used for specific areas, items labelled and stored in the correct area. White micro fibre cloths for the kitchen, pink- arts and crafts, blue- bathrooms.

**If a child is suspected to have Covid-19 or sick, remove all other children and non-essential adults safely to another area, preferably outside.**

**Enhanced Cleaning (Suspected COVID –19 Case)**

Once a possible COVID-19 case has left the premises, immediately quarantine the work area and the area the individual has spent more than 15 minutes in.

These areas should be cordoned off to a 2-metre radius.

If there is an actual physical, visible contamination such as a body fluid spill, then STOP AND CONTACT YOUR LINE MANAGER who should contact the cleaning services. Only suitably trained personnel should use Spill Kits to clean blood or body fluid spillages.

If no Spill Kit is available, staff should cordon off the area place paper towels over the spill and spray with disinfectant product. SLT to notify janitorial/cleaning services.

If furnishing is heavily contaminated, you may have to discard it.

Using appropriate PPE see guidance. Disinfect within quarantine area, where person was placed/isolated, including all potentially contaminated high contact areas such as door handles, rails and bathroom. Any public area that the symptomatic individual has passed through e.g. corridor. Canteen etc. should be cleaned as per normal routine, if not visibly contaminated. Once the area has been deep cleaned or cleaned and left for 72hrs people may return to area.

Ventilation

Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.

Guidance and Links:

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1\_covid-19-guidance-for-non-healthcare-settings.pdf

https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/

https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/#cleaning

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1\_infection-prevention-control-childcare-2018-05.pdf