



Michael Oak Waldorf School 	COVID-19 SANTIATION & CLEANING PLAN & SCHEDULE WORKING DOCUMENT		Date:	28 June 2020
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	MICHAEL OAK WALDORF SCHOOL			

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INTRODUCTION

Cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you sanitise dirty surfaces.

Cleaning staff should wear disposable or rubber gloves when using harsh cleaners, face masks & uniforms for all tasks in the cleaning process, including handling trash. If cleaning staff use disposable or rubber gloves, they must follow the PPE protocols.

PPE PROTOCOLS

Putting on PPE

1. Wash hands & apply sanitiser prior to putting on gloves
2. Affix face mask with clean & sanitised hands. Do not unnecessarily touch the front of the mask
3. Put on uniform supplied. This must be returned to be cleaned at end of shift
4. Use a spray sanitiser to sanitise the bottom of shoes/safety boots
5. Regularly sanitise rubber gloves in the same manner as one would if one had no gloves

Removing PPE

1. Wash gloved hands and apply sanitiser to the outside of the gloves before removing
2. Remove face mask without touching the front of the mask if possible and place in washing facility
3. Remove gloves. Do not touch your face at this time
4. Place rubber gloves in a sanitising solution and then hang to dry, discard disposable gloves in a dedicated COVID-19 bin
5. Wash hands thoroughly


OVERALL GUIDELINES

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as tables or counters used by multiple people, should be cleaned and disinfected before each use.

Sanitisers used must meet NCID and WCED guidelines for compliance

GENERAL SAFE OPERATING REQUIREMENTS WHEN CLEANING:

1. Clean surfaces and objects using soap and water prior to disinfection.
2. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs.
3. When you finish cleaning, remember to wash hands thoroughly with soap and water.
4. Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets based on material.

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5. Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.
6. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.
7. The instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants and sanitisers locked away when not in use.

Hard (Non-porous) Surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface.

- Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute
- Allowing proper ventilation during and after application
- Check to ensure the product is not past its expiration date.

Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.

Soft (Porous) Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

Electronics

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.


Follow the manufacturer's instructions for all cleaning and disinfection products.

Consider use of wipeable covers for electronics.

If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items that go in the Laundry

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.

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Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

Dirty laundry that has been in contact with an ill person can be washed with other people's items.

Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

Gloves and gowns should be compatible with the disinfectant products being used.

Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.

Gloves should be removed after cleaning a room or area used as an isolation room. Wash hands immediately after gloves are removed.

Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional key times to clean hands include:


- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- Before and after providing routine care for another person who needs assistance such as a child.

SPECIFIC CLEANING REQUIREMENTS & SAFE OPERATING PROCEDURES

Toilets: Times & Procedures

All toilets to be cleaned and sanitized 3 times a day: Before first break, Before second break; and before home time.

Apart from cleaning of floors and toilet bowls, special attention to be given to the following: all door handles, taps, cistern flush handles, sanitizer dispensers and toilet seats.

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Spray floors and walls (in cubicles) on final clean of day.

Sign cleaning register at entrance to toilets

Classrooms

The general cleaning of classrooms i.e. sweeping of floors and emptying of dustbins will remain the duty of the Estate staff.

The teacher and learners will assume responsible for the sanitization of their academic area prior to the changeover of classes and at the end of day. If there is no changeover of classes, sanitation must be led the teacher and take place before learners leave for break. The sanitation must include the exits/entrances to classrooms. No visitors to classroom during break without following normal entrance sanitation protocol.

Sanitation areas include but are not limited to:

- all desks,
- chairs,
- doorknobs,
- window latches,
- personal equipment
- cupboard tops.

One dispenser for hand sanitizer per room will be provided

Spray bottles with sanitising liquid will be made available in each classroom. Teachers to advise the Estate foreman when refills are needed.

High shared surface contact classrooms such as the Consumer Studies classroom and Science laboratories must ensure that surfaces are cleaned after every class change. Keep in contact with the Estate Manage to ensure that hazardous waste is removed correctly.

Computer lab

Learners to fully sanitise hands prior to using the laptop.


Learners may not remove masks while facing the computer screen.

After each individual use, keyboards to be sanitized by the learners under supervision from the teacher using a safe product supplied to the classroom.

Estate staff will do a Fog sanitizer at the end of each week.

Offices

The general cleaning of offices i.e. sweeping of floors and emptying of dustbins will remain the duty of the Estate staff.

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Office based personnel to be responsible for cleaning and sanitizing of all equipment, work surfaces, window latches, door handles and chairs.

Any shared equipment must be sanitised after use.

User to sanitise hands both before and after use.

When using shared equipment always wear a mask and ensure social distancing.

Staff Rooms

Any staff member using these facilities must apply the following precautions.

- Use their own teacup/coffee mug and spoon
- Make to their own tea/coffee using the ingredients and hot water made available for this purpose
- Wash their own utensils OR load into dishwasher.
- Sanitise hands before placing utensils into or removing from the dishwasher.
- Store all personal utensils in their own locker/pigeonhole
- Wipe down all surfaces used with the spray sanitizer provided using the paper towel to wipe clean and then be disposed of in the correct bin.

Estate staff will sweep/vacuum the floors, sanitize the kitchenette area, window latches and door handles, once a day.

Foyers & high traffic passageways/corridors

Estate staff will sweep and mop (with sanitizing liquids) these areas twice a day, seeing to sanitizing handrails, door handles, and any counter tops used/touched.

Common Areas in use

These areas will be cleaned by the Estate staff once a day, with a deep clean/sanitizing once per week (including locker fronts).

Pool will remain closed to all users except maintenance staff.

Refuse area to be sanitized once per week.


All passages to be swept daily will all windowsills, handrails and any doorknobs showing into the passage, wiped down with sanitizer

All common areas which have been declared out of bounds will be cleaned as per the normal schedule or locked and only cleaned once they are returned to use to free up the time of Estate staff.

Workshops and Garages

Estate staff will receive training on the sanitation processes

All equipment must be cleaned after use and spray sanitised.

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The strict use of PPE will be required while using any equipment.

Floors to be spray sanitised at the end of each day.

Storage areas to be kept clean and tidy at all times. Staff to sanitise hands and/or gloves prior to removing any equipment from storage areas

Vehicles (this includes all school driving vehicles (Bakkie, bus, tractor etc)

Prior to use of any school vehicle the driver must sanitise hands and all contact areas which includes, but is not limited to, steering wheel, gear knob, door handles, keys and seat and any other areas touched.

This is to be repeated after use.

Vehicle Inspection registers to be maintained as normal

Cleaning Equipment

All mops, after use, to be cleaned in a sanitising solution with the handle sanitized and then left to dry for the following day.

Mop buckets **MUST** be cleaned every day as above.

Toilet brushes must be left overnight in a sanitising solution as some evidence points to Covid-19 being found in faeces.

Where practical **NO CLOTHS TO BE USED FOR ANY CLEANING PURPOSES**, paper towel only. If a cloth is used it must be placed into a bin marked hazardous to be cleaned and sanitised.


All personal PPE (except masks) such as gloves, goggles and boots to be sprayed down with sanitizer before leaving at the end of the workday.

Masks must be cleaned and ironed daily.

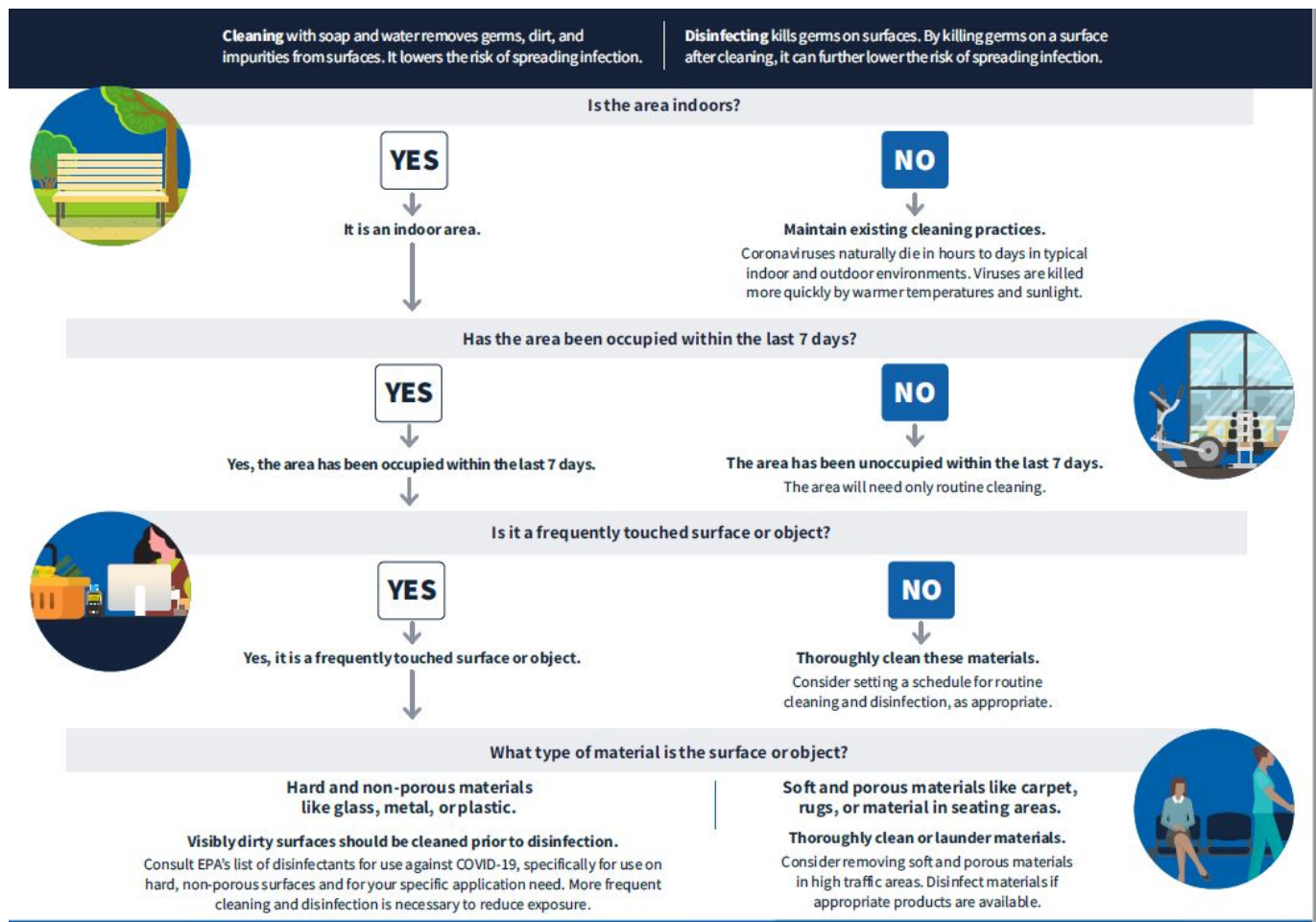
DEEP CLEANING¹ AFTER COVID-19 CASE IDENTIFIED/SUSPECTED


1. Close off area and direct work/class to another clean facility (it is not necessary to close the school unless directed to do so by the Department of Basic Education or the Western Cape Education Department.)
2. Increase air circulation (open doors & windows)
3. Wait 24 hours before cleaning unless an outside company will be doing a deep clean and they will indicate the safe period.
4. New PPE to be issued (disposable gloves, medical mask, dedicated apron). Cleaners to wear closed shoes.
5. Clean all communal areas, surfaces and equipment. Focus on high-touch surfaces (normal cleaning process)

¹ The National Institute of Occupational Health follows the WHO recommendations on deep cleaning via wiping disinfectant on the surface after thorough cleaning. For this no formal certification required.

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6. Disinfect all communal areas, surfaces and equipment. Focus on high-touch surfaces, using appropriate disinfectant (bleach/jik etc)
7. Separate cleaning equipment for deep cleaning from other cleaning equipment.
8. Close area until all surfaces are air dried.
9. Additional cleaning and disinfecting is not needed if more than 7 days have elapsed since ill person was present at the facility.



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ESSENTIAL TASKS FOR ALL STAFF USING SANITISING PRODUCTS

