



# ENHANCED SCHOOL CLEANING GUIDELINE

May 2020

This guideline has been developed to assist schools and cleaning service providers inform the scope of enhanced cleaning works at schools to reduce the risk of transmission of coronavirus (COVID-19).

Enhanced cleaning includes both:

- an increase in the frequency of the regular cleaning, beyond what is normally required, using detergent/disinfectant; and
- extended cleaning to progressively clean throughout the day, focusing on high-touch surfaces.

## CLEANING AND DISINFECTION

Cleaning means physically removing germs, dirt and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.

Disinfection means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection. Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs.

Transmission or spread of coronavirus occurs much more commonly through direct contact with respiratory droplets than through contaminated objects and surfaces. The risk of catching coronavirus when cleaning is substantially lower than any risk from being face-to-face without appropriate personal protective equipment with a confirmed case of COVID-19 who may be coughing or sneezing.

## HOW TO CLEAN AND DISINFECT

- Wear gloves when cleaning and disinfecting. Gloves should be discarded after each clean. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves.
- Thoroughly clean surfaces using detergent (soap) and water.
- Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
- Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.
- If using bleach refer to dilutions calculator in table three of this document.

## INCREASED CLEANING: ADDITIONAL END OF SCHOOL DAY CLEANING

All high-touch surfaces throughout the school areas must be cleaned and disinfected daily. This includes mopping and disinfecting hard floors or vacuuming soft floors daily. Bathrooms should receive a detailed clean and be disinfected at the end of each day.

Increased cleaning involves an increase in the frequency of the regular cleaning, beyond what is normally required, using detergent or disinfectant to wipe areas including, but not limited to:

- doors (door handles, handrails and guardrails)
- kitchenettes including sinks
- drinking troughs and fountains
- student tables, chairs and lockers
- electrical fixtures and appliances (switches, printers, photocopiers, fridges etc)
- bathroom areas
- classroom waste bins
- teaching and non-teaching area floors (hard floors and soft floors)

### Cleaning Method:

- High-touch surfaces - cleaning and disinfection using a two-step process. If a one-step cleaning chemical or detergent/disinfectant wipe is available, cleaning time may be reduced.
- Hard floors - mopping and disinfection
- Soft floors - vacuum (disinfection when required)

### Frequency:

- High-touch surfaces of fixtures, furniture and equipment in all teaching and non-teaching areas – once during end-of-day clean.
- Teaching and non-teaching area floors – once during end-of-day clean.

## EXTENDED CLEANING: PROGRESSIVE CLEANING THROUGHOUT THE DAY

Extended cleaning involves progressive cleaning throughout the day, with a focus on high-touch surfaces, to areas including, but not limited to:

- high-touch surfaces (including all entry and exit points, shared surfaces including chairs and desks, benchtops, hand sanitising units, drinking troughs and fountains)
- bathrooms (including toilets, washbasins, soap dispensers)
- classroom waste bins
- high-touch areas in playgrounds

These requirements apply to all schools.

### **High-touch surfaces**

Clean and disinfect high-touch surfaces such as entry and exit points, shared surfaces including chairs and desks, benchtops, hand sanitising units, drinking troughs and fountains, at regular intervals throughout the day with a detergent solution or detergent/disinfectant wipes.

### Cleaning Method:

- Cleaning and disinfection using a two-step process. If a one-step cleaning chemical or detergent/disinfectant wipe is available, cleaning time may be reduced.

### Frequency:

- Teaching areas and non-teaching areas – at least once during the day. (In addition to the end of the day, as above).
- Eating spaces – at least twice during the day. (In addition to the end of the day, as above).

## **Bathrooms**

Clean and disinfect high-touched surfaces in all bathrooms, including toilets seats, door latches, flush buttons, washbasins, taps, and soap, paper towel and toilet roll dispensers, etc.

### Cleaning Method:

- Cleaning and disinfection using a two-step process. If a one-step cleaning chemical or detergent/disinfectant wipe is available, cleaning time may be reduced.

### Frequency:

- After recess and lunch. Bathrooms must also be cleaned at the end of the day (as above).

## **Classroom waste bins**

Empty bins in every classroom

### Frequency:

- At least once during the day. Bins must also be emptied at the end of the day (as above).

## **Play equipment**

Wipe down play equipment that is being used by the school.

### Cleaning Method:

- Wipe down with detergent and disinfectant all high-touch, hard surfaces (plastic, metals and painted wood) that are capable of being wiped down and can be safely and reasonably accessed.

### Frequency:

- It is recommended that cleaning of play equipment is undertaken before recess or the start of school (subject to each school's advice).

## **ADDITIONAL CONSIDERATIONS FOR CLEANING SERVICE PROVIDERS**

### **General**

- Cleaning service providers are reminded of their obligation regarding Child Safe Policy compliance for all cleaning staff.
- Cleaning staff must be provided with suitable and appropriate personal protective equipment and work wear.
- Cleaning staff who have a fever or other signs of illness must not attend any school.
- Cleaning staff should be advised to refrain from touching their face, mouth, nose, and eyes when cleaning.
- All cleaning staff must be site inducted and appropriately supervised.
- Safety Data Sheet registers must be updated for all new chemicals used.

### **Cleaning equipment and materials**

- Cleaning equipment - all cleaning equipment must be well maintained, used appropriately and cleaned and stored dry between use.
- Aerosols - spray bottles or equipment that might generate aerosols during use must not be sprayed directly onto any surface.
- Cleaning cloths - care must be taken to ensure that cleaning cloths are fit-for-purpose, there is enough for staff to undertake their duties effectively and that they are used appropriately to prevent cross contamination of surfaces.
- Disinfectant – a Therapeutic Goods Administration (TGA) listed hospital grade disinfectant with antiviral agents is highly recommended as the preferred disinfectant.
- Bleach - can damage some surfaces, so please follow manufacturers guidance.
- General maintenance of cleaning equipment - equipment must be inspected regularly and changed when required. The following basic principles must be followed:
  - equipment such as buckets and containers must be washed with detergent and disinfectant after each use and stored upside down and allowed to dry between use.

- o mop heads and cleaning cloths must be changed and laundered daily or after use (if used less frequently than daily) and changed when visibly soiled.
- o equipment such as cloths and mop heads which are used to clean blood or body fluid spills must either be disposable and discarded after use, or if re-usable, changed immediately after use and placed in a plastic bag and laundered.

## DAY CLEANING - HIGH-TOUCH CLEANING GUIDELINES

Outlined below is the suggested day cleaning schedule and method for the high-touch surfaces. The schedule should be adapted for each school and agreed with the school representative.

Cleaners must work with the school to ensure high-touch surfaces are cleaned at appropriate times during the day, in line with the school operating schedule, in addition to the end-of-school-day clean.

**TABLE 1: SUGGESTED CLEANING SCHEDULE**

Period	Requirement
Before recess	Clean and wipe down the play equipment.
Recess break	Progressively clean and disinfect the high-touch surfaces of the <u>*shared use</u> classroom chairs, desks, tables, and the classroom entry/exits.
Recess to lunch	Clean and disinfect all tables and chairs in eating areas and all high-touch surfaces in non-teaching areas. Clean and disinfect bathroom including fixtures.
Lunch break	Progressively clean and disinfect the high-touch surfaces of the <u>*shared use</u> classroom desks, tables, chairs, and the classroom entry/exits. Empty bins as needed.
After lunch	Clean and disinfect all tables and chairs in eating areas.
Spare time	Re-clean main entrance high-touch surfaces and provide reactive cleaning support to the school if required.

\*Shared use relates to single furniture items which are used by more than one student and or teacher in a day. If use is not clear, then the cleaning service provider is to assume an item is shared.

All high-touch surfaces, in occupied areas of the school should be cleaned and disinfected with detergent and disinfectant. This includes those listed in the below table.

**TABLE 2: HIGH-TOUCH SURFACES**

Surfaces/furniture/equipment
Shared use chairs, desks and tables (including legs and areas under the items)
Cupboards (including handles)
Doors (including door handles, handrails, guardrails, frames & glass panels)
Drinking troughs and fountains
Electrical fixtures and appliances with special attention provided to all shared use items
Internal windows (including glass surfaces, handles, blinds/curtains, frames)
Kitchenettes (including sinks)
Lockers (including locks and handles)
Sinks/washbasins (including taps, countertop)
Stairwells rails and all handrails
Switches (including lights, power points)

Bathroom and fixtures (including toilets, urinal flush buttons, toilet seats, roll holders, washbasins, soap dispensers, hand towel dispensers, hand dryers, showers, mirrors, doors, sanitary disposal units, walls below two meters, handles). Replenish consumables where required.
Waste bins (both internal and external bins). Remove waste and replace liners where required
Walls (any high-touch surfaces)
Hand sanitising units and or bottles
Bike shed (including doors and bike rails)
External gates
Indoor and outdoor eating areas (including furniture and equipment)
Hard, high-touch areas in playgrounds

## CHLORINE DILUTIONS CALCULATOR

Household bleach comes in a variety of strengths. The concentration of active ingredient — hypochlorous acid — can be found on the product label.

**TABLE 3. RECIPES TO ACHIEVE A 1000 PPM (0.1%) BLEACH SOLUTION**

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

For other concentrations of chlorine-based sanitisers not listed in the table above, a dilutions calculator can be found on the [Department of Health and Human Services website](#).

## OTHER PRACTICAL APPROACHES

School should adopt the following simple practices to complement the main personal hygiene practices:

- For heavily soiled items, schools should exercise judgement to dispose of these items which will be used but cannot be effectively cleaned or disinfected.
- General items that may be soiled or have droplets or similar bodily fluids on them, such as a pencil in the mouth, should be treated as general waste and put in the waste bin.
- Scrape waste from used crockery or cutlery into the bin and wash with hot soap and water and leave to air dry on a rack or place directly in the dishwasher for a normal wash cycle.
- Wash laundry on the hottest cycle that the item can withstand, according to the manufacturer's instructions, and then dry thoroughly.

## HAND HYGIENE

The use of personal protective equipment does not replace the need for appropriate hand hygiene. Washing hands with soap is the best way to achieve hand hygiene for coronavirus (COVID-19). Hands should be cleaned frequently and immediately after removing gloves. Effective hand washing should occur for about 20 seconds and follow the steps in the diagram below.

# Protect yourself and your family

Wash your hands regularly



**1**

Wet your hands.

Put soap on  
your hands.

**2**



**3**

Rub the soap over all  
parts of your hands for  
at least 20 seconds.

Rinse your  
hands under  
running water.

**4**



**5**

Dry your hands thoroughly  
with disposable paper towel  
or hand dryer.

Stay germ free and healthy