

## PPE and Enhanced Cleaning Plan

### PPE

#### Face coverings

- **Disposable face masks** - available for staff carrying out personal care for students or providing medical assistance.

For replenishment: Ticket to facility team

- **Washable face masks for staff** – available for all staff who require one. Please limit to one per person. Includes masks with transparent mouth area.

To request a mask – Ticket to facility team

- **Visors (plastic face shields) for staff** - available for all staff who require one. Please limit to one per person

To request a mask – Ticket to facility team

- **Washable face masks for students** - available for all students who require one. Please limit to one per person. Includes masks with transparent mouth area.

To request a mask – Request via House Leaders

- **Visors (plastic face shields) for students** - available for all students who require one. Please limit to one per person

To request a mask – Request via House Leaders

#### Gloves

- **Disposable Gloves** - available to all staff. They will be provided and replenished in key areas e.g. classrooms.

To request gloves – Ticket to facility team or ask a janitor

#### Aprons

- **Disposable aprons** - available for staff carrying out personal care for students or providing medical assistance.

For replenishment: Ticket to facility team

### CLEANING

#### Touch-point cleaning

Touch-points around school will be cleaned more regularly than before. They will be cleaned using an anti-viral solution with the cloths rinsed very frequently, also in anti-viral solution. Cloths will be cleaned daily.

### General classroom cleaning

All classrooms, with the exception of food tech and Art, will have a desk clean every other day starting in September 2020.

Desks will be cleaned with an everyday cleaning product and then wiped over with anti-viral solution.

Cloths will be rinsed very frequently and washed daily.

#### **Anti-viral wipes - Pupils**

In all classrooms, pupils should be given a wipe to clean down their area (including IT equipment) before AND after use. These wipes are gentle but should be kept away from eyes. Please supervise the use of wipes.

In order to limit waste, please issue one wipe to one pupil per desk. They should wipe the whole desk and both chairs (if neighbouring chair is to be used).

The wipes are gentle but can be drying. Those with sensitive skin are advised to moisturise their hands regularly. Parents of pupils with very sensitive skin e.g. severe eczema should notify the school if they are not comfortable with their child using wipes. We do have small disposable gloves available.

#### **Anti-viral wipes – staff**

Wipes will be made available in all spaces around school. Please use them as you require. Please avoid contact with eyes.

The wipes are gentle but can be drying. Those with sensitive skin are advised to moisturise their hands regularly.

You do not need to wear gloves unless using the wipes often or for a prolonged period of time. Gloves are available via facility team.

For replenishment: Ticket to facility team. Please avoid moving wipes between rooms. If you run out, please request more.

#### **Anti-viral solution – staff**

PE and Technology have been provided with Selgiene for cleaning equipment after use. Please keep out of the reach of children. Please use the cloths provided and these will be cleaned for you. You need to wear gloves when using this product and these will be provided. The 5L refill bottle is highly concentrated. Please dilute per the instructions on the bottle. Please keep out of reach of children.

Selgiene should only be used by staff using gloves and not used by students

Other departments may continue to use the cleaning products they would normally use. Green cloths have been provided and will be washed daily by the facilities team

**IMPORTANT** – For extremely urgent replenishment of PPE or cleaning products please email [startrekking@noadswood.hants.sch.uk](mailto:startrekking@noadswood.hants.sch.uk). Someone will contact facility team via radio to supply what you need. In all other circumstances please send a ticket to facility team.

### IT equipment cleaning

Keyboards should be wiped down with an anti-viral wipe after every use. These wipes are gentle but should be kept away from eyes. Please supervise the use of wipes.

The wipes are gentle but can be drying. Those with sensitive skin are advised to moisturise their hands regularly. Parents of pupils with very sensitive skin e.g. severe eczema should notify the school if they are not comfortable with their child using wipes. We do have small disposable gloves available.

### Office cleaning

Offices will be cleaned every Friday or Saturday.

Desks will be cleaned with an everyday cleaning product and then wiped over with anti-viral solution.

Cloths will be rinsed very frequently and washed daily.

### Staff chairs

In shared spaces, staff have the option of using a fabric or plastic chair. Either option should be wiped down with an anti-viral wipe prior to use.

### Litter Picking

Litter-picking will continue to be provided by our cleaning company this academic year. It is more important than ever to encourage students to clear up after themselves to avoid staff and students having to handle litter.

## HAND HYGIENE

### Hand wash stations

We have installed 6 hand wash stations. One in the medical room, two in the upper science lobby and three in the small dining hall. These are foot-activated and supply hot water in short bursts. These are for staff and students to use as they require. If you notice any problems with a unit please notify facility team.

### Hand sanitiser

- **Entry points** - Hand sanitiser is available in wall-mounted pumps at every entry point to the school. These contain an alcohol-based sanitiser. Units are also positioned around the school in key locations.
- **Classrooms** Hand sanitiser will be available in all classrooms. In Science and Technology hand sanitiser dispensers will contain an alcohol-free sanitiser that is still a confirmed viruside.

As with alcohol wipes, this product is gentle on the skin. However, anyone with particularly sensitive skin is encouraged to bring in their own sanitiser that they are comfortable with. Those with sensitive skin may benefit from additional use of moisturiser.

## JANITOR SERVICE

We have two cleaners covering the school day who will carry out the following tasks:

- Replenish PPE and cleaning products
- Additional cleaning of toilets
- Additional cleaning of touch points
- Filling and emptying hand wash stations
- Emptying bins (where necessary) after break and/or lunch
- Arranging the clean of cloths for both school and cleaning company

## FOGGING MACHINE

The school has purchased a fogging machine to be used only by those trained to use it. Any member of staff wishing to be trained to use the fogging machine should raise a request with the facilities team.

The machine will be used by the cleaners or facilities team to ensure that each area of the school has been 'fogged' at some stage of each week.

The machine can also be used to target higher risk or high-use areas e.g. Medical room and washrooms.

The machine may be used in specific locations, identified by SLT, following a confirmed or suspected case of COVID-19 depending on practicality.

Any space which receives treatment must be left un-occupied for 1-1.5 hours to allow the chemicals to settle. N.b. entering a room briefly to collect an item does not pose a risk.

Fabric chairs should ideally be removed or covered before fogging.

Large classrooms/staff rooms etc 2-4 minutes fogging 1-1.5 hours left to settle

Smaller classrooms/toilets etc 1-2 minutes fogging 1 hour to settle

Open some windows & doors ajar when fogging for a slight draft

PPE must be worn