

Annex 1 – coronavirus (COVID-19) cleaning checklist – Milton School

Area for inspection	Frequency	Action	In place?	Who ? Further Actions
Infection control	Daily	Have cleaning staff been made aware of all relevant local and national guidance relating to coronavirus infection control?	Y	
		Have all cleaning staff washed their hands for at least 20 seconds with soap and water, and/or used alcohol-based hand sanitiser before cleaning commences?	Y	
		Have all cleaning staff washed their hands for at least 20 seconds with soap and water, and/or used alcohol-based hand sanitiser after cleaning has finished?	Y	
		Do staff have the correct cleaning equipment and adequate amounts of suitable cleaning agents?	Y	
		Where required, do staff have the correct PPE needed to carry out their role safely?	Y	Cleaning team to have their own supply of PPE
		Do all cleaning staff adhere to their responsibilities as outlined in the Infection Control Policy ?	Y	
Cleaning frequently touched surfaces	As required	Have cleaning staff cleaned and disinfected all frequently touched door handles?	Y	Classroom staff to clean throughout the day with standard cleaning products/wipes
		Have cleaning staff cleaned and disinfected all frequently touched handrails and grab rails?	Y	Classroom staff to clean throughout the day with standard cleaning products/wipes

		Have cleaning staff cleaned and disinfected all frequently touched toys and classroom equipment?	N	This is for Classroom staff to clean throughout the day with standard cleaning products/wipes
		Have cleaning staff cleaned and disinfected all frequently touched office equipment, e.g. phones?	Y	Offices will be cleaned daily when the office has been in use. Each member of staff has their own phone, computer, desk etc so limited to contact with other peoples items.
		Have cleaning staff cleaned and disinfected all frequently touched desks or table tops?	Y	Classroom staff to clean throughout the day with standard cleaning products/wipes
Waste disposal	Daily	Have cleaning staff collected non-infectious waste in a bin liner and disposed of it with the school's regular waste?	Y	Ensure infectious waste bags can be accessed , If/when applicable this will be implemented
		Have cleaning staff safely collected all infectious or potentially infectious waste in a tied, double-bagged plastic bag?	Y	If/when applicable this will be implemented
		Has all infectious or potentially infectious waste been identified and stored in a safe location so that it may be kept on-site for 72 hours?	Y	The school bunker, next to staff car park. If/when applicable this will be implemented
		Has all infectious or potentially infectious waste that has been stored for 72 hours been disposed of with the school's regular waste?	N/A	If/when applicable this will be implemented
Social distancing	Daily	Are arrangements in place to allow cleaning staff to stay at least two metres apart when carrying out their role?	Y	
		Are arrangements in place to maximise infection control where staff cannot stay at least two metres apart to carry out their role, e.g. they work side-by-side instead of face-to-face?	Y	

		Are arrangements in place to allow cleaning staff to minimise contact with others, e.g. a staff rota?	Y	Cleaning staff will come in before / after other school users so there is limited contact with others.
	Weekly	Has the effectiveness of social distancing procedures been reviewed?	Y	
Cleaning infected areas and surfaces	As required	Has the correct PPE been worn, where required?	Y	
		Have all hard surfaces, including door handles and handrails, been washed with a disposable cloth, using warm, soapy water and wiped with a suitable disinfectant?	Y	
		Have cleaning staff disposed of all waste, including any PPE, correctly?	Y	
		After removing any PPE and finishing all cleaning, have cleaning staff washed their hands for at least 20 seconds with soap and water, or alcohol-based hand sanitiser?	Y	
		Has the area been suitably ventilated to aid drying and minimise the spread of infection?	Y	
		Have upholstered surfaces been steam cleaned, where required?	N/A	Upholstered surfaces have been removed where possible
		Has any infected or potentially infected laundry been collected so that it can be washed with the school's regular laundry?	Y	
		Has all laundry been washed at a suitably warm temperature and in accordance with the manufacturer's instructions?	Y	

		Have items used to transport or collect infected or potentially infected items or laundry been suitably cleaned or washed after use?	Y	
		Have all areas where an infected individual has passed through, but not spent a significant amount of time in, been cleaned using normal procedures?	Y	