

Covid 19 Enhanced Cleaning Procedures

Area	Item to clean/task	Frequency	Method/materials
Cafe and Conservatory seating area	Tables and chair backs	After each social period	Sanitizer Spray and blue roll
Kitchen	Usual clean procedures		
Toilets	Full Clean/bins emptied	End of Day	Standard method
Toilets	Contact surface	3 time daily- after each social session and end of day	Switches - Disinfectant wipe All others - Sanitizer Spray and blue roll
Toilets	Check stock levels	3 time daily - replenish as necessary	
IT and Media/Hawian ballroom	computer keyboards and workstations	After each session or end of day if single user	Disinfectant wipe
All Areas (except toilets)	Contact surface	Minimum 2 times daily	Switches - Disinfectant wipe All others - Sanitizer Spray and blue roll
All Areas (except toilets)	Alcohol Gel dispensers	Levels checked daily	
All Areas	Bins emptied	End of Day	Bin lids to be sanitized and rebagged
Body Fluids - accidental contamination	Isolate and clean area	immediately	Follow the Management of blood and body fluid spillages flow chart
Body Fluid - contaminated cleaning or care products	Disposal	As soon as possible	Placed in yellow waste bags seal and place in bin immediately or place directly in dedicate bin (whichever is closer)
Area's used by suspected or confirmed case of Covid 19	Deep Clean	As soon as possible	Area(s) to be is isolated. Soft surfaces/items to be spray and wiped down with sanitizer spray and removed from use for 72 hours Hard Surface to be clean with disinfectant spray and removed from use for a minimum of 24hrs Small item and electrical item to be clean with disinfectant wipes and removed from use for a

			minimum of 24hrs
All Area after suspected case on site	Contact surfaces	As soon as possible	Electrical - disinfectant wipes All other surface- disinfectant spray
All Areas	Cleaning Stock levels to maint at appropriate level	Checked Daily	Any materials needed or at low levels email Helen Tuck who will order items

Notes

Disinfectant wipes - must be certified for antibacterial and antiviral use

Sanitizer spray - Standard food safe surface sanitizer used for frequent cleaning

Disinfectant Spray - As above but at a higher concentration only to be use in specific circumstances

Alcohol Gel- Must be a minimum of 60% alcohol

[Body Fluid management Chart](#) to be displayed in the Wet Room and Coshh cupboard.

Normal cleaning procedures and routines will continue alongside these additional measures

Body Fluid kit and equipment are kept in Coshh cupboards, Main First Aid Kit and Vehicle.