



# Mount Anville

Montessori Junior School

2½ – 12 years

## **Infection Control, including Anti-Febrile Procedures and Practices**

**August 2016/2020**

**(Revised in August 2020 in light of COVID-19. Ratified by BOM 1<sup>st</sup> Sept 2020)**

**Please read this in conjunction with the COVID-19 Response Plan**

### **Infection Control Relating to Adults and Children**

#### **Aims**

- This policy is provided to outline School Procedures & Policy on Infection Control of students and staff in Mount Anville Montessori Junior School.
- Strive to keep MAMJS a safe and healthy environment. Click [here](#) to see the HSE reference book used by MAMJS

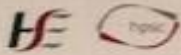
#### **Ways of Working**

1. All parents should be aware of infected diseases, their signs and treatments.
2. If any occurrence of these diseases occur in the room in which your child attends or within an area where your child may have used, a notice explaining what the disease is, stating the signs and symptoms to look for and the exclusion period that needs to be followed.
3. The need of exclusion depends on the ease with which the infection can be spread, the ability of the infected person to follow hygiene precautions and to a lesser extent, the severity of the disease
4. The advice sought from a doctor or medical professional will supersede these recommendations
5. Below states the infectious disease and our exclusion period for each of these.
6. All adults should refer to the 'Management of Infectious Disease in School' (HSE, 2013).
7. All infectious disease should be reported immediately to Welcome Office/Administration Office/Principal or the Deputy Principal. These personnel will follow guidelines, informing the relevant parents/guardians and Túsla (local Health


Department and Infectious Disease where necessary) where indicated. The school will follow professional medical direction in cases of break outs.

8. Some medical conditions make some children vulnerable to infection that would rarely be serious in healthy children. It is important that if exposure occurs the parent/guardian must be informed immediately and medical attention sought.
9. Details for HSE Infection Book that MAMJS reference when a child presents as unwell:

Please refer to [www.hpsc.ie](http://www.hpsc.ie) with regard to Coronavirus (see isolation guide for reference below). Other infections details follow.



### Isolation quick guide - applying to those aged greater than 3 months and up to 13th birthday



**V1.1 03.09.2020**

**COVID-19 symptoms:** Fever more than or equal to 38.0°C or new cough or shortness of breath or anosmia, dysgeusia or ageusia\*

**Self-isolation** means staying indoors and completely avoiding contact with other people. This includes other people in your household, as much as possible. It applies to people with proven or suspected COVID-19.

**Restricting movement** means avoiding contact with other people and social situations as much as possible. It applies to those who are without symptoms but considered at higher risk of developing COVID-19 because they were exposed to a particular risk.

| Condition | Person   | Others   |  |
|-----------|--|--|--|
| 1         | Proven COVID-19  | Self-isolate 14 days with last 5 days without a fever                                      | Close contacts restrict movements for 14 days (after last contact with case) |
| 2         | COVID-19 symptoms, not tested  | Self-isolate 14 days with last 5 days without a fever                                      | Close contacts restrict movements for 14 days                                |
| 3         | COVID-19 symptoms awaiting test (this includes patients with samples reported as indeterminate/invalid until such time as repeat test is available or it has been determined that COVID-19 has been excluded on other grounds) | Self-isolate pending test result   | Members of the household restrict movements pending test results             |
| 4         | COVID-19 symptoms test result: "Not Detected"  | Follow medical advice. Restrict movement until 48 hours symptom free                       | Restrictions no longer needed  |
| 5         | Some medical symptoms that may be COVID-19 related and awaiting medical assessment that day to determine if testing is required  | Self-isolate pending assessment  | No restrictions until medical assessment offers further direction.           |
| 6         | Runny nose or other minor symptoms and "soft-fever", no fever equal to or greater than 38.0°C, no cough, no short of breath, <b>NO</b> ill household contacts or history of travel.  | Keep home from school or childcare for a period of 48 hours to observe emerging condition. | No restrictions  |
| 7         | Runny nose or other minor symptoms and "soft-fever", no fever equal to or greater than 38.0°C, no cough, no shortness of breath, but <b>YES</b> to history of travel or household members with symptoms of COVID-19            | Self-isolate pending assessment  | Members of the household restrict movements pending assessment               |
| 8         | Runny nose, not unwell, good form, good energy and normal appetite, no fever, not requiring paracetamol, ibuprofen or any other antipyretic  | Can go to school   | No restrictions  |
| 9         | No symptoms, close contact of a proven case  | Restrict movements for 14 days, testing as advised.  | No restrictions  |
| 10        | Travel from non "Green-List" country   | Restrict movements for 14 days, self isolate and test if develops symptoms                 | No restrictions unless the person who has returned develops symptoms.        |

\*loss of sense of smell, or loss of sense of taste or distortion of sense of taste

HSE Health Protection Surveillance Centre [www.hpsc.ie](http://www.hpsc.ie)

**As recommended by the HSE:**

| <b>Rashes and Skin Infections</b>           | <b>Recommended period to be kept away from School, nursery or childminders</b>           | <b>Comments</b>  |
|---|--|--|
| Athletes Foot                               | None.  | Athletes foot is not a serious condition. Treatment is recommended.  |
| Chicken Pox                                 | Five days from the onset of rash.  | SEE: Vulnerable children and female staff - Pregnancy.   |
| Cold Sores (Herpes simplex)                 | None.  | Avoid kissing and contact with the sores. Cold sores are generally mild and self limiting.   |
| German measles (Rubella)                    | Six days from onset of rash.   | Preventable by immunisation (MMR * 2 doses). SEE: Female Staff – Pregnancy   |
| Hand, Foot and Mouth                        | None.  | Contact your local Public Health Dept. if a large number of children are affected. Children should be excluded while unwell with hand, foot and mouth. |
| Impetigo                                    | Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment. | Antibiotic treatment speeds healing and reduces the infectious period.   |
| Measles                                     | Four days from onset of rash   | Preventable by vaccination (MMR * 2 doses). SEE: Vulnerable Children and female staff – Pregnancy  |
| Molluscum Contagiosum                       | None   | A self limiting condition  |
| Ringworm                                    | Exclusion not usually required   | Treatment is required.   |
| Roseola (infantum)                          | None   | None   |
| Scabies                                     | Child can return after first treatment   | Household and close contacts require treatment   |
| Scarlet Fever                               | Child can return 24 hours after commencing appropriate antibiotic treatment              | Antibiotic treatment recommended for the affected child  |
| Slapped cheek/ fifth disease Parvovirus B19 | None   | SEE: Vulnerable Children and Female Staff – Pregnancy.   |

|          |   |  |
|----------|---|--|
| Shingles | Exclude only if rash is weeping and cannot be covered | Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local Public Health Dept., SEE: Vulnerable Children and Female Staff – Pregnancy |
|----------|---|--|

#### Diarrhoea and Vomiting Illness

| Diarrhoea and Vomiting                | Recommended period to be kept away from School, nursery   | Comments  |
|---------------------------------------|---|---|
| Warts and Verrucae                    | None  | Verrucae should be covered in swimming pools, gymnasiums and changing rooms.  |
| Diarrhoea and/ or vomiting            | 48 hours from last episode of diarrhoea or vomiting   | Discontinue sand, water, playdough, and cooking activity during an outbreak.  |
| E.coli 0157 VTEC                      | VTEC cases must all be excluded until they have achieved microbiological clearance  | Further exclusion may be required for young children under five and those who have difficulty in adhering to hygiene practices. |
| Typhoid and paratyphoid enteric fever | Typhoid and paratyphoid enteric fever cases among pre-school children must be excluded until they have achieved microbiological clearance | This guidance may also apply to some contacts who may require microbiological clearance.  |
| Shigella (dysentery)                  | Should be excluded until 48 hours clear of symptoms   | Please consult your local Public Health Dept. for further advice.   |
| Cryptosporid- iosis                   | Exclude for 48 hours after first formed stool   | Exclusion from swimming is advisable for two weeks after the diarrhoea has settled.   |

#### Respiratory Infections

| Respiratory Infections     | Recommended period to be kept away from School, nursery  | Comments   |
|----------------------------|--|--|
| Flu (Influenza)            | Until recovered  | SEE: Vulnerable Children   |
| Tuberculosis               | Always consult your local Public Health Dept.  | Requires prolonged close contact for spread.   |
| Whooping cough (pertussis) | Five days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment | Preventable by vaccination. After treatment, non infectious coughing may continue for many weeks. Your local Public Health Department will organise any contact tracing necessary. |

## Other Infections

| Other Infections                       | Recommended period to be kept away from School, nursery   | Comments   |
|--|---|--|
| Conjunctivitis                         | None  | If an outbreak/cluster occurs, consult you local Public Health Dept.   |
| Diphtheria                             | Exclusion is essential. Always consult with your local Public Health Dept.                          | Family contacts must be excluded until cleared to return by your local Public Health Dept. Preventable by vaccination. Your local Public Health Dept. will organise any contact tracing necessary. |
| Glandular Fever                        | None  | Avoid sharing of utensils.   |
| Head Lice                              | None  | Treatment is recommended only in cases where live lice have been seen.   |
| Hepatitis A                            | Exclude until seven days after onset of Jaundice (or seven days after symptom onset if no Jaundice) | In an outbreak of hepatitis A, your local Public Health Dept. will advise on control measures.   |
| Hepatitis B, C, HIV/AIDS               | None  | Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. For cleaning of body fluid spills. See: Good Hygiene Practice.                                   |
| Meningo coccal Meningitis/ Septicaemia | Until recovered   | Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local Public Health Dept. will advise on any action needed.             |
| Meningitis viral                       | None  | Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.  |
| MRSA                                   | None  | Good hygiene, in particular handwashing and environmental cleaning are important to minimise and danger of spread. If further information is required, contact your local Public Health Dept.      |
| Mumps                                  | Exclude child for five days after onset of swelling   | Preventable by vaccination (MMR * 2 doses)   |

|             |      |   |
|-------------|------|---|
| Threadworms | None | Treatment is recommended for the child and household contacts |
|-------------|------|---|

### **Good hand Hygiene Practice**

Picture displays and lessons will support an environment with both adults and children to wash hands at key intervals during the school day, such as:

- If hands are dirty
- If in contact with body fluids or blood
- If you used the toilet
- Before you eat
- Before preparing food
- If you touched raw meat
- If you touched pets
- If gardening
- If handling waste/rubbish
- If you cough/sneeze

**Good hand hygiene** is the most effective way of preventing transmission of infection.

### **Clean your hands**

Use soap and water or alcohol hand sanitiser to clean your hands regularly.

Many hand sanitisers are alcohol-based and highly flammable. Do not use alcohol-based sanitiser near heat or a naked flame.

### **How to wash your hands with soap and water (HSE guidance)**

1. Wet your hands with warm water and apply soap.
2. Rub your hands together palm to palm until the soap forms a lather.
3. Rub the back of one hand with your palm and fingers spread so you wash between fingers. Repeat with the other hand.
4. Interlock the top of your hands and rub your fingertips - this cleans your fingertips and knuckles.
5. Then finally grasp your thumb tightly and twist to make sure your thumbs are cleaned. Repeat with the other hand.
6. This should take at least 20 seconds.
7. Rinse your hands under running water.
8. Dry your hands with a clean towel or paper towel.

If you have dry skin or a skin condition, apply moisturiser after washing your hands and at night.

### **Gloves and Aprons**

- Disposable gloves should be worn where there is a risk of blood or bodily fluids.
- Disposable aprons are available in the Montessori kitchen.
- Gloves and aprons should be changed between each episode.
- Hands must be washed after each episode and decontaminated.
- Reusable household gloves are recommended for cleaning duties.
- Colour codes household gloves are commended for different areas (posters on display in pertinent areas: Appendix 1)- [During COVID-19, increased use of disposable blue tissue will be used during cleaning](#)
  - **Green**- Kitchen
  - **Red/pink**- Toilets
  - **Yellow**- Sinks and Taps
  - **Blue**-General
- Household gloves must be washed after each job

### **Toileting**

- Always inspect the toilet area to ensure they are visibly clean
- If needed, help children use the toilet and wash their hands afterwards
- Wash your hands after helping the children use the toilet
- If clothes are wet or soiled, place in a plastic bag and give to parent on collection
- Lessons should be included at each class level to clarify hygiene processes and procedures

### **If There is an Outbreak of Diarrhoea and Vomiting:**

- Inform the public health board (Administrator/Principal/Deputy Principal will be involved in this process) and with professional advice, the infectious disease department may also need to be advised. A record will be kept of communication and action taken. The Health and Safety Officer, the Bursar will informed of any incidents where professional advice is sought and action will be taken thereafter, with written records kept.
- Inform parents/guardians of outbreak (symptoms and exclusion criteria)
- 48 hour exclusion for child/adult
- Management to ensure that staff are washing hands effectively
- Liquid soap and paper towels are available at all times
- Twice daily cleaning of all surfaces with warm water and detergent followed disinfection with chlorine based disinfectant (e.g. 1000pm)
- Suspend use of soft toys, water, sand, playdough and cookery during outbreak

- Clean hard toys daily and then disinfect with chlorine based disinfectant (1000ppm) or wash in dishwasher at 60 c if possible
- Suspend new children joining the Montessori
- Visitors to be restricted
- Guideline on enteric precautions to be displayed in Montessori
- Staff to be limited to other areas of the school, to prevent spread of infection
- Thorough cleaning of the entire Montessori Department at end of outbreak (water, detergent, disinfectant)
- Steam clean flooring at the end of outbreak.

### **Food Hygiene Practices in the Montessori Kitchen**

The kitchen is a high-risk area for spreading infection. You should clean the kitchen area 'as you go'. To prevent infection, you should do the following:

- Wash your hands before touching food
- Clean the dirtiest area last
- Clean up as you do any work
- Keep the fridge temperature between 2 and 4 c. Fill in fridge grid temperature on display beside the fridge twice a day
- Make sure the seal on the fridge closes and the door closes properly
- Make sure the dishwasher is working properly
- Do not have wet or damp cloths hang around in the kitchen
- The dishwasher cycle should be above 65 c and let the cycle finish before opening the door
- Use a non-tainting food sanitiser
- Clean the kitchen before bathrooms (follow colour coded cleaning equipment)
- It is vital that food handlers do not attend work if they are sick, especially vomiting and diarrhoea.

### **Immunisation of Students**

- When a child enters our Montessori classes, a record is requested of the child's immunization passport. A copy of this is kept on the student's file. If a parent/guardian has not an immunisation passport, they can request their child's record with their GP. The school administrator informs parents/guardians if there is a communicable case in their child's class. Guidelines on whom to communicate when there is an infectious disease are sought from the 'Management of Infectious Disease in School' (HSE, 2013).

### **Persons Dealing with Food Preparation**

All cooks/chefs must report to their Manager:



- If suffering from any ailments / illnesses, in particular diarrhea or vomiting which may affect the safety of food.
- If they are absent from work, due to any ailments / illnesses which may affect the safety of food.
- If they suffered diarrhea or vomiting while on holidays, especially overseas.
- If anyone living with them is suffering from ailments / illness that may affect the safety of food.

An exclusion period of 48 hours after suffering from chronic diarrhea or vomiting will be implemented for all cooks/ chefs preparing food.

### **Anti-Febrile Medication**

Anti-febrile medication is used to reduce body temperature. Any medication administered in Mount Anville Montessori Junior School will follow our Administration of Medicine Policy. If a parent deems that a child will need anti-febrile medication, they must fill out our Administration of medicines forms at the start of each year and this in turn will be sanctioned by the Board of Management. The school in turn will insert the child's relevant medication, dosage, procedures with emergency numbers in the current school year's Administration of Medicines Booklet. If the Administration of Medicines form is not filled out in advance by the parent of a child, no medication will be administered by any staff member.

If a child has a high temperature the teacher/staff member will:

- Check temperature
- Make the child feel comfortable
- Phone the child's parents, emergency numbers of designated parents
- Use a cold wet cloth on forehead
- Keep the room cool by opening the windows or turning down the heating
- Remove a layer of clothing
- Sponge their body, arms and legs with tepid water. Do this for five minutes and no more
- Encourage the child to drink plenty of water
- When the parent/emergency adult arrive, they will be up-dated on procedures to-date.
- The staff member will fill out the accident/emergency book under all the headings and the Welcome Office will be informed of all events.

Policies will be reviewed on a regular basis and in line with changes in legislation or as circumstances dictate change.

### **All PPE, consumables and equipment**

**Supplies** include:

- Hand sanitiser dispensers;
- Hand sanitiser liquid and holders
- Thermometers
- Liquid soap;
- Disposable Paper Towels
- Wipes
- Gloves
- Face coverings for MAMJS staff members
- Face visors
- Aprons
- Detergents

### **Hand Sanitizers**

MAMJS has installed wall mounted hand sanitisers for each classroom, specialist rooms and other key locations (entry/exit points, staff room etc.) in their school. In the Montessori and Preparatory classes, hand sanitizers dispensers will be placed in holder near the door for the staff member to assist the student to use it.

### **Face Coverings/Face Visors**

The *Interim Guidance for the use of face-coverings in childcare and educational settings* provided by the HPSC on 6<sup>th</sup> August 2020 makes the following recommendations for use of face-coverings in childcare and educational settings

*“It is not recommended that children attending primary school or pre- school/childcare settings wear face-coverings.*

*“It is recommended that teachers and staff in primary schools wear a face-covering when a physical distance of 2 meters from other staff or children cannot be maintained.*

*“In certain situations the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties”*

*“Cloth face coverings should not be worn by any of the following groups:*

- *Primary school or pre-school children*
- *Any person with difficulty breathing*
- *Any person who is unconscious or incapacitated*
- *Any person who is unable to remove the face-covering without assistance*
- *Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity”*
- *“Schools should consider having additional disposable face coverings available*

*for students, teachers, and staff in case a back-up face covering is needed during the day”*

MAMJS may wish to use their own face covering on a day-to-day basis, MAMJS will have additional disposable face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

### **Liquid Soap, Paper Towels and Lidded Bins**

The sink area will have liquid soap and paper towels available for students and staff members. The bins are foot-pedal operated in the bathrooms.

### **Signage and Posters**

The Department of Education, with advice from the Department of Health have provided posters for display around the school outlining signs and symptoms of COVID-19 and to support good hand and respiratory hygiene, in both English and Irish, which include:

- General advice to schools
- Cough etiquette
- Child hand washing
- Hand hygiene adults
- Use of Face coverings
- Stay safe at Work
- How to use hand sanitiser
- Visitors at reception

## Anti-Febrile Medication

**Montessori Class level only:** Anti Febrile medication will be given to a student in the Montessori Student level class only if their temperature is extremely high. Permission slips will be disseminated to parents at the start of the school year to seek permission to administer Calpol / Nurofen / No Medication and this will be kept on the individual pupil's file

### Anti-Febrile Medication Permission Slip (Montessori Classes Only)

Anti-febrile medication is used to reduce body temperature if the child's temperature is extremely high (over 39C). Any medication administered in Mount Anville Montessori Junior School will follow our Administration of Medicine Policy. Please fill out permission slip below and it will be kept on your child's file and **note that medication is only given in the Montessori Junior and Senior class level.**

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

**Please tick which option you wish us to administer to your child:**

No Medication:

Calpol under 6years:

Nurofen 3 months plus:

Signature of Parent/ Guardian: \_\_\_\_\_

Date \_\_\_\_\_

## **COVID-19: please refer to Covid-19 MAMJS Documentation**

### **How to clean childcare settings where there were children, or staff with suspected or confirmed COVID-19**

Droplets carrying the virus that causes COVID-19 can fall from the air on to surfaces such as table tops, toys, and other things that we touch. If people contaminate their hands while sneezing or coughing they may contaminate surfaces by touching them. A person may become infected when they touch a contaminated object or surface and they then touch their own mouth, nose or eyes. For example, someone may touch a contaminated door handle and then rub their eyes or put something in their mouth. The virus cannot grow on surfaces but it can survive if they are not cleaned. The virus gradually dies off over time and under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Regular cleaning of frequently –touched hard surfaces and of hands will therefore help to reduce the risk of infection.

Once a person with suspected COVID-19 is identified in a childcare setting all surfaces that the person has been in contact with should be cleaned and disinfected.

### **Cleaning/disinfecting rooms where a child or staff member with suspected or confirmed COVID-19 was present**

Once the room is vacated, the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works reliably on things that are clean. When disinfection is required it is always as well as cleaning never instead of cleaning.

The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household or disposable single use non-sterile nitrile gloves and a disposable plastic apron (if one is available)

Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in different formats including wipes. Alternatively use a two in one process of cleaning and disinfection with a single product for example certain wipes.

- If you are not familiar with chlorine based disinfectants then please refer to the HPSC Management of Infectious Diseases in Schools available at <https://www.hpsc.ie/az/lifestages/schoolhealth/>
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.
- Carpets (if present) do not require special cleaning unless there has been a spillage however for ease of cleaning, it is preferable to avoid carpets in areas of a childcare facility where children are cared for.

#### **Cleaning of communal areas if a person is diagnosed with COVID-19**

- If a child or adult diagnosed with COVID-19 spent time in a communal area like a play area or sleeping area or if they used the toilet or bathroom facilities, then these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible.
- Pay special attention to frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use.

#### **Laundry if a person is diagnosed with COVID-19**

- Laundry for example from cots should be washed at the highest temperature that the material can stand.
- Items can be tumble dried and ironed using a hot setting/ steam iron if required.
- Household/rubber gloves can be worn when handling dirty laundry and items should be held away from your clothing. The gloves can be washed prior to removal and dried for reuse. Hands should be washed thoroughly with soap and water after removing the gloves
- If gloves are not available, hands should be washed thoroughly after handling laundry.

#### **Managing rubbish if a person is diagnosed with COVID-19**

- All personal waste including used tissues and all cleaning waste should be placed in a plastic rubbish bag.
- The bag should be tied when it is almost full and then place it into a second bin bag and tied.
- Once the bag has been tied securely it should be left somewhere safe. The bags should be left for three days before collection by the waste company.



# Cleaning and Disinfection Practices and Schedules

Revised August 2020

## Contents:

- General Cleaning and Disinfection and Advice as taken from HSE and HPSC documentation and adapted in light of COVID-19
- Cleaning Records to be used during COVID-19 Emergency
  - General Cleaning Schedules and Advice
  - Daily Cleaning Checklist Communal Areas
  - Daily Cleaning Checklist Sanitary Area
  - Daily Cleaning Checklist Outdoors
  - General Cleaning Checklist Classroom/Aftercare
  - Daily Cleaning Checklist Sleep Room
  - Daily Cleaning Checklist Office
  - Record of Sterilising Of Mouthed Toys/Items
  - Record of Cleaning Products
  - Aftercare Cleaning Rota

## Definitions:

**Cleaning:** *make clean; remove dirt, marks, or stains*

Use of hot water and detergent, soapy water, to remove visible dirt and grime from surfaces. Scrubbing brushes, cloths, steel wool, Brillo-pads etc. Area is usually dried after cleaning

**Disinfect:** *the process of cleaning something, especially with a chemical, in order to destroy bacteria*

Use of antibacterial sprays or wipes, either alcohol or chlorine based to remove germs and bacteria. Suggest using sprays and disposable paper towels, as they are better for the environment. Allow area to dry naturally after disinfecting

**Sterilise:** *the process of making something free from bacteria, or other living microorganisms*

Use of sporicidal, antiviral, anti-bacterial, fungicidal sprays or wipes, either alcohol or chlorine based to remove not just bacteria, but other living organisms, such as viruses. Suggest using sprays and disposable paper towels, as they are better for the environment. Allow area to dry naturally after disinfecting

## Hygiene and Cleaning Regimes

- Teach MAMJS community hand and respiratory hygiene
- Encourage students and staff members to use wash hands and hand sanitiser dispensers are positioned around the school environment. A staff member in Montessori and Preparatory classes will support students to use hand sanitizers.
- Installation of '5 lever tap' troughs in 4 different areas to support hand washing entering and exiting the school building with soap and disposable paper towels.
- Ensure hand-washing facilities, including soap and clean towels/disposable towels, are well maintained. Foot-pedal bins are supplied in all class toilet areas.
- Hand sanitiser dispensers are readily available near the entrance of every class bubble and in communal areas, with hand wash sinks/troughs within easy walking distance
- Face masks: Click [here](#) for information.
- Provide bins for disposal of tissues and make sure they do not overflow.
- The frequency and extent of cleaning regimes has been increased and include:
  - clean regularly touched objects and surfaces using a household cleaning product
  - particular attention will be given to high-contact areas such as door handles, grab rails
  - wear rubber gloves when cleaning surfaces

## Selection and management of materials/toys from an infection prevention viewpoint

- It is recommended to:
  - Choose toys that are easy to clean, disinfect and dry.
  - In the context of the pandemic, the use of certain types of toys (e.g. soft toys, stuffed toys, play dough) needs to be considered carefully e.g. playdough needs to be changed daily.
  - Jigsaws, puzzles and toys must be capable of being washed and disinfected.
  - Discourage children from putting shared toys into their mouths.
  - Store clean toys/equipment on clean shelves/boxes
  - Always follow the manufacturer's cleaning instructions
  - Always wash your hands after handling contaminated toys and equipment.
  - If groups or children are cared for in pods or if there are morning and afternoon groups in the same room avoid sharing of toys between groups to the greatest extent possible e.g. Montessori morning materials are stored in classroom and Aftercare Resources have a unit outside the classroom door, with separate materials for each bubble



## Cleaning of Toys

- All toys (including those not currently in use) should be cleaned on a regular basis, i.e. see cleaning schedules for frequency of cleaning
- All toys/materials that are visibly dirty or contaminated with blood or body fluids will be taken out of use immediately for cleaning or disposal. Toys/resources waiting to be cleaned must be stored separately.

## Cleaning Procedure

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water i.e. electronic or wind up should be wiped with a clean damp cloth and dried.

## Disinfection procedure

- In some situations, toys/equipment may need to be disinfected following cleaning e.g.
  - Toys/equipment that children will place in their mouths.
  - Toys/equipment that have been soiled with blood or body fluids.

## During an outbreak of infection:

- If disinfection is required:

Use a chlorine based disinfectant at a concentration of 1,000ppm available chlorine, following manufacturers' instructions. Rinse and dry the item thoroughly.

**Note:** Always follow the manufacturer's cleaning/disinfecting instructions and use recommended products to ensure effective usage and to ensure equipment is not damaged.

| <b>General Environment Cleaning / Disinfectant Programme</b>                           |   |   |
|--|---|---|
| <b>Area/Item</b>   | <b>Method</b>   | <b>Frequency/Comments</b>   |
| <b>Door handles / Light switches / Taps / Cabinet handles / Tables / Surfaces</b>      | Wipe all areas and surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth.<br>Once done, allow to dry naturally.            | At end of Montessori and end of day and when one pod enters where another pod has been e.g. toilet, play area, relaxation area<br><br>If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection.<br><br>Once disinfected, allow to dry naturally   |
| <b>Chairs/lunch tables</b>   | Wipe all areas and surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth.<br>Once done, allow to dry naturally.            | Before and after every individual use.<br><br>If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection.<br>Once disinfected, allow to dry naturally   |
| <b>Washable floor covering</b>   | Sweep/Vacuum clean to remove dirt when children are not present.<br>Mop with antibacterial / antiviral 70% Alcohol floor cleaner,<br>Once done, allow to dry naturally. | General areas, at end of Montessori and end of day<br><br>Dining areas: before and after use by each pod.<br><br>If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection.<br>Once disinfected, allow to dry naturally  |
| <b>Walls/light shades</b>  | Wipe areas and surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth.<br>Once done, allow to dry naturally.                | To be disinfected before re-opening post COVID-19<br>Disinfection required in areas of frequent hand contact, such as lower wall/door frames during COVID-19  |
| <b>Lidded and Pedal Waste bins:</b><br><br>General waste (black)<br>Bio-waste (yellow) | Wipe lid and contact surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth.<br>Once done, allow to dry naturally.          | At end of Montessori and end of day and when one pod enters where another pod has been e.g. toilet, play area, sleep rooms, relaxation area<br>Food Prep areas, in line with HACCP requirements.<br>If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection.<br>Once disinfected, allow to dry naturally |

**Sanitary Area Cleaning / Disinfectant Programme**

| <b>Area/Item</b>  | <b>Method</b>  | <b>Frequency / Comments</b>   |
|---|--|---|
| <p><b>Wash hand basins, taps, surrounding counters, soap dispensers.</b></p>            | <p>Wipe taps, wash hand basins, soap dispensers and surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth. Once done, allow to dry naturally.</p>       | <p>At least daily and immediately if soiled. When one pod leaves the area</p> <p>If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection.</p> <p>Once disinfected, allow to dry naturally</p>                                      |
| <p><b>Both sides of toilet seat, toilet handles, door knobs or cubicle handles.</b></p> | <p>Wipe toilet seat, toilet handles, door knobs or cubicle handles with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth. Once done, allow to dry naturally.</p> | <p>At least daily and immediately if soiled. Checked after Montessori Classes end When one pod leaves the area</p> <p>If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection.</p> <p>Once disinfected, allow to dry naturally</p> |

| <b>Toy Cleaning Disinfectant Programme</b>   |   |  |
|--|---|--|
| <b>Item</b>  | <b>Method</b>   | <b>Frequency / Comments</b>  |
| <b>Soft toys – if shared.</b>  | Remove from service during COVID-19 Emergency   | Remove from service during COVID-19 Emergency  |
| <b>Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.</b>  | Wipe and clean with antibacterial / antiviral 70% Alcohol wipe.<br>Once done, allow to dry naturally.<br>Alternatively, they may be washed in a dishwasher.                                     | After each child's use.  |
| <b>Other hard toys e.g. dolls house, climbing frame.</b>   | Wipe all contact points, hand holds, handles and surfaces etc. with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth.<br>Once done, allow to dry naturally. | At least daily and immediately if soiled during COVID-19 Emergency.<br><br>If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection.<br><br>Once disinfected, allow to dry naturally |
| <b>Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, face cloths. (None of these items should be shared among children.)</b> | Machine washed in at 60°C hot cycle according to manufacturer's instructions.   | After each use if used by different children.<br>Take out of use immediately when visibly soiled.  |
| <b>Blankets and sleeping bags.</b>   | Machine wash to manufacturer's instructions   | Monthly. Take out of use immediately if soiled and machine wash.   |
| <b>Dress-up clothes</b>  | Remove from service during COVID-19   | Remove from service during COVID-19  |
| <b>Cots and cot mattresses</b>   | Wipe and clean with antibacterial / antiviral 70% Alcohol wipe.<br>Once done, allow to dry naturally.   | After each child's use.  |

## General Environment Cleaning Programme

| Area/Item   | Method   | Frequency/Comments   |
|---|--|--|
| <b>Tables/ windowsills / door and cabinet handles</b> | Clean with neutral detergent, warm water and clean cloth   | Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry               |
| <b>chairs/tables</b>                                  | Clean with neutral detergent, warm water and clean cloth and dry with disposable paper towels  | Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry                              |
| <b>Washable floor covering</b>                        | Wash with detergent, warm water and clean utensils<br>Vacuum clean to remove dirt when children are not present.   | Daily and immediately if soiled e.g. spillage<br>Vacuum daily  |
| <b>Small rugs</b>                                     | Currently removed  |  |
| <b>Walls/ Ceilings</b>                                | Clean with warm water and general purpose detergent.<br>Disinfect if soiled with blood or body fluids, following cleaning.   | Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by toddlers |
| <b>Waste bins</b>                                     | Empty<br>Clean with neutral detergent and warm water   | Daily<br>Weekly and immediately if soiled  |
| <b>Mops and cleaning cloths</b>                       | Mop heads should be washed in warm water and detergent, rinsed and air dried<br>Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried | After daily use<br><br>After daily use   |

| <b>Toilet Area Cleaning Programme</b>  |  |  |
|--|--|--|
| <b>Area/Item</b>   | <b>Method</b>  | <b>Frequency / Comments</b>  |
| <b>Wash hand basins, taps, surrounding counters, soap dispensers.</b>            | Clean with detergent and warm water.                   | At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry. |
| <b>Both sides of toilet seat, toilet handles, door knobs or cubicle handles.</b> | Clean with detergent and warm water.                   | At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry. |
| <b>Toilet bowls</b>  | Use toilet cleaner as per manufacturer's instructions. | At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry. |

## Toy Cleaning Programme

| Item   | Method   | Frequency / Comments   |
|--|--|--|
| <b>Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.</b>  | Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher. | After each child's use.  |
| <b>Other hard toys e.g. dolls house, climbing frame.</b>   | Clean with warm water and detergent, rinsed and dried thoroughly.  | Weekly or immediately if soiled.   |
| <b>Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, face cloths. (None of these items should be shared among children.)</b> | Machine washed in a hot cycle according to the manufacturer's instructions.  | Weekly or after each use if used by different children. Take out of use immediately when visibly soiled. |
| <b>Blankets and sleeping bags.</b>   | Machine wash to manufacturer's instructions  | Monthly. Take out of use immediately if soiled and machine wash.   |
| <b>Dress-up clothes</b>  | Machine wash to manufacturer's instructions  | Weekly/Monthly according to usage or more frequently if required.  |
| <b>Cots and cot mattresses</b>   | Clean with detergent and warm water, rinse and dry.  | Weekly, before use by a different child, and immediately if soiled or wet.                               |



## Cleaning /Disinfection Checklist – Communal Areas

Dates of Week (Mon to Fri): \_\_\_\_\_

| Area/Item to be Cleaned<br>Disinfected | Frequency   | Times Completed and Staff Initials |      |     |       |     | Manager's Signature |
|--|---|------------------------------------|------|-----|-------|-----|---------------------|
|  |   | Mon                                | Tues | Wed | Thurs | Fri |                     |
|  |   | Am                                 | Am   | Am  | Am    | Am  |                     |
|  |   | Pm                                 | Pm   | Pm  | Pm    | Pm  |                     |
| Door handles                           | End of Montessori class and end of Aftercare  |                                    |      |     |       |     |                     |
| Light switches                         | End of Montessori class and end of Aftercare  |                                    |      |     |       |     |                     |
| Cabinet handles                        | End of Montessori class and end of Aftercare  |                                    |      |     |       |     |                     |
| Tables / Surfaces                      | Before eating, End of Montessori class and end of Aftercare                             |                                    |      |     |       |     |                     |
| Chairs                                 | End of Montessori class and end of Aftercare  |                                    |      |     |       |     |                     |
| Washable floor                         | End of Aftercare and if dirty during the day  |                                    |      |     |       |     |                     |
| Walls                                  | When needed   |                                    |      |     |       |     |                     |
| Waste bins                             | End of Montessori class and end of Aftercare. Will be emptied more frequently if needed |                                    |      |     |       |     |                     |
| Windows                                | Once per week and daily if dirty  |                                    |      |     |       |     |                     |
| Mirrors                                | End of Montessori class and end of Aftercare  |                                    |      |     |       |     |                     |
| Rugs and Carpets                       | Removed, MAMJS adult to clean rubber mat after student use                              |                                    |      |     |       |     |                     |
| Hand sanitisers                        | End of Montessori class and end of Aftercare.   |                                    |      |     |       |     |                     |

|  |                        |                |
|--|------------------------|----------------|
| <b>Deep Clean</b><br><br>Weekly<br><br>Monthly | <b>Date Completed:</b> | <b>Signed:</b> |
|--|------------------------|----------------|





## Cleaning /Disinfection Checklist – Sanitary Area

**Dates of Week (Mon to Fri):** \_\_\_\_\_

| Area/Item to be Disinfected                            | Frequency  | Times Completed and Staff Initials |      |     |       |     | Manager's Signature |
|--|--|------------------------------------|------|-----|-------|-----|---------------------|
|  |  | Mon                                | Tues | Wed | Thurs | Fri |                     |
|  |  | Am                                 | Am   | Am  | Am    | Am  |                     |
|  |  | Pm                                 | Pm   | Pm  | Pm    | Pm  |                     |
| Door handles   | End of Montessori class and end of Aftercare   |                                    |      |     |       |     |                     |
| Light switches   | End of Montessori class and end of Aftercare   |                                    |      |     |       |     |                     |
| Surfaces/partition                                     | End of Montessori class and end of Aftercare   |                                    |      |     |       |     |                     |
| Washable floor   | End of Montessori class and end of Aftercare   |                                    |      |     |       |     |                     |
| Walls  | End of Montessori class and end of Aftercare   |                                    |      |     |       |     |                     |
| Waste bins   | End of Aftercare and if dirty during the day   |                                    |      |     |       |     |                     |
| Wash hand basins                                       | End of Montessori class and end of Aftercare   |                                    |      |     |       |     |                     |
| Toilets / Cubicles                                     | End of Montessori class and end of Aftercare.<br>Will be emptied more frequently if needed |                                    |      |     |       |     |                     |
| Replenishing of toilet material e.g. soap, toilet roll | End of Montessori class and end of Aftercare.<br>Will be emptied more frequently if needed |                                    |      |     |       |     |                     |

|  |                                |                        |
|--|--------------------------------|------------------------|
| <b>Deep Clean</b><br>Weekly<br><br>Monthly | <b>Date Completed:</b><br><br> | <b>Signed:</b><br><br> |
|--|--------------------------------|------------------------|



## Cleaning /Disinfection Checklist – Outdoor Area

**Dates of Week (Mon to Fri):** \_\_\_\_\_

| Area/Item to be Disinfected                                     | Frequency                                    | Times Completed and Staff Initials |      |     |       |     | Manager's Signature |
|---|--|------------------------------------|------|-----|-------|-----|---------------------|
|   |  | Mon                                | Tues | Wed | Thurs | Fri |                     |
|   |  | Am                                 | Am   | Am  | Am    | Am  |                     |
|   |  | Pm                                 | Pm   | Pm  | Pm    | Pm  |                     |
| Door handles  | End of Montessori class and end of Aftercare |                                    |      |     |       |     |                     |
| Gate handles  | End of Montessori class and end of Aftercare |                                    |      |     |       |     |                     |
| Climbing Frames   | End of Montessori class and end of Aftercare |                                    |      |     |       |     |                     |
| Large Outdoor Play Materials                                    | End of Montessori class and end of Aftercare |                                    |      |     |       |     |                     |
| Ride on Toys  | Before and after use<br>End of Day           |                                    |      |     |       |     |                     |
| Mud Kitchen   | Not in current use                           |                                    |      |     |       |     |                     |
| Flower Beds   | Not in current use                           |                                    |      |     |       |     |                     |
| Yard Partitions   | End of Day                                   |                                    |      |     |       |     |                     |
| Washing Trough (taps, soap dispenser, towel dispenser and sink) | End of Montessori class and end of Aftercare |                                    |      |     |       |     |                     |
| Hand Sanitisers (external)                                      | End of Montessori class and end of Aftercare |                                    |      |     |       |     |                     |

|                              |                        |                |
|------------------------------|------------------------|----------------|
| <b>Deep Clean:</b><br>Weekly | <b>Date Completed:</b> | <b>Signed:</b> |
| Monthly                      |                        |                |



## Cleaning/ Disinfection Checklist – Classroom/Aftercare

Dates of Week (Mon to Fri): \_\_\_\_\_

| Area/Item to be Disinfected | Frequency   | Times Completed and Staff Initials |      |      |      |      | Manager's Signature |
|-----------------------------|---|------------------------------------|------|------|------|------|---------------------|
|                             |   | Time                               | Time | Time | Time | Time |                     |
|                             |   | Am                                 | Am   | Am   | Am   | Am   |                     |
|                             |   | Pm                                 | Pm   | Pm   | Pm   | Pm   |                     |
| Door handles                | End of Montessori class and end of Aftercare                      |                                    |      |      |      |      |                     |
| Light switches              | End of Montessori class and end of Aftercare                      |                                    |      |      |      |      |                     |
| Cabinet handles             | End of Montessori class and end of Aftercare                      |                                    |      |      |      |      |                     |
| Tables / Surfaces           | End of Montessori class and end of Aftercare                      |                                    |      |      |      |      |                     |
| Chairs                      | End of Montessori class and end of Aftercare                      |                                    |      |      |      |      |                     |
| Cleaning of floor           | End of Montessori class and end of Aftercare<br>As needed         |                                    |      |      |      |      |                     |
| Walls                       | As needed   |                                    |      |      |      |      |                     |
| Waste bins                  | End of Montessori class and end of Aftercare                      |                                    |      |      |      |      |                     |
| Wash hand basin (in room)   | End of Montessori class and end of Aftercare<br>As needed         |                                    |      |      |      |      |                     |
| Montessori materials        | End of Montessori class and end of Aftercare<br>After student use |                                    |      |      |      |      |                     |
| Soft toys and dress-up      | Currently removed from room                                       |                                    |      |      |      |      |                     |
| Teacher/Assistant Area      | MAMJS staff to clean their own professional area daily            |                                    |      |      |      |      |                     |

|                    |                        |                |
|--------------------|------------------------|----------------|
| <b>Deep Clean:</b> | <b>Date Completed:</b> | <b>Signed:</b> |
| Weekly             |                        |                |
| Monthly            |                        |                |



## Aftercare Cleaning Rota (August 2020)

| Type of cleaning/ sanitisation | Dishwasher                                   | Sprayed with antiseptic and wiped  | Large areas to be sanitised  | Laundered                                  |
|--------------------------------|--|--|--|--|
| Frequency                      | Weekly                                       | Weekly   | Weekly   | Monthly                                    |
|                                | Happyland figures, (excluding battery items) | Pirate ship  | Kitchen  | Puppets (removed during COVID)             |
|                                | Lego (in a net)                              | Wooden jigsaws   | Bin lids:<br>Frog bin<br>Black bin<br>Small bin in porch   | Barbie clothes (removed during COVID)      |
|                                | Duplo  | Wooden doll's house  | Windowsill   | Baby clothes (removed during COVID)        |
|                                | Peg board and pegs (in a bag)                | Jigsaws  | Blue couch   | Teddies (removed during COVID)             |
|                                | Small baby toys                              | Kitchen  | Red couch  | Dress up clothes (removed during COVID)    |
|                                | Octagons                                     | Barbies (removed during COVID)   | Doughnut cushions and stand  | Pillows for couches (removed during COVID) |
|                                | Stickle Bric                                 | Wooden trains set  | Door handles   |  |
|                                | Animals                                      | Happy land houses  | Dress up wardrobe (removed during COVID)   |  |
|                                | Dinosaurs                                    | Baby dolls   | Jigsaw shelving unit   |  |
|                                | Kitchenware                                  | Crayon boxes (removed during COVID)- changed to individual materials                     | Shelving unit between Ms Caroline and Ms Aoife's classes   |  |
|                                | Plastic transport toys                       | Wooden blocks  | Shelving unit between toilet doors   |  |
|                                | Doctor's kit                                 | Magnetic dress up  | <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Majority of toys are plastic and can go in the dishwasher</li> <li>Other wooden toys/ cardboard jigsaw to be wiped with cloth and antiseptic spray</li> <li>Large areas need to be sanitised on a weekly basis</li> <li>Certain soft toys have been removed due to COVID-19 (indicated on grid)</li> <li>Individual colouring and writing material will be supplied to each child and should not be shared.</li> </ul> |  |
|                                | Hair care accessories                        | Wooden fishing game (removed during COVID)   |  |  |
|                                | Straws and box (removed during COVID)        | Playdough mats- playdough used once per individual only and mats cleaned and disinfected |  |  |
|                                | Ponies                                       | Fireman accessories  |  |  |
|                                | Playdough accessories (in net)               | Wooden jenga   |  |  |
|                                | Large lorry and cars (x2)                    | Troll head   |  |  |
|                                | Picnic basket box                            | Doll high-chair  |  |  |
|                                |  | Shopping trolley   |  |  |
|                                |  | Doll pram  |  |  |
|                                |  | Sweeping brush with dustpan & brush  |  |  |

## **How to clean childcare settings where there were children, or staff with suspected or confirmed COVID-19**

Droplets carrying the virus that causes COVID-19 can fall from the air on to surfaces such as table tops, toys, and other things that we touch. If people contaminate their hands while sneezing or coughing they may contaminate surfaces by touching them. A person may become infected when they touch a contaminated object or surface and they then touch their own mouth, nose or eyes. For example, someone may touch a contaminated door handle and then rub their eyes or put something in their mouth. The virus cannot grow on surfaces but it can survive if they are not cleaned. The virus gradually dies off over time and under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Regular cleaning of frequently –touched hard surfaces and of hands will therefore help to reduce the risk of infection.

Once a person with suspected COVID-19 is identified in a childcare setting all surfaces that the person has been in contact with should be cleaned and disinfected.

## **Cleaning/disinfecting rooms where a child or staff member with suspected or confirmed COVID-19 was present**

Once the room is vacated, the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works reliably on things that are clean. When disinfection is required it is always as well as cleaning never instead of cleaning.

The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household or disposable single use non-sterile nitrile gloves and a disposable plastic apron (if one is available).

- Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in different formats including wipes. Alternatively use a two in one process of cleaning and disinfection with a single product for example certain wipes.
- If you are not familiar with chlorine based disinfectants then please refer to the HPSC Management of Infectious Diseases in Schools available at <https://www.hpsc.ie/az/lifestages/schoolhealth/>
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.
- Carpets (if present) do not require special cleaning unless there has been a spillage however for ease of cleaning, it is preferable to avoid carpets in areas of a childcare facility where children are cared for.

#### **Cleaning of communal areas if a person is diagnosed with COVID-19**

- If a child or adult diagnosed with COVID-19 spent time in a communal area like a play area or sleeping area or if they used the toilet or bathroom facilities, then these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible.
- Pay special attention to frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use.

#### **Laundry if a person is diagnosed with COVID-19**

- Laundry for example from cots should be washed at the highest temperature that the material can stand.
- Items can be tumble dried and ironed using a hot setting/ steam iron if required.
- Household/rubber gloves can be worn when handling dirty laundry and items should be held away from your clothing. The gloves can be washed prior to removal and dried for reuse. Hands should be washed thoroughly with soap and water after removing the gloves
- If gloves are not available, hands should be washed thoroughly after handling laundry.

#### **Managing rubbish if a person is diagnosed with COVID-19**

- All personal waste including used tissues and all cleaning waste should be placed in a plastic rubbish bag.
- The bag should be tied when it is almost full and then place it into a second bin bag and tied.
- Once the bag has been tied securely it should be left somewhere safe. The bags should be left for three days before collection by the waste company.

## Cleaning /Disinfection Checklist – Isolation Room



Dates of Week (Mon to Fri): \_\_\_\_\_

| Area/Item to be Disinfected                | Frequency  | Times Completed and Staff Initials |      |      |      |      | Manager's Signature |
|--|--|------------------------------------|------|------|------|------|---------------------|
|  |  | Time                               | Time | Time | Time | Time |                     |
|  |  | Am                                 | Am   | Am   | Am   | Am   |                     |
|  |  | Pm                                 | Pm   | Pm   | Pm   | Pm   |                     |
| Door handles                               | Daily and Deep Clean after use for isolation purposes                      |                                    |      |      |      |      |                     |
| Light switches                             | Daily and Deep Clean after use for isolation purposes                      |                                    |      |      |      |      |                     |
| Cabinet handles                            | Daily and Deep Clean after use for isolation purposes                      |                                    |      |      |      |      |                     |
| Tables / Surfaces                          | Daily and Deep Clean after use for isolation purposes                      |                                    |      |      |      |      |                     |
| Washable floor or Hoover of carpeted floor | Daily and Deep Clean after use for isolation purposes                      |                                    |      |      |      |      |                     |
| Walls                                      | Daily and Deep Clean after use for isolation purposes                      |                                    |      |      |      |      |                     |
| Waste bins                                 | Special Disposable (double bagged and put in 72 hour isolation waste room) |                                    |      |      |      |      |                     |
| Laundry                                    | Special Disposable (double bagged and put in 72 hour isolation waste room) |                                    |      |      |      |      |                     |

|                    |                        |                |
|--------------------|------------------------|----------------|
| <b>Deep Clean:</b> | <b>Date Completed:</b> | <b>Signed:</b> |
| Weekly             |                        |                |
| Monthly            |                        |                |

## Cleaning /Disinfection Checklist – Office



Dates of Week (Mon to Fri): \_\_\_\_\_

| Area/Item to be Disinfected | Frequency                                   | Times Completed and Staff Initials |      |      |      |      | Manager's Signature |
|-----------------------------|---|------------------------------------|------|------|------|------|---------------------|
|                             |   | Time                               | Time | Time | Time | Time |                     |
|                             |   | Am                                 | Am   | Am   | Am   | Am   |                     |
|                             |   | Pm                                 | Pm   | Pm   | Pm   | Pm   |                     |
| Door handles                | Start and end of shift                      |                                    |      |      |      |      |                     |
| Light switches              | Start and end of shift                      |                                    |      |      |      |      |                     |
| Cabinet handles             | Start and end of shift                      |                                    |      |      |      |      |                     |
| Desks / Surfaces            | Before and after use                        |                                    |      |      |      |      |                     |
| Chairs                      | Before and after use                        |                                    |      |      |      |      |                     |
| Washable floor              | Start and end of shift                      |                                    |      |      |      |      |                     |
| Walls                       | Once per day if needed                      |                                    |      |      |      |      |                     |
| Waste bins                  | Start and end of shift                      |                                    |      |      |      |      |                     |
| Keyboards                   | Start and end of shift or when users change |                                    |      |      |      |      |                     |
| Hand Sanitisers             |   |                                    |      |      |      |      |                     |
| Screen/Hatch                |   |                                    |      |      |      |      |                     |
| Buzzer and Phone            |   |                                    |      |      |      |      |                     |

|                    |                        |                |
|--------------------|------------------------|----------------|
| <b>Deep Clean:</b> | <b>Date Completed:</b> | <b>Signed:</b> |
| Weekly             |                        |                |
| Monthly            |                        |                |



**NAME OF SERVICE:** \_\_\_\_\_

*Use this to record all cleaning products and chemicals used in your Service. Ensure to include the full brand/trade name.*

| Cleaning Product: | Used on: | Used by: | Storage Area: | Health & Safety Data Held: |
|-------------------|----------|----------|---------------|----------------------------|
|                   |          |          |               |                            |
|                   |          |          |               |                            |
|                   |          |          |               |                            |
|                   |          |          |               |                            |
|                   |          |          |               |                            |
|                   |          |          |               |                            |
|                   |          |          |               |                            |
|                   |          |          |               |                            |
|                   |          |          |               |                            |
|                   |          |          |               |                            |



## Appendix 1: Cleaning Colour Coded Posters

### The Cleaning Colour Code System

During COVID-19, there will be an increase in using disposable blue paper roll for cleaning. If clothes used (as per code below), they will be put on a 60 degree wash.

This code applies to all cleaning equipment  
(e.g. clothes, gloves)

|   |   |
|---|---|
|    | <b>Green</b><br>Montessori kitchen                |
|    | <b>Blue</b><br>general areas and classrooms       |
|   | <b>Red/Pink</b><br>sanitary appliances and floors |
|  | <b>Yellow</b><br>wash basins and surfaces         |