# Updated 28/08/20

**Cleaning schedule (group settings):** if only one group is using a space, cleaning must be completed once a day.

**Cleaning schedule (communal areas):** For any areas shared by staff or different groups, at least one additional midday clean must be completed. Areas used by different groups should be cleaned in between groups.

**Cleaning supplies**: ensure good stock levels are maintained at all times. (YP to order). Report to YP/copy in JD via email.

**Cleaning**:

* High touch surfaces (door handles, toilet levers, taps, soap dispensers, telephone etc) and toilets should be disinfected at lunchtimes.
* SC (Cleaner) to ensure this is completed. Cleaning checklist to be completed.
* Disinfection provided by Dettol spray and antibacterial (incl virus) wipes available. (COSHH)
* All areas thoroughly cleaned at the end of each day by Cleaners.
* All staff to use disinfectant wipes on telephones, radios and computers before and after use.
* Children and staff have their own set of resources.
* Unnecessary items removed.
* Soft furnishings & toys removed.
* Equipment cleaned after use / EYFS equipment e.g. Lego use laundry bags and dish washer when required. Playdoh/ beads/ pegs - children given named tub with own portion. Once used washed or dispose of.
* Trim trail and outdoor equipment can be used. Children wash hands prior to use. Use outdoor sinks and outdoor hand sanitisers. Staff to wipe hand rails of trim trail after use.
* Any PE mats used should be disinfected after use (when the children are out of the classroom/hall)

# Learning Area

* Each area will be provided with a cleaning kit; anti-bacterial surface cleaner spray, wipes and a cloth. Replaced every day.
* Adults are requested to use the cleaning kit when areas or objects are to be used by more than one person, this may include handles, etc.
* The learning area doors are to be propped open to reduce the use of door handles and aid ventilation. Staff are allowed to manage their own fire doors (LCC COVID 19 Guidance – May 2020) – fire doors should be closed if the room is unoccupied.
* All doors will be fitted with fire closing pads.
* Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will have been removed prior to opening.
* All surfaces including chairs, tables, door handles, light switches will be cleaned with an approved disinfectant after each session.

# Other areas in school

* Each area will be provided with a cleaning kit; anti-bacterial surface cleaner spray, wipes and a cloth.
* Adults are requested to use the cleaning kit when areas or objects are to be used by more than one person, this may include handles, etc.
* Doors are to be propped open to reduce the use of door handles and aid ventilation. Staff are allowed to manage their own fire doors (LCC COVID 19 Guidance – May 2020) – fire doors should be closed if the room is unoccupied.
* All doors will be fitted with fire safety pads.

**Clothing and personal hygiene.**

* Pupils and staff may wear clothing suitable for indoor and outdoor activities. They should wear clean clothes each day. They will not need a PE kit in school.
* If a child has an accident and needs new clothes parents will be contacted.