

## RETNS Cleaning Plan for school year 2020 - 2021

- **The Caretaker will work an additional 30 minutes in morning** – He will leave at 10.00 and finish in the afternoon at 17.30 instead of 18.00.
- The Caretaker will wipe down banisters, door handles and other frequently touched items after arrival at school in the morning and before he goes home at 10:00.

### **There will be an extra cleaner employed by AFM from 12.00 to 14.30**

New hours:

1st cleaner 12.00 to 17.30 – 5 hours 30m

2nd cleaner 14.30 to 17.30 – 3 hours

3rd cleaner 15.00 to 17.00 – 2 hours

10 hours 30m per day – an increase of 2.5 hours

52 hours 30 m per week - an increase of 12.5 hours

AFM currently supply cleaning products but there will be an extra charge for anti-bacterial cleaner/disinfectant.

**In case of suspected case of COVID – 19** – Area will be locked down. Both the Isolation Area and areas where suspected case occurred will need disinfecting after cleaning. This may incur an extra cleaning cost but there will be a trained staff member on site.

### **Implications for staff:**

Staff will need to leave school by 16.30 to give last hour to cleaners and Caretaker.

Note: Department cleaning grant will cover extra cleaning hours.

### **Cleaning by School Staff**

- A cleaning/PPE kit will be available in each room containing the necessary cleaning materials required along with disposable PPE.
- Each staff member has their own cleaning products (wipes, cloth, anti-bacteria spray and hand sanitiser) – They will clean their own work area every day in addition to the daily cleaning by professional cleaner.
- The isolation area will contain an isolation area kit consisting of disposable masks, gloves, tissues and aprons.
- Books, toys and resources will be cleaned regularly or quarantined for 72 hours before being reused. Resources will be provided for children individually where possible, or shared within their “pod”. Resources that are shared between classes will be cleaned between uses.

### **Aistear Equipment and Other Concrete Materials**

- Regular cleaning of concrete /Aistear materials – at least once a week. Infant staff and 1.30 Club staff have devised a cleaning schedule.
- Soft toys and damaged toys have been removed. Staff will check and remove other toys if they get damaged.
- Shared art materials (paint brushes/ clay tools etc.): Minimise sharing. Children not to clean after each other. Need for extra basins/containers to store used materials to keep sink areas free for handwashing. Teacher to clean at the end of the day.

## Checklist for Cleaning

### Based on Appendix 9 of COVID-19 Response Plan (DES)

	<i>This checklist was discussed by <b>Maeve and Maria Bob</b>, cleaning manager on <b>Friday, 28 August 2020</b></i>	Y/N
1	System in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust cleaning procedures in line with that advice	Yes
2	Reviewed the HPSC interim health advice for the safe reopening of schools, in particular <b>Section 5.6 Environmental Hygiene</b>	Yes
3	Shared this checklist and COVID-19 Response Plan with cleaning manager	Yes
4	Explained the need for an enhanced cleaning regime to staff	Yes
5	Aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying	Yes
6	Sufficient cleaning materials in place to support the enhanced cleaning regime	Yes
7	Provided training for cleaning staff on the enhanced cleaning regime	Yes
8	Made arrangements for the regular and safe emptying of bins	Yes
9	Become familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management	Yes
10	Shared the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management with the cleaning manager	Yes
11	Aware that each school setting should be cleaned at least once per day	Yes

12	Provided cleaning materials to staff so that they can clean their own desk or immediate workspace	Yes
13	Advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed	Yes
14	Advised staff and pupils to avoid sharing items such as pens  Kitchenware and cutlery will be washed in the dishwasher but staff may choose to use their own – staffroom plan to follow – to be prepared by Brian and Maureen	Yes
15	Put in place a written cleaning schedule to be made available to cleaning staff including: <ul style="list-style-type: none"> <li>↗ Items and areas to be cleaned</li> <li>↗ Frequency of cleaning</li> <li>↗ Cleaning materials to be used</li> <li>↗ Equipment to be used and method of operation</li> </ul>	Kept in folder in cleaners' store room – available for inspection
16	Put in place a written cleaning schedule to be made available to cleaning staff with details of how to clean following a suspected case of COVID-19 - <b>Section 7 of COVID-19 Response Plan</b>	Maria
17	System in place if disinfection of contaminated surfaces is required following cleaning	Yes
18	Instruct cleaning staff of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves	Maria
19	System in place for the disposal of cleaning cloths and used wipes in a rubbish bag - <i>Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection</i>	Yes
20	System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use	Yes
21	System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use	Yes