



## Brannoxtown Community National School (BCNS) COVID-19: Framework for Cleaning School Premises

This document forms part of the Covid-19 Policy for Brannoxtown CNS. In developing this Framework for Cleaning School Premises, two key government policy documents were reviewed:

- COVID-19 Interim Recommendations for the reopening of schools and educational facilities (HSE, HPSC, 2020). This is referred to as the: HPSC/HSE Interim Guidelines.<sup>1</sup>
- COVID-19 Response Plan for safe reopening of primary and special schools (DES, 2020).<sup>2</sup>

The following information is provided in this Framework for Cleaning Brannoxtown CNS:

- Actions - Principal (Table 1)
- Actions - Whole School Before Reopening (Table 2)
- Actions - Cleaning Staff: Equipment & Materials (Table 3)
- Actions - Cleaning Staff: Areas & Items (Table 4)
- Actions - Cleaning Staff: Cleaning after a Suspected/Confirmed Case (Table 5)
- Appendix - Deep Clean Checklist (Table 6)
- Appendix - Daily Clean Checklist (Table 7)
- Appendix - Guide to Cleaning Materials (Table 8)

**Table 1: Actions for Principal**

1.	To review the <b>HPSC/HSE Interim Guidelines for the safe reopening of schools</b> , in particular Section 5.6 Environmental Hygiene.
2.	To check and keep up to date with the <b>latest public health advice</b> from Government and the DES and to adjust your cleaning procedures accordingly.
3.	To discuss the need for the <b>enhanced cleaning regime with staff</b> .
4.	To become fully aware of <b>what constitutes an effective clean</b> , i.e., to know 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 and to communicate this message to the cleaning staff at Brannoxtown CNS.
5.	To procure sufficient <b>cleaning materials</b> in place to support the enhanced cleaning regime.
6.	To outline the <b>enhanced cleaning regime</b> and agree this with cleaning staff and to support them to access and complete DES training when available.
7.	To update arrangements for the <b>regular and safe emptying of bins</b> .
8.	To review the <b>cleaning options for school settings</b> set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management.
9.	To be aware and implement the requirement for each school setting to be cleaned once daily.
10.	To provide <b>cleaning materials to staff</b> so that they can clean their own desk and immediate workspace, daily and to provide signage at each teacher's desk.
11.	To advise staff that they are <b>responsible for cleaning personal items</b> that they bring to work and may use at work or during breaks (e.g., mobile phone and laptops) and to avoid leaving these on communal surfaces or to clean the surface after the personal item is removed.

<sup>1</sup> COVID-19 Interim Recommendations for the reopening of schools and educational facilities (HSE, HPSC, 2020). This is referred to as the: HPSC/HSE Interim Guidelines. Available at: <https://static.rasset.ie/documents/news/2020/07/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

<sup>2</sup> COVID-19 Response Plan for safe reopening of primary and special schools (DES, 2020). Available at: <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#covid-19-response-plan-for-safe-reopening-of-primary-and-special-schools>



12.	To advise staff and children to <b>avoid sharing items</b> such as cups, bottles, cutlery, and pens.
13.	To put in place a <b>written cleaning schedule</b> to be made available to cleaning staff including: Items and areas to be cleaned Frequency of cleaning Cleaning materials to be used Equipment to be used and method of operation.
14.	To be aware of and to ensure implementation of the protocol regarding <b>how to clean following a suspected case of COVID-19</b> , in Section 7 of the HPSC, Interim Advice (above).
15.	To ensure <b>effective disinfection of contaminated surfaces</b> by cleaning staff, if required, in line with the HPSC Interim Advice.
16.	To ensure cleaning staff are aware that if they <b>choose to wear gloves</b> when cleaning, they must wash their hands thoroughly with soap and water, both before and after.
17.	To put a system in place for the <b>disposal of cleaning cloths and used wipes</b> in a rubbish bag. <sup>1</sup>
18.	To put a system in place to ensure <b>reusable cleaning equipment is clean before re-use</b> . The school has replaced all re-usable towels with disposable tissues in all wet areas.
19.	To ensure that <b>equipment such as buckets are emptied and cleaned</b> with a fresh solution of disinfectant before re-use.

## Table 2: Actions for Whole School - Before Reopening

The Deep Clean Checklist for Brannoxtown CNS is provided at the end of this document.

	HSPC/HSE Interim Guidelines	Brannoxtown CNS Actions
1.	To <b>remove unnecessary clutter to facilitate cleaning</b> but taking into account the importance of having educational materials, wall posters and artwork displays in creating a stimulating learning environment.	<ul style="list-style-type: none"> <li>• Soft furnishings (e.g., cushions) removed</li> <li>• Class libraries packed and stored</li> <li>• Browse boxes stored for teacher use</li> <li>• Unnecessary furniture (e.g., shelves) removed.</li> </ul>
2.	To consider and agree <b>ways to reduce the need for pupils/teachers to physically touch common objects/doors</b> , e.g., no-touch waste containers, propping doors open, sensor operated hand towels.	<ul style="list-style-type: none"> <li>• Lids left open on all classroom bins.</li> <li>• Touch-free hand sanitisers installed.</li> <li>• Reusable hand towels replaced with disposable towels in all wet areas.</li> <li>• Classroom doors propped open as often as possible.</li> </ul>
3.	Consider where possible, whether <b>work-stations could be assigned to the same members of staff and group</b> of children rather than having spaces that are shared.	<ul style="list-style-type: none"> <li>• Children and staff organised in Pods (small groups) within our school Bubble.</li> <li>• Desk containers procured for each child's belongings.</li> <li>• Bags stored on the back of chairs for children in Rooms 1 and 3.</li> <li>• Kitchen re-organised to remove shared spaces.</li> </ul>
4.	Consider if <b>room ventilation</b> in classrooms can be improved without causing discomfort. Where possible the opening of doors and windows should be encouraged to increase natural ventilation and also to reduce contact with door handles.	<ul style="list-style-type: none"> <li>• Classroom doors propped open as often as possible.</li> <li>• Windows (x6 per room) open as often as possible.</li> </ul>

<sup>1</sup> Current HSE guidance recommends waste (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.



### Table 3: Actions for Cleaning Staff – Cleaning Equipment & Materials

The Daily Clean Checklist for Brannoxtown CNS is provided in Appendix, Table 6.

	HSPC/HSE Interim Guidelines	Brannoxtown CNS Actions
1.	<b>Cleaning is best achieved using</b> a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping/scrubbing. The area should then be rinsed and dried.	The following cleaning equipment is used: <ul style="list-style-type: none"> <li>• Jontec 300 Detergent</li> <li>• Disposable, industrial tissue (in place of cloths)</li> <li>• Deep Clean Floor Machine</li> </ul>
2.	<b>Disinfectants are potentially hazardous and must be used with caution</b> and according to the manufacturer’s instructions. Surfaces and items must be cleaned before a disinfectant is applied as most disinfectants are inactivated by dirt. The <b>routine use of disinfectants is generally not appropriate but is recommended in circumstances</b> where there is a higher risk of cross-infection for example someone has become ill whilst at school or if there has been a spillage of blood, faeces or vomit. See Table 1.	The following disinfectant is used at BCNS in special circumstances: <ul style="list-style-type: none"> <li>• Cleanline (multipurpose cleaner with bleach)</li> <li>• SIF (for spot-cleaning)</li> <li>• Cleanline Thick Bleach</li> <li>• Disinfectant Wipes</li> </ul>
3.	<b>The HPSC has published Cleaning options for school settings (Appendix, Table 1)</b>	BCNS is fully-compliant with the cleaning options/equipment outlined in Appendix, Table 1 regarding routine, daily cleaning and cleaning following a case of Covid-19.

### Table 4: Actions for Cleaning Staff – Cleaning Areas and Items

Brannoxtown CNS is implementing the following cleaning protocols outlined in the HPSC Interim Guidelines, p. 20-22. The Daily Clean Checklist for Brannoxtown CNS is provided in Appendix, Table 6.

	HSPC/HSE Interim Guidelines	BCNS
1.	The <b>manufacturer’s instructions</b> for mixing, using and storing solutions are followed.	Yes
2.	<b>Water is changed</b> when it looks dirty, after cleaning bathrooms and after cleaning the kitchen.	Yes
3.	The least dirty items and surfaces are <b>cleaned first</b> (for example countertops before floors, sinks before toilets). High surfaces are cleaned before low surfaces.	Yes
4.	<b>Separate cleaning equipment</b> should be used for kitchen areas, classrooms and toilets.	Yes
5.	<b>Disposable cleaning cloths</b> are used and following use, disposed of each day.	Yes
6.	<b>Buckets</b> are emptied after use, washed with detergent and warm water and stored dry.	Yes
7.	<b>Waste bins</b> are emptied on a daily basis – 16 bins, total: <ul style="list-style-type: none"> <li>• Classrooms 1-4:               <ul style="list-style-type: none"> <li>○ x2 toilet bins, x1 classroom general waste, x1 classroom recycling</li> </ul> </li> <li>• Staff Toilet               <ul style="list-style-type: none"> <li>○ x1 toilet bin.</li> </ul> </li> </ul>	Yes
8.	Hand washing facilities are <b>fully operational</b> in all toilets and sink areas. School toilets are clean and in good repair and monitored regularly.	Yes
9.	<b>Toilets, wash hand basins and surrounding areas</b> are carefully cleaned at least once daily and whenever there is visible soiling. <ul style="list-style-type: none"> <li>• Toilets are cleaned thoroughly using a general-purpose detergent paying particular attention to frequently touched areas such as toilet flush handles, toilet seats, basins and taps, and toilet door handles.</li> </ul>	Yes



	<ul style="list-style-type: none"> <li>Separate cloths are used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin.</li> <li>Toilets and hand washing facilities are inspected by cleaning staff and by class teachers at regular intervals to ensure the toilets and wash hand basins are in good working order (for example the locks on toilets are working, toilets are not blocked).</li> <li>There is a plentiful supply of liquid soap, paper towels and toilet rolls.</li> <li>Waste bins in toilets are emptied daily.</li> </ul>	
10.	The <b>school contact log book</b> is used to record the time of cleaning each day. A checklist is provided for cleaning staff to complete daily.	Yes
11.	<p>In addition to the Actions outlined earlier regarding the equipment to be used and the cleaning protocols to follow (points 1-10), the cleaning staff use the following <b>daily checklist</b>. The daily checklist is provided at the end of this document.</p> <ol style="list-style-type: none"> <li><b>Frequently touched objects and surfaces in all classrooms:</b> <ul style="list-style-type: none"> <li>All door handles/push panels (x4 rooms, x9 toilets), stairs banister (x2), classroom chairs, classroom tables.</li> </ul> </li> <li><b>Toilets and wet areas in all classrooms and the staff toilet:</b> <ul style="list-style-type: none"> <li>Toilet seats, bowls, handles and toilet brushes; sinks, taps, liquid soap dispensers, z-wipe disposable tissues; door handles/push panels.</li> </ul> </li> <li><b>Floors in all four classrooms and in three general areas:</b>  <i>Floors are vacuumed, spot cleaned and disinfected five days weekly. Floors are deep cleaned on Tuesdays and Fridays (floor cleaning machine).</i> <ul style="list-style-type: none"> <li>Front foyer; side entrance to Room 2; upstairs landing</li> </ul> </li> <li><b>Equipment on tea area worktop in Room 4:</b> <ul style="list-style-type: none"> <li>Fridge door; coffee machine; kettle; toaster; microwave.</li> </ul> </li> </ol>	Yes

**Table 5: Actions for Cleaning Staff – Cleaning after Suspected/Confirmed Case**

Brannoxtown CNS will implement the following cleaning protocols outlined in the HPSC Interim Advice, for cleaning/disinfecting rooms where a child or staff member with suspected or confirmed COVID-19 was present.

HSPC/HSE Interim Guidelines	BCNS
<p><b>Cleaning after a suspected case:</b></p> <ul style="list-style-type: none"> <li>The room is cleaned as soon as is practicably possible.</li> <li>Once the room is vacated, the room is not reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.</li> <li>The cleaning staff avoid touching their face while they are cleaning and wear household gloves and a plastic apron</li> <li>The environment and the furniture are cleaned 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).</li> <li>Once the room has been cleaned and disinfected and all surfaces are dry, the room is put back into use.</li> </ul>	<p>These actions are agreed with management and cleaning staff: 21/08/2020</p>
<p><b>Cleaning after a confirmed case:</b></p> <ul style="list-style-type: none"> <li>If a child or adult diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, these areas are cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible.</li> <li>Special attention is given to careful cleaning of 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.</li> </ul>	<p>These actions are agreed with management and cleaning staff: 21/08/2020</p>



## Appendix - Table 6: Deep Clean Checklist

The following checklist is used by cleaning staff to ensure a thorough clean of the school premises before our school reopens, in line with the HPSC Deep Cleaning Checklist <sup>4</sup>.

Deep Clean before Reopening	Cleaning Method	BCNS
<b>Classrooms (x4)</b>		
1. <b>Windows:</b> glass panes, frames and sills.	Use window cleaner for panes. Clean frames and sills with warm water and neutral detergent.	
2. <b>Furniture:</b> children's tables and chairs and all clear, flat surfaces above ground.	Use neutral detergent, warm water and clean cloth. Dry with disposable towels.	
3. <b>Radiators:</b> top, front, back.	Vacuum radiators and clean with neutral detergent, warm water and clean cloth.	
4. <b>Doors:</b> glass panes and handles.	Use neutral detergent, warm water and clean cloth. Dry with disposable towels.	
5. <b>Flooring:</b> rugs and vinyl/lino.	Vacuum all flooring. Spot clean rug stains. Wash lino flooring with floor cleaner.	
<b>Room 4: Staff Area (in addition to above)</b>		
6. <b>Kitchen sideboard:</b> all appliances – fridge, coffee machine, kettle, toaster and microwave.	Use neutral detergent, warm water and clean cloth. Dry with disposable towels.	
7. <b>Waste bins:</b> large classroom bins, small toilet bins and bin at teacher's table.	Empty bins and clean with neutral detergent and warm water	
<b>Toilets (x9) and all sink areas (x13)</b>		
8. <b>Sinks:</b> hand basins, taps, surrounding counters, soap dispensers.	Clean with detergent and warm water.	
9. <b>Toilet seats:</b> Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water.	
10. <b>Toilet bowls:</b> inside toilet bowl, toilet brushes.	Use toilet cleaner as per manufacturer's instructions.	
<b>Public Areas</b>		
11. <b>Doors:</b> Door frames and glass panes.		
12. <b>Foyer and landing flooring:</b> side entrance, main entrance and upstairs landing.	Clean with detergent and warm water.	
13. <b>Stairs:</b> steps and banister.	Clean with detergent and warm water.	

<sup>4</sup> HPSC Sample Cleaning Checklist. Available at: <https://www.hpsc.ie/a-z/lifestages/childcare/samplecleaningscheduleandchecklist/>



## Appendix - Table 7: Daily Clean Checklist

The following checklist is used by cleaning staff to ensure a thorough clean of the school premises weekly. It is initialled daily by the Cleaning Staff and signed by the Principal at the end of each week.

Daily Cleaning Checklist for Week beginning:						
Insert week here						
Area/Item to be cleaned	Mon XX/XX	Tues XX/XX	Wed XX/XX	Thurs XX/XX	Fri/Sat/Sun XX/XX	Initials Tom Fennessy
1. <b>Windowsills</b>						
2. <b>Tables &amp; chairs</b>						
3. <b>Clear, flat surfaces</b> Counter tops Cupboard/press tops						
4. <b>Radiators (top, sides, front)</b>						
5. <b>Door handles &amp; hand panels</b>						
6. <b>Classroom rugs</b>						
7. <b>Lino/vinyl flooring<sup>5</sup></b>						
8. <b>Stationery Equipment</b> Photocopier Printers Room 4 office equipment						
9. <b>Dispensers</b> Soap dispensers Hand sanitisers						
10. <b>Appliances in Room 4</b> Fridge Coffee maker Kettle Toaster Microwave						
11. <b>Sink areas</b> Hand basins Taps Soap dispensers						
12. <b>Toilets</b> Toilet seat, bowl & brush Toilet handles Cubicle door knobs/ handles.						
13. <b>Stairs Banister</b>						
14. <b>Waste</b> Classroom bins Toilet bins Bins at teachers' desks.						

<sup>5</sup> All floors are swept/hoovered daily. Floors are washed twice weekly: Tuesdays and Fridays.



## Appendix - Table 8: Guide to Cleaning Materials

The information in the table below is from the HPSC Interim Guidelines, p. 19-20. It was adapted from the ECDC Technical Report, Table 1. Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2 (March 2020).

	Routine	Post COVID case
<b>Surfaces</b>	Neutral detergent	Neutral detergent AND 0.05% sodium hypochlorite OR Virucidal disinfectant
<b>Toilets</b>	Neutral detergent AND (optional) 0.1% Sodium Hypochlorite OR virucidal disinfectant	0.1% sodium hypochlorite OR Virucidal disinfectant
<b>Cleaning equipment</b>	Non-disposable cleaned at the end of cleaning session	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
<b>Personal protective equipment for cleaning staff</b>	Uniform AND household gloves	Uniform AND plastic apron (if available) AND household gloves
<b>Waste management</b>	Domestic waste stream	Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream