



## Cleaning Policy for Staff Team During COVID-19

### **Policy Statement**

At Pollington Preschool we aim to continue high standards of cleanliness throughout the day and during the Coronavirus pandemic we need to ensure that we are working more safely.

Whilst we cannot remove the risk of cross infection of the COVID-19 virus we will endeavour to minimise the risk through our cleaning and working practices. Children and adults attend the setting at their own risk but confident in the knowledge that the following procedures will be adhered to. The following procedures are an addendum to our normal cleaning and working practices throughout the pandemic situation.

To maintain safer working practices within the setting all staff will be aware of the following:

### **Social Distancing and Cleaning**

It is not possible for all workers to work from home in our setting, however changes to working practices include the following to support the well-being of staff and the opportunity to clean the building effectively at the end of the day:

- Staggered entry and exit of the building
- Shorter working times
- Less time attending setting wherever possible.
- Lowered number of children in attendance

All staff should remember their commitment to each other and wherever possible the following should be implemented to limit the distancing of each other in shared work spaces and common areas:

- Staggered break times
- For those sharing break times the room must be well ventilated.
- Furniture should be arranged to support the social distancing guidelines.
- Thought must be given to how the staff team organise themselves in relation to sitting with other members from a different bubble.
- After each person has finished at their station they **MUST** clean the area fully using a disinfectant solution. This includes tables and chairs.
- The restroom areas must be cleaned after each use.
- Using outdoor locations for breaks
- All surfaces that are used and touched regularly should be cleaned and sterilised after every use.
- After lunch times every staff member should wash their hands for at least 20 seconds and then use hand sanitiser before returning to their post.



## **Social Distancing with the children and good hygiene practices**

- Social distancing should be maintained and assessed according to the needs of the children and the other adults. Wherever possible close contact 'bubble' activities will be kept to shorter times of 5-10 mins.
- Any activities that may need an adult to supervise more closely again should be kept to a shorter time frame, hands should be washed after completing the activity by the adult in particular.
- Adults should **NOT** allow the children to participate in activities which involve close contact with hair and skin, eyes, nose or the mouth i.e. role play at the hairdressers or drinking from the utensils during 'pretend play'. Children should be politely distracted towards another more interesting activity should this be the case.
- Likewise children should be actively encouraged to sit next to an adult during the day, should not be picked up and only offered cuddles to support their well-being if they become upset, if they need to 'check in' or if they are hurt.

## **Good Hygiene and Cleaning**

We have the following in place for you to use to enforce the high levels of hygiene as expected:

- Handwashing Facilities are available in every workspace with soap and paper towels.
- Hand sanitiser in addition to washing facilities is available.
- Training on infection control and COVID-19 specific modules
- Signs and posters to increase awareness of good handwashing techniques
- Remember to wash your hands after prolonged periods of play activities with the children.
- Children should be encouraged to wash their hands more regularly throughout the day including:-
  - **after outside breaks**
  - **before meals and snack times**
  - **after using the toilet**
  - **when they arrive at your setting**
  - **at the end of the day before they go home.**
- Children arriving from another provider must be encouraged to sterilise their hands, on entry and the staff member in question must seek to find out information regarding their health during the day from the previous provider.



## **Deep Cleaning of the setting**

Every day our preschool will be deep cleaned as per usual practices. In addition the following procedures should be completed:

- Hoover the rooms
- Mop the floors with a disinfectant cleaner. Rinse out the mop head once completed.
- All surfaces should be wiped down with antibacterial spray/disinfectant such as window ledges, door handles, doors, pegs, bins and bin lids, cupboard doors.
- All toilet areas including cubicles, tiles and taps should be washed with disinfectant.
- A bleach or disinfectant product should be left down the toilet overnight once the building is empty.

## **Sterilisation of the setting**

- All resources that have been used during the day should be set back up and sterilised using the steam cleaner. (Please follow guidance on how to use the steam cleaner safely by reading the instructions.) Please ensure that there is sufficient space around each toy to ensure that the whole toy is steamed clean. Resources should be clean before sterilising.
- Dirty washing should be sealed and removed for washing at the end of every day.
- All soft furnishings including rugs and cushions should be sterilized every day using the steam cleaner. At least once week soft furnishing should be removed from the premises and washed on a hot 60 degrees wash. If this cannot be guaranteed then the item should be removed from play.
- All malleable items should be disposed of at the end of every session.
- Once clean, kitchen and rest workspaces should be steamed and thoroughly disinfected. Opening and closing checks should be completed as per usual procedures.

This is not an exhaustive list and normal cleanliness practices should be adhered to throughout the day. Please refer to COVID-19 POLICY and Risk assessment for COVID-19. The procedures within this cleaning policy are supported by the following documents.

<https://www.hse.gov.uk/coronavirus/assets/docs/working-safely-guide.pdf>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Please refer to safer working practices,

Staff handbook, Health, and safety policy, safeguarding in addition to this policy.