



Cleaning Guidance

It is essential that all staff adopt a “clean as you go” process to minimise the risk of cross contamination and transmission of Covid19. Each classroom / setting has Selgiene trigger spray bottles that include diluted disinfectant (mixed by LA cleaning staff) and colour coded cloths. If Selgiene is used this is a two-stage process. Spray should be applied, left, and then paper cloth used to wipe off any residual spray, which should be immediately thrown away.

Cleaning surfaces that the children and staff have touched throughout the day is very important. Incidental cleaning undertaken by staff should include spraying and wiping of:

- Tables and chairs (at the end of each activity)
- Doors and handles
- Light switches
- Work surfaces (where applicable)
- Tables used for snack or lunch (use outdoor tables if possible)
- Resources, outside play equipment, computers
- Toilets

At the end of the day (if equipment is used and then put to one side, away from the children it can be cleaned at the end of the day):

- Spray and wipe down all equipment
- Ensure all craft equipment is wiped and tidied away.
- Wipe down computer keyboards and mouse.
- Wipe down any outdoor equipment used.

Every classroom and central area have cleaning products, stored safely. Staff are expected to inform the school office when supplies are running low.

Completed cleaning checklist from each class must be left at the Office Hatch at the end of the day.

LA Cleaning department checklists must also be left at the Office Hatch at the end of the day.