




## COVID-19 CLEANING GUIDANCE & SAMPLE CHECKLISTS

The following is based on the cleaning requirements as set out in the HPSC guidance document *COVID-19 Interim recommendations for the reopening of schools and educational facilities*.

Item	General Requirements	
General	<ul style="list-style-type: none"><li>• Cleaning is best achieved using a general purpose detergent and warm water.</li><li>• If disinfection is required, then the item and/or surface must be cleaned before a disinfectant such as household bleach is applied.</li><li>• Staff should thoroughly clean and disinfect their work area before and after use each day.</li><li>• Minimize equipment sharing and clean shared classroom equipment, sport equipment, textbooks, and electronics between uses by different people.</li></ul>	
Equipment	<ul style="list-style-type: none"><li>• Use disposable cloths where possible and dispose of them after use.</li><li>• Reusable cloths should be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried.</li><li>• Mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer's instructions.</li><li>• If a school does not have a washing machine, after use the cloths and mops should be cleaned thoroughly with warm water and detergent and, then disinfected using a low concentration of household bleach rinsed and air dried.</li><li>• Buckets should be emptied after use, washed with detergent and warm water and stored dry.</li><li>• Separate cloths should be used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin. Consider a colour coding system for cloths.</li></ul>	
PPE	<ul style="list-style-type: none"><li>• Minimum requirements: Household gloves for all cleaning tasks. A face covering should be worn where a physical distance of 2 meters from other staff and students cannot be maintained.</li><li>• Additional Requirements: Plastic apron when cleaning after a suspected case.</li></ul>	
Schedule	<ul style="list-style-type: none"><li>• A written cleaning schedule, such as the sample checklists below, should be available for cleaning staff which details:<ul style="list-style-type: none"><li>- Item(s) and area(s) to be cleaned;</li><li>- The frequency of cleaning;</li><li>- Cleaning materials used;</li><li>- Equipment to be used and its method of operation;</li><li>- Written cleaning schedules should be available and should be monitored to ensure that they are adequate and are being followed.</li></ul></li></ul>	
Waste Management	<ul style="list-style-type: none"><li>• Increase number of waste collection points and ensure these are emptied regularly throughout and at the end of each day.</li><li>• Ensure waste bins are not overflowing.</li><li>• Use pedal/no-touch bins where possible.</li><li>• Waste material produced during general cleaning should be placed in the general waste stream.</li><li>• All contaminated waste (including disposable cleaning equipment) must be double bagged and securely stored for 72 hours before entering the general waste system.</li></ul>	
Ventilation	<ul style="list-style-type: none"><li>• Improve ventilation where possible by opening doors and windows. This would also reduce contact with door and window handles.</li><li>• In the event a suspected or confirmed case of COVID-19 has been in a specific location (e.g. reception, office space, classroom, workshop), this should be first well ventilated with fresh air for a minimum of 1 hour prior to cleaning.</li></ul>	
Clutter	<ul style="list-style-type: none"><li>• Remove unnecessary clutter to facilitate cleaning and reduce the number of touch surfaces.</li></ul>	



## Sample Cleaning Checklist - General Areas

Week starting: \_\_\_\_\_

Location: \_\_\_\_\_

Area/Item	Frequency	Cleaning material/ equipment	Cleaning method	Days of the week (initial once complete)							Sign off
				Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Corridors											
Handrails, windows, door handles & light switches	At least once daily and when visibly soiled	<ul style="list-style-type: none"><li>Detergent &amp; warm water solution</li><li>Clean cloths</li><li>PPE – household gloves</li></ul>	<ul style="list-style-type: none"><li>Wipe/scrub</li><li>Rinse</li><li>Dry</li></ul>								
Canteen											
Door handles/ touch pads, vending machines & tables/chairs	At least once daily and when visibly soiled	<ul style="list-style-type: none"><li>Detergent &amp; warm water solution/wipes</li><li>Clean cloths</li><li>PPE – household gloves</li><li>OR Dishwasher for Utensils/plates</li></ul>	<ul style="list-style-type: none"><li>Wipe/scrub</li><li>Rinse</li><li>Dry</li></ul>								
Utensils/plates (non-disposable)	Between each use										
All Areas											
Floor	Spot clean daily/ Full clean weekly	<ul style="list-style-type: none"><li>Detergent &amp; warm water solution/hover</li><li>Mop</li><li>PPE – household gloves</li></ul>	<ul style="list-style-type: none"><li>Mop</li><li>Rinse</li><li>Dry OR</li><li>Hoover</li></ul>								
Bins	Empty daily and as required Clean bin lids at least once daily	<ul style="list-style-type: none"><li>Disposable bin bags</li><li>Detergent &amp; warm water solution</li><li>Clean cloths</li><li>PPE – household gloves</li></ul>	<ul style="list-style-type: none"><li>Empty</li><li>Add to domestic waste</li><li>Wipe lid/touch surface</li><li>Rinse</li><li>Dry</li></ul>								



## Sample Cleaning Checklist - Classroom

Week starting: \_\_\_\_\_

Location : \_\_\_\_\_

Area/Item	Frequency	Cleaning material/ equipment	Cleaning method	Days of the week (initial once complete)							Sign off
				Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Tables/desks, Chairs, Lockers & Equipment – sports, classroom	At least once daily/ Between each use if shared	<ul style="list-style-type: none"> <li>Detergent &amp; warm water solution/wipes</li> <li>Clean cloths</li> <li>PPE – household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> </ul>								
Door handles/touch plates, light switches, window handles & white boards	At least once daily and when visibly soiled	<ul style="list-style-type: none"> <li>Detergent &amp; warm water solution</li> <li>Clean cloths</li> <li>PPE – household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> </ul>								
Waste bins	Empty daily and as required Clean bin lids at least once daily	<ul style="list-style-type: none"> <li>Disposable bin bags</li> <li>Detergent &amp; warm water solution</li> <li>Clean cloths</li> <li>PPE – household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Empty</li> <li>Add to domestic waste stream</li> <li>Wipe lid/touch surface</li> <li>Rinse</li> <li>Dry</li> </ul>								
Floors (non-porous)	Spot clean daily/ Full clean weekly	<ul style="list-style-type: none"> <li>Detergent &amp; warm water solution</li> <li>Mop</li> <li>PPE – household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Mop</li> <li>Rinse</li> <li>Dry</li> </ul>								



## Sample Cleaning Checklist - Restrooms

Week starting: \_\_\_\_\_

Location : \_\_\_\_\_

Area/Item	Frequency	Cleaning material/ equipment	Cleaning method	Days of the week (initial once complete)							Sign off
				Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Door handles/touch plates/locks, sinks/taps, hand drier & mirrors (touch surface)	At least once daily* and when visibly soiled	<ul style="list-style-type: none"> <li>Detergent &amp; warm water solution</li> <li>Clean cloths/toilet brush</li> <li>Household bleach solution</li> <li>PPE – household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>								
Soap/toilet paper dispensers (touch surface)	At least once daily* and when visibly soiled <i>Restock as required</i>	<ul style="list-style-type: none"> <li>Detergent &amp; warm water solution</li> <li>Clean cloths</li> <li>Household bleach solution</li> <li>PPE – household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>								
Floors	Spot clean daily*/ Full clean weekly	<ul style="list-style-type: none"> <li>Detergent &amp; warm water solution</li> <li>Mop</li> <li>Household bleach solution</li> <li>PPE – household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Mop</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>								
Bins	Empty daily* and as required/ Clean bin lids at least once daily	<ul style="list-style-type: none"> <li>Disposable bin bags</li> <li>Detergent &amp; warm water solution</li> <li>Clean cloths</li> <li>Household bleach solution</li> <li>PPE – household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Empty and add to domestic waste</li> <li>Wipe lid/touch surface</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>								

\*Best practice: At regular intervals throughout the day i.e. after break times.



## Sample Cleaning Checklist - Suspected COVID-19 Case

Location: \_\_\_\_\_

Area/Item	Frequency	Cleaning material/ equipment	Cleaning method	Completed Date	Sign off
Frequently touched surfaces (door/window handles, handrails, light switches, etc.)	At least 1 hour after area has been vacated for ventilation	<ul style="list-style-type: none"> <li>Detergent &amp; warm water solution</li> <li>Household bleach solution</li> <li>Disposable cloths</li> <li>PPE – household gloves &amp; apron</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul> <i>*pay special attention to frequently touched surfaces</i>		
Other surfaces, furniture (tables, chairs, etc.) & equipment	At least 1 hour after area has been vacated for ventilation	<ul style="list-style-type: none"> <li>Detergent &amp; warm water solution</li> <li>Household bleach solution</li> <li>Disposable cloths</li> <li>PPE – household gloves &amp; apron</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>		
Floors	At least 1 hour after area has been vacated for ventilation	<ul style="list-style-type: none"> <li>Detergent &amp; warm water solution/ Hoover</li> <li>Household bleach solution</li> <li>Mop</li> <li>PPE – household gloves &amp; apron</li> </ul>	<ul style="list-style-type: none"> <li>Mop</li> <li>Rinse</li> <li>Dry OR</li> <li>Hoover</li> </ul> <i>*carpets do not require special cleaning but where possible avoid use of carpets</i>		
Bins	At least 1 hour after area has been vacated for ventilation and after cleaning process is complete	<ul style="list-style-type: none"> <li>Disposable bin bags</li> <li>Detergent &amp; warm water solution</li> <li>Household bleach solution</li> <li>Disposable cloths</li> <li>PPE – household gloves &amp; apron</li> </ul>	<ul style="list-style-type: none"> <li>Empty and double bag waste in the area and all waste generated during cleaning.</li> <li>Store securely for 72 hours before adding to general waste stream</li> <li>Wipe/scrub lid/touch surface</li> <li>Rinse</li> <li>Dry</li> </ul>		