

**FINAL FOR IMPLEMENTATION (V4)**

**COVID-19**

**CLEANING SCHEDULE**

**AND**

**GENERAL INFORMATION**

**Covid-19 Cleaning Schedules**

As we start the new academic year, there is a need to enhance cleaning regimes and frequencies to ensure that the highest possible standards of hygiene are maintained for our facilities.

This document sets out our plans in detail to provide guidance and reassurance to staff and students.

**Specialist products now in use**

Whilst the Covid-19 virus is not available for commercial testing at present, the Estates and Facilities Management Team use approved products that are effective in cleaning operations. The general cleaning products we use would generally be enough to ensure cleanliness and prevent spread of germs.

To supplement our existing cleaning products, the team are also using virucidal cleaners on surfaces and high touch points that conform to relevant EN standards and is proven effective at killing enveloped viruses. Such products are routinely used in hospital and other care settings to prevent cross contamination and aid infection control.

As we commence teaching operation and the use of lifts increases, the Estates and Facilities Management team will progress to using additional products to assist cleaning operations and to provide a lasting level of protection for surfaces in teaching spaces, and lift touch points etc. Zoono Z71 Microbe shield leaves behind an anti-microbial layer that bonds to surfaces that inhibits the growth of bacteria and eliminates pathogens. The products continue to provide protection to surfaces for up to 30 days.

Estates and Facilities Management will implement “Zoono Days” as part of the cleaning schedules to refresh to product on surfaces and lifts. We have chosen this product due to the lasting effect it has on surfaces and helping the LJMU Estate remain Covid-19 Secure. This product is used by London Underground, First Bus Group, Govia Thameslink Railway services, Tyne and Wear Metro along with many other organisations to help prevent the spread of Covid-19.

Disposable cloths, wipes and other products will be used in cleaning operations to reduce the need for washing and the potential for cross contamination.

**Personal responsibility**

Despite the use of specialist products and the enhancec cleaning being done across campus, it remains essential that personal hygiene and handwashing or using sanitiser to prevent the spread of Covid-19 as guidance suggests, is continued.

**Cleaning routines**

The following schedule will be implemented for operational to meet the requirements of semester 1 start (28th September).

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| --- | --- | --- | --- |
| **Cleaning Task** | **Frequency** | **Using:** | **Undertaken by?** |
| **Toilets / Washrooms and showers (excluding showers used for research)** Taps and washing facilities, toilet flush and seats, door handles, shower cubicles, screens and shower heads  | Every hour  | Appropriate disinfectant and virucidal agents  | Cleaning staff / Campus Support Officers  |
| **Showers used for research purposes** shower cubicles, screens and shower heads | After use  | Appropriate disinfectant and virucidal agents | Technical Staff in control of area in use |
| **Corridors and Circulation Spaces** Door handles, push plates along corridors, Handrails on staircases | Four times per day (minimum) | Appropriate disinfectant and virucidal agents | Cleaning Staff / Campus Support Officers  |
| **Lifts**Lift control buttons inside lift cars and to external landings, lift grab rails  | Every Hour virucidal sprays or once per week with Zoono Z71  | Virucidal agent / Zoono Z71 microbe shield spray | Cleaning staff / Campus Support Officers  |
| **Areas assigned for rest breaks (schedule required)**Eating areas: including chairs, door handles, vending machines etc. | Twice daily | Appropriate disinfectant and virucidal agentsWipes will also be available in space for staff to use. | Cleaning Staff / Campus Support Officers Facility users are also responsible for wiping down areas after use  |
| **Staff and PGR Offices**Office desks, floors sweeping, surface cleaning, door plates and handles, IT and telephony equipment | Once weekly providing desk is left clear for cleaning.Additional disinfectant wipes will be available in select locations for users to cleanse surfaces, IT and Telephony equipment | Appropriate disinfectant and virucidal agentsDisinfecting wipes will also be provided  | Cleaning staff / Campus Support OfficersAll staff are responsible for their personal work areas  |
| **General Teaching Spaces (including lecture theatres), library workstations** General morning clean (floors, surfaces, all touch points, shared AV IT equipment Touch point cleaning (door plates, door handles, shared AV IT equipment, desk surfaces)  | Once per day (normal morning clean)Product to be used every 14 days in spray form on surfaces within teaching spaces Additional disinfectant wipes will be available for users to cleanse surfaces and shared AV / IT equipment  | Appropriate disinfectant wipes and virucidal agentsZoono Z71 Microbeshield Disinfecting wipes will also be provided | Cleaning staff / Campus Support OfficersCleaning staff / Campus Support OfficersFacility users are also responsible for wiping down areas after use  |
| **IT Suites (teaching and specialist)** General morning clean (floors, surfaces, all touch points, shared AV IT equipment Touch point cleaning (door plates, door handles, shared AV IT equipment, desk surfaces)  | Once per day (normal morning base-line clean)Three additional times though the day to coincide with class and use changeover Additional disinfectant wipes will be available for users to cleanse surfaces and shared AV / IT equipment  | Appropriate disinfectant wipes and virucidal agents Appropriate disinfectant and virucidal agentsDisinfecting wipes will also be provided | Cleaning staff / Campus Support OfficersCleaning staff / Campus Support OfficersFacility users are also responsible for wiping down areas after use  |
| **Reception Areas** Reception desks, sneeze screens, barrier and touch zones  | Once per hour | Appropriate disinfectant and virucidal agents | Cleaning Staff, Campus Support Officers, Reception Staff  |
| **Kitchens and Brew Stations** Surfaces, kitchen equipment, kitchen door handles, handles to cupboards  | Twice daily and additional cleaning products will be made available in areas for staff to use between each use. | Appropriate disinfectant and virucidal agentsDisinfecting wipes for staff to use  | Cleaning staff / Campus Support officersFacility users are also responsible for wiping down areas after use  |
| **General Meeting rooms** Floor sweeping, surface cleaning, cleaning to door plate and handles, shared IT / AV equipment  | Once per day (normal morning clean)Additional wipes will be available for all users for additional AV/IT equipment, surfaces etc. | Appropriate disinfectant and virucidal agentsDisinfecting wipes for staff to use | Cleaning Staff / Campus Support OfficersRoom users responsible for wiping down surfaces after use  |
| **Photocopier Points and Rooms** Photocopiers and other office equipment | Twice per day General cleaning Clean after each use | Once per dayHand sanitiser and Disinfectant wipes available at photocopier points  | Cleaning Staff / Campus Support Officers Users will also need to used had sanitiser prior to use or cleanse touch points after use |
| **Food service areas / Vending Machines** Back of house cleaning Front of house, tables, other surfaces floors and condiment stations Cleansing after use (when table use is allowed / reintroduced by the University)Vending Machine – buttons and outer surfaces  | Industrial deep clean of all food preparation and servery areas prior to reopening General clean and disinfectant as per HACCP plan at the start and end of day. Additional clean between shift changesMorning clean prior to opening Catering staff will cleanse tables after use External vending provider to deep clan and apply Zoono twice weeklyDaily cleans LJMU team | Appropriate disinfectant and antibacterial solutionsAppropriate disinfectant and antibacterial solutionsAppropriate disinfectant and antibacterial solutions / Zoono Z71 microbe shieldAppropriate disinfectant  | Catering staffCleaning staff, Catering staffCleaning staff, Catering staffCleaning staff, Catering staffCatering staff Cleaning staff and catering staff  |
| **Rubbish collections and bins**  | Once per day  | Appropriate disinfectant wipes and virucidal agents. Nb: Waste will be removed to quarantine areas for 72 hours before entering standard waste steams (this is subject to change based on revised guidance)  | Cleaning staff, Campus Support Officers and Team Leaders  |

**Paper Towels and Hand Driers**

Hand driers will remain operational for use in line with the UK Government Guidance “Working Safely during Coronavirus”.

For those who prefer not to use electrical dryers, paper towels will be provided for use. Bins will be provided for disposal of paper towels within toilet facility locations.

**Washing and Toilet Facility Consumables**

Washing and toilet facility consumables (soap, toilet paper, paper towels etc) will be checked through the course of each day and replenished as necessary.

Where any issues arise or additional replenishment is required, colleagues should contact the Estates and Facilities Management Helpdesk (EstateManagementHelpdeskTeam@ljmu.ac.uk) or from Monday 6th Tel: 0151 231 5555 (Option 3).

**Hand Sanitiser**

Hand sanitiser stations will be provided to the entrances of buildings, by lifts and toilets and at other locations throughout our buildings. Replenishment will be completed by either our Estates and Facilities Management Team or our partnership suppliers.

We will check these points regularly and arrange necessary replenishment. Colleagues should contact the Estates and Facilities Management Helpdesk (EstateManagementHelpdeskTeam@ljmu.ac.uk) or from Monday 6th Tel: 0151 231 5555 (Option 3) where additional replenishment or issues with any sanitser points are identified.

In addition to this, smaller bottles (500ml) of hand sanitiser will be available for use by individual staff members for their office locations and for use in teaching spaces.

**Cleansing wipes**

Cleansing wipes will be provided for use by staff and students who wish to cleanser their own work stations and surfaces. A stock of these will be available at key staff offices and building receptions for use.

**Audit of Cleaning Standards**

Estates and Facilities Management will be completing audits of cleaning standards across each of our Campus areas will be move to a new online audit platform to assist us in monitoring and improvement. We do aim to ensure the highest possible hygiene standards across the estate with particular focus on high contact areas.

**Raising Concerns**

It is all of our responsibilities to ensure that our work place remains Covid-19 secure. If colleagues have any concerns around service standards, they should contact the Estates and Facilities Management Helpdesk (EstateManagementHelpdeskTeam@ljmu.ac.uk) or on 0151 231 5555 (Option 3) where a member of the team will review and rectify where possible.