



Coronavirus (COVID-19) - Cleaning and Sanitising Guidance

Coronavirus is not only spread through the air (droplets expelled when coughing and sneezing), but also through touching surfaces touched by others (who have contracted the virus and may, or may not, have symptoms). It is therefore essential that we pay particular attention to cleaning (removal of visible dirt) and sanitising (killing bacteria and viruses) of hands and surfaces.

Should there be a known or suspected case of COVID-19 in your workplace you should follow the guidance [COVID-19: cleaning in non-healthcare settings on GOV.UK](#).

This information is intended to guide you in implementing appropriate controls to reduce the risk of transmission of the virus. The specific procedures to be applied will depend on an assessment of the risks in each given situation. So for example: the exact procedures and routines will vary between premises catering for visitors, and those that are purely office bases; and the procedures for cleaning & sanitising pool vehicles will vary from those for vehicles only ever used by one person.

Cleaning of surfaces - General guidance

- The purpose of cleaning is to remove dirt and debris, and does not sanitise.
- Ensure contractors and any personnel assigned to carry out cleaning are trained in the safe use of the cleaning agents, the procedures to follow, and the wearing of PPE.
- To limit the amount of cleaning required e.g. restrict number of rooms in use, restrict use of high-touch items, restrict use of some equipment to single individuals.
- Deep cleaning to be undertaken on re-starting operations (e.g. buildings, vehicles, equipment).
- Cleaning frequencies to be increased.
- Focus on identifying and cleaning frequently touched surfaces. Surfaces that are not normally cleaned will now need to be included in the cleaning regime.
- Care to be taken when cleaning soft/absorbent surfaces as they can harbour the virus for longer than hard surfaces.
- HSE advice is that normal cleaning agents can be used (where safe to use on the surface being cleaned). Check the manufacturer's instructions, the Safety Data Sheet or contact the manufacturer if you are unsure about the constituents of a cleaning agent.
- If identified as necessary in site-specific risk assessment, sanitising may be undertaken in between cleans.
- Personnel need to be able to maintain social distancing whilst cleaning.
- Normal PPE for cleaning should be worn. HSE advice states that additional PPE to protect against the virus is not needed.
- Hands must be washed in line with government guidance after removing PPE such as gloves.

- Continually review the cleaning procedures and schedule and adjust as necessary.

Sanitising of surfaces – General guidance

Where sanitising is deemed necessary in the site specific risk assessment:-

- The purpose of sanitising is to kill the virus.
- Check that the sanitiser you intend to use is effective against COVID-19 (see manufacturers' guidance). Clinell Universal spray and Universal wipes have been tested and are effective. Other suitable products may become available once they have been shown to be effective against the virus.
- Not all surfaces are suitable for 'wet' cleaning e.g. computer keyboards, alarm panels, telephone key pads etc, so suitable sanitising products such as wipes need to be used instead.
- After cleaning, allow soft/absorbent surfaces to dry before sanitising.
- Ensure all personnel (including contractors) assigned to carry out cleaning are trained in the safe use of the sanitising agents, the procedures to follow, and the wearing of PPE.
- Focus on identifying and cleaning frequently touched surfaces. Some surfaces that are not normally cleaned will now need to be included in the cleaning regime.
- Sanitising frequency will be determined by the risk assessment, but may need to change over time.
- Personnel need to be able to maintain social distancing whilst sanitising.
- Normal PPE worn for cleaning should be worn. HSE advice states that additional PPE to protect against the virus is not needed.
- Hands must be washed in line with government guidance after removing PPE e.g. gloves.

Hand hygiene

- Work gloves or disposable gloves may be worn for some tasks, but hands must be carefully washed with soap and water after removing them. Where washing facilities are not available hand sanitiser containing at least 60% alcohol should be used in accordance with the instructions on the container label.
- Work gloves should be frequently washed (if washable material).
- Where wearing gloves is not possible, hands should be frequently washed with soap and water for at least 20 seconds.
- If washing facilities are not available then a hand sanitiser should be applied (Sanitisers are not designed to remove dirt and are at their most effective when applied to a visibly clean surface).
- Site-specific risk assessments should indicate the locations for hand sanitiser stations (sanitiser dispenser and signage) which should include entry points to buildings and other areas where there are frequently touched items such as photocopiers, laminators, kettles, microwaves and so on.

Clothing

Clothing, whether provided as PPE, or your own, should be regularly washed in the normal way. No special cleaning is necessary.

Obtaining cleaning, sanitising and PPE supplies

Due to demand, some supplies are difficult to obtain (especially surface sanitisers). However, we have managed to purchase some supplies centrally, and will attempt to obtain more when we are able to do so. As supplies are limited, we ask that you use them with that in mind. For example, a single sanitising wipe can be used to sanitise your desk, phone, keyboard and mouse. Of course it is essential that we keep ourselves and others safe from the virus, but we also need to use supplies efficiently and carefully to limit the impact on the environment as much as possible.

The following items can be requested from York office by emailing info@ywt.org.uk. Please only request what is needed for protection from the virus. Please co-ordinate requests for supplies with your colleagues. Items needed for normal operational purposes should be self-sourced locally as you would usually do. PLEASE NOTE THAT SANITISER WILL NEED TO BE COLLECTED FROM THE YORK OFFICE BY ARRANGEMENT AS WE CANNOT SEND IT BY POST OR COURIER.

- Hand sanitiser (pocket pack)
- Disposable gloves **state Medium or Large** (may be supplied in either vinyl or nitrile dependant on availability).
- Sanitising wipes
- Washable face covering (x2) (should only be necessary for personnel in unavoidable, close face-to-face proximity with other people such as visitors or work colleagues e.g. working closely with colleagues in handling livestock). Face coverings are not necessary in other roles.

Requests for supplies for gateway sites, and offices should be discussed with the Central Services Manager as there may be specific operational requirements.

Buildings

- Specific cleaning and sanitising arrangements for your premises must be based on a review and update of your site risk assessment for the premises (with Coronavirus (COVID-19 in mind).
- Premises that have been closed during lockdown will need deep cleaning prior to reopening, and periodically thereafter.
- Cleaning frequency is likely to need to be increased, and surfaces may need to be cleaned that are not normally cleaned.
- The cleaning regime must take into account which surfaces are frequently touched such as door handles, light switches, toilet flush handles, kettles, microwaves and so on.
- Whoever carries out the cleaning, whether staff or contractor/s, need to be provided with the same PPE normally used for cleaning. HSE advice states that additional PPE to protect against the virus is not required.

- In addition, ensure that all water outlets are fully flushed in accordance with legionella control training due to the potential build-up of nutrients fuelling the growth of legionella bacteria during building closure.

Shared equipment

- Where it is possible, plan use of equipment to leave a 72 hour gap between uses by different people. It is recognised that this often not possible, so in those circumstances the guidance below must be followed.
- Where possible wear gloves that are washable (and wash them frequently), to reduce the potential for transmission of the virus.
- Always clean and sanitise shared items before use, as well as after use. (Do not assume the previous user has done so at the end of their task). Ideally leave items 72 hours between users.
- Focusing on the areas of the equipment that are handled, wash-off all visible dirt/debris. Field personnel could use hand-pumped pressure sprayers or a simple bucket, water and brush. In a café kitchen equipment can be hand-washed in water and detergent, or put through a dishwasher. Dry-off equipment before sanitising.
- Again focusing on all areas touched by the user, sanitise with an appropriate sanitiser such as Clinell Universal spray and a disposable paper towel/sheet of blue paper roll, or a Clinell Universal wipe. There is no point sanitising areas not handled by users and this will use up more of the currently scarce sanitising materials. (NB for Field personnel - Disinfectant used in biosecurity kits is not suitable for sanitising for Coronavirus (COVID-19).
- Generally PPE should not be shared, but it doesn't make sense to throw away expensive PPE equipment such as helmets **IF**, as with any shared item, it can be thoroughly cleaned and dried, then sanitised, and ideally not re-used for at least 72 hours. Special attention should be paid to soft surfaces such as straps and foam cushioning inside helmets for example, as it is believed that Coronavirus (COVID-19) can survive more readily on this type of material. Hard surfaces can be more readily cleaned and sanitised.

Pool/shared vehicles

- An occupant, or occupants (if a vehicle allows for social distancing) could wear reusable and washable or, if necessary, disposable gloves to prevent skin contact with commonly touched surfaces. After removing the gloves wash your hands using soap and water, or apply hand sanitiser.
- Alternatively, before AND after vehicle use, sanitise all surfaces that are touched by the vehicle users e.g. vehicle wallet, keys, pen, door/tailgate handles, steering wheel, indicator stick, switches, radio controls, gear lever, seat adjustment controls etc. Do not assume the previous user has followed this guidance. For this use either: an appropriate sanitising spray (such as Clinell Universal spray) and paper roll, or sanitising wipes (such as Clinell Universal wipes).