

Hygiene Procedures at Civic Trust House in response to the Covid-19 Pandemic

Version 1.2 August 2020

Please check www.civictrusthouse.ie for updated procedures

| | |
|---|----------|
| Cleaning Equipment | 1 |
| How to clean and disinfect a surface | 2 |
| Frequently touched surfaces | 2 |
| Common House areas | 2 |
| Entrance | 2 |
| Reception | 2 |
| Hallways and Stairwell | 3 |
| Kitchen | 4 |
| Boardroom | 4 |
| Toilets | 4 |
| Company Offices | 5 |

Cleaning Equipment

For the purposes of this document: "Soap and water" is a solution of washing-up liquid and water (or other surfactant) and "Disinfectant" is a solution of bleach and water (or other virucidal products used according to manufacturer's instructions)

1. Two mops and buckets
2. 1 Hoover
3. Disposable cloths or wipes or Kitchen Roll
4. Surfactant: Washing Up Liquid or other similar soap
5. Bleach: Follow guidance on back of bottle to mix with water **requires contact time of at least 1 minute*
6. Surgical Spirits: Alternative to bleach, apply to surfaces on a damp cloth.

How to clean and disinfect a surface

Here is an information video that can be applied to any room and clearly explains the science of cleaning. <https://www.youtube.com/embed/bmR2nglFncQ?feature=oembed>

Surfaces should be cleaned with Soap and Water with several wipes on each area, then disinfectant wiped over and left to air dry (or according to manufacturer's instruction).

Frequently touched surfaces

Ensure frequently touched surfaces are visibly clean at all times and are cleaned and disinfected at least twice daily. On caretaking days this will be carried out by Caretaker in the morning and Receptionist in the afternoon. On non-caretaking days Receptionist will carry this out first thing in the morning and again after lunch.

- Door latch on front door,
- Sign-in pen & sign-in sheet
- Hand sanitiser pumps
- alarm key-pad
- Stair bannisters
- Door handles into all rooms
- Light switches in common areas
- Taps & flush handles in loos
- Desk surfaces {Each staff member should clean their own desk},
- Phones, Computer mice & keyboards (Each staff member should clean their own)

Common House areas

Please note that Face Masks are required to be worn in all common areas of the house

Entrance

A disinfectant mat is located at the entrance in front of hand sanitising station to disinfect shoes, please wipe feet thoroughly on it on arrival..

Reception

- All surfaces in the room should be cleaned as explained in the video above at the start and end of each shift.
 - Hoover as normal (caretaker)
 - Mopping is carried out by caretaker using a disinfectant solution such as bleach. Two buckets are needed. One for carrying the water and disinfectant and the other to rinse into. Neither bucket presents a risk after use but should be cleaned as appropriate.
- **Each reception staff member should use a different keyboard, mouse and phone handset which they are responsible for cleaning.**

Hallways and Stairwell

ONGOING MAINTENANCE:

Cleaning the Main Stairwell and Corridors

All surfaces on the stairwell and corridors should be cleaned as explained in the video above. Hoover as normal. Mopping should be done with a disinfectant solution such as bleach. Two buckets are needed. One for carrying the water and disinfectant and the other to rinse into. Neither bucket presents a risk after use but should be cleaned as appropriate.

Cleaning the Fire Stairwell

- All surfaces on the stairwell and corridors should be cleaned as explained in the video above. Hoover as normal. Mopping should be done with a disinfectant solution such as bleach. Two buckets are needed. One for carrying the water and disinfectant and the other to rinse into. Neither bucket presents a risk after use but should be cleaned as appropriate.

Risk assessment of Cupboard Under the Main Stairs

- All items here to be moved to cleaning space under the fire stairwell to lessen the risk of Covid-19 spreading and to lessen the burden of cleaning.
- All flammable and inflammable items to stored

Kitchen

The kitchen is closed until further notice and should be used only by the caretaker for cleaning purposes.

Boardroom

The Boardroom is the designated isolation area for anyone showing symptoms prior to leaving the house according to the separate policy document. PPE Equipment for anyone helping a symptomatic individual is available here.

The room is also in use to store the furniture and items from elsewhere in the house to lessen the burden of cleaning.

The room is currently not to be used for meetings.

Toilets

Cleaning the Toilets (Caretaker)

- All surfaces should be cleaned as explained above and in the video.

Hoover as normal

- Mopping should be done with a disinfectant solution such as bleach. Two buckets are needed. One for carrying the water and disinfectant and the other to rinse into. Neither bucket presents a risk after use but should be cleaned as appropriate.

One could use a paper towel for example to open the door to avoid touching the handle or lock and then dispose of in the bin provided when the door is open.

User cleaning (required)

To comply with the Toilet Etiquette section in the Protocol it is important to clean the room carefully after use before you leave.:

After use, please use disinfectant cleaning spray and paper towels or disinfectant wipes to clean the taps, toilet flush handle, the toilet seat and the door handle and lock (unlocking in the process). Please ensure that enough spray is used to leave the surfaces damp and allow to air dry.

Company Offices

Apart from floor hoovering and mopping, companies are responsible for carrying out appropriate cleaning within their own offices.

The caretaker will clean floors in the morning as described above and air out the room via windows, avoiding contact with other surfaces.

Caretaker should disinfect light switch and anything he has touched eg window fastenings. in the course of cleaning the floors.

Waste Management

There is a double pedal bin beside the hand sanitising station downstairs in the hallway. The right hand side is for recyclables, the left hand side is for everything else ('bad' landfill) and is labelled "CONTAMINATED".

Please ensure that you empty your own 'bad' bins on a daily basis. Please ensure that your waste for the 'bad' landfill bin is brought down in a closed bag and deposited into the left "CONTAMINATED" bin.