

COVID-19 General Cleaning Guidance for Pennon, SWW, and PWS sites Dated: 12 October 2020

In response to the rise in possible and confirmed cases COVID-19 in the UK this guidance has been produced to support site managers to put in place appropriate cleaning regimes to help prevent the spread of the virus and protect the health of our employees, contractors and visitors.

Cleaning and Disinfection Principles

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

Where possible, frequently touched surfaces should be wiped down at the beginning and at the end of each day, and more frequently depending on: the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

Enhanced Routine for Covid-19 Cleaning

These guidelines are designed to help reduce the risk of spread of the novel coronavirus (COVID-19) from contact with contaminated surfaces.

All sites should adopt enhanced cleaning processes, as it is recognized that our housekeeping procedures, whether provided by our colleagues or a third party, may not be thorough enough to adequately reduce the risk of coronavirus transmission.

- Site managers are expected to discuss these guidelines with their cleaning service provider and ensure that they are immediately implemented.
- If it is not feasible for the cleaning service provider to support the advice in this document then the Site Manager should identify existing employee resources or another third party who can implement the recommendations.
- It is also recommended that Site managers (or designee) periodically observe the actual cleaning process to ensure proper implementation.
- Site managers need to be aware of the occupancies and surfaces where frequent human contact might provide a reservoir for COVID-19. While each facility and operation will be different, the following areas should receive focused attention with particular attention being given to frequently touched surfaces i.e. door knobs/handles, handrails, kitchen worktops, vending machines, taps, etc.:
 - **Areas of employee congregation** (including, but not limited to, offices, meeting rooms, kitchens/cafeterias, locker rooms and reception areas);

- **Hygiene facilities** (including, but not limited to, lavatories/toilets, shower rooms, hand-washing stations);
- **Dispensaries** (including, but not limited to, medical and first aid stations, emergency shower and eyewash stations).

The areas highlighted above should be cleaned at least daily and at regular times throughout the day, including between shifts. The general guideline is that the more people who contact surfaces, the more frequently that surface should be cleaned.

Avoid creating splashes and spray when cleaning. Any cloths or paper roll used must be disposed of and should be put into a rubbish bag and tied when full.

Additionally, where a desk area (including keyboards, headsets, telephones, etc.) is shared this should be cleaned by the user when they start to work from this location.

Laundry

Items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.

Kitchens and Communal Canteens

It is very unlikely that COVID-19 is transmitted through food. However, as a matter of [good hygiene practice](#), anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.

Food business operators should continue to follow the Food Standard Agency's (FSA) [guidance on good hygiene practices in food preparation](#), [Hazard Analysis and Critical Control Point](#) (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)).

Bathrooms

Clean frequently touched surfaces regularly. Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. Where cloth towels are used, these should be for individual use and laundered in accordance with washing instructions.

Waste

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

Cleaning Consumable Availability

Where it is necessary to procure cleaning consumables to deliver these enhanced cleaning routines you should use your normal procurement route (Greenham are the preferred supplier of SWW).

The preferred suppliers contact details are as follows:



Greenham Ltd

Supplier No. 0010102
<https://greenham.com>

Note: The Greenham Account Manager is Kerrie Gorfin (01392 271770 / kerrie.gorfin@greenham.co.uk).

If you have not used Greenham before you will need to contact the account manager to view contract pricing and to set up an account.

Stock availability is visible via the Arco and Greenham websites. Procurement will publish details of any back orders of cleaning consumables and PPE via the HomeSafe site. This data will be updated as often as possible so please refer back to this site periodically.

Housekeeping and Workplace Cleanliness

All site managers should ensure that general housekeeping, office and desk tidiness is reviewed and areas are left as tidy and clutter free as possible. As well as aiding the general hygiene of the workplace this will assist the effectiveness of a deep clean should this be required.

Deep Cleaning and Disinfection

Should there be a suspected/confirmed case of staff being affected by COVID-19 within your workplace cleaning will be undertaken in accordance with the Pennon document [LINK manager guidance](#).

Following notification to HR/ER additional cleaning may be required.