

## COVID-19 – EMPLOYER CHECKLIST 6 – CLEANING & DISINFECTION

NO.	CONTROL	YES	NO	DETAILS	ACTION REQUIRED
	<b>Procedures and Information</b>				
1.	Do you have a system in place for checking and keeping up to date with the latest Government health advice and adjusting your cleaning procedures in line with that advice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alicia Hammersley-Fenton	
2.	Do you have a system in place of thorough and regular cleaning of frequently touched surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW and support team daily checklist	
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As per Covid-19 Response plan	
4.	Have the following frequently touched surfaces been included in your cleaning plan: for example • table tops and desks • door handles and light switches • toilets and toilet doors, taps • remote controls • kettles, coffee machines, toasters, microwave, fridge handles • kitchen surfaces and cupboard handles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW and Support team daily checklist	
5.	Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Support team daily checklist	
6.	Are washrooms and surfaces in communal areas being cleaned at least twice a day and whenever visibly dirty?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Support team daily checklist	
7.	Have you provided employees with cleaning materials such as disinfectant or wipes to keep their own workspace clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In every desk drawer and around office	
8.	Have you told employees what they need to do to keep their own workspace clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW and Covid-19 handbook	

NO.	CONTROL	YES	NO	DETAILS	ACTION REQUIRED
9.	Have you told employees to clean personal items that they have brought to work, such as mobile phones, to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW	
10.	Have no-touch bins been provided, where practical?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pedal bins in kitchen and confidential waste and open desk bins for paper waste	
11.	Have arrangements been made for the regular and safe emptying of bins?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Support team daily checklist	
12.	Do you have sufficient cleaning materials available to allow for increased cleaning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regularly checked as per support team daily checklist	
13.	Have cleaning staff been trained in the new cleaning arrangements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Support team have	
14.	Have staff been instructed to read and follow instructions on the product label / Safety Data Sheet for any cleaning product(s) before use and that where relevant appropriate PPE is worn by cleaners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW	
15.	If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW	
16.	Is there is system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? (Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covid-19 Response plan	
17.	Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW	
18.	Is there a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW	

SIGNED:



Name:

Alicia Hammersley-Fenton

Position:

Director

Date:

02 Dec 2020