



## Appendix 9: Back to School Safely Cleaning and Disinfection for Scoil Choca Naofa

This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19. It is advised that a meeting takes place with school cleaner(s) to go through the relevant parts of this checklist to create a Cleaning Plan for the school.

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

No.	Topic	Yes/No	Action Required
1.	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and to adjust your cleaning procedures in line with that advice?	Y	
2.	Have you a system in place of thorough and regular cleaning of frequently touched surfaces?	Y	Sanitise all surfaces daily by cleaner and through day and frequently touched surfaces by teachers through the day
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?	Y	Clean and then disinfect
4.	Have the following frequently touched surfaces been included in your cleaning plan: for example <ul style="list-style-type: none"><li>• table tops, work tops and desks</li><li>• door handles and light switches</li><li>• toilets and toilet doors, taps</li><li>• remote controls and all IT equipment (teachers as its used)</li><li>• school teaching resources (teachers cleaners – fogging machine)</li><li>• kettles, coffee machines, toasters, microwave, fridge handles(staff rota and cleaners)</li><li>• kitchen surfaces and cupboard handles? Staff and then cleaners</li></ul>	Y	Backs of chairs too
5.	Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day?	Y	Frequently by staff, then Cleaner at end of day.
6.	Are washrooms and surfaces in communal areas being cleaned at daily and whenever visibly dirty?	Y	PE Halls to be washed and cleaned daily(extra 1hr daily )
7.	Have you provided staff members with cleaning materials such as disinfectant or wipes to keep their own workspace clean?	Y	Bucket of wipes, bottle sanitiser, gloves, aprons, cloths. Cloths to be changed daily



8.	Have you told staff members what they need to do to keep their own workspace clean?	Y	
9.	Staff members are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks. e.g. mobile phone. Have you told staff members 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?	Y	Yes – photocopiers, phones, staff work spaces, etc
10.	Have no-touch bins been provided, where practical?	Y	Pedal bins in classes. No recycling for September and lunch waste to go home with children where possible
11.	Have arrangements been made for the regular and safe emptying of bins?	Y	
12.	Have you sufficient cleaning materials available to allow for increased cleaning?	Y	
13.	Have cleaning staff been trained in the new cleaning arrangements?	Y	Yes – completed powerpoint
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?	Y	
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?	Y	Yes – but using disposable gloves for the most part
16.	Is there is system in place for the disposable 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.	Y	Yes following HSE guidelines re double bagging
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?	Y	Yes always bleached every evening and after use
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?	Y	
<b>Additional Information</b>			
	All floors and table tops will be washed thoroughly daily in the classes All common touch areas to be washed daily	Y	



**Scoil Chóca Naofa**

Kilcock, Co. Kildare

	Staircase Rails to be disinfected by cleaners every evening Hall floor to be washed/fogged daily Daily fogging of classrooms	Y	

**Name.....Signature.....Date.....**

**Louise Kinnane**

**Cleaner**

**Name.....Signature.....Date.....**

**Thomas Simms**

**Caretaker**

**Name.....Signature.....Date.....**

**Linda Daly**

**Principal**

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