



Cleaning guidance for Schools and Departments as we return to the estate

Introduction

Estates Department have published their enhanced cleaning approach and procedures as we return to the estate. The specific cleaning regime for each building timetable will be agreed with the Building Review Group taking into account the building's operating hours and capacity.

Accommodation, Catering and Events (ACE) has also developed their own cleaning regime based on their own risk assessment and these have been provided to all relevant staff.

This guidance is aimed at Schools and Departments (hereafter referred to as Schools only) who may have a requirement to clean local equipment or areas during the working day.

Assessment of required local cleaning in general areas

Each School will undertake a local assessment of the equipment or surfaces that may require to be regularly cleaned. These areas may include the following:

- Welfare areas including food preparation surfaces (if these are open and usable by staff)
- Shared areas such as receptions or shared surfaces (when these are unavoidable but try and avoid sharing areas as much as possible between users)
- Laboratory space/benches shared during the working day
- Personal work areas
- Shared equipment, such as printers or laboratory items or inside cabs of shared vehicles
- Showers for general staff use
- Shared lockers

If any areas are identified as requiring local cleaning, a regime should be developed and put in place, with all pertinent staff provided with information and training where appropriate.

Shared study spaces or lecture theatres

Currently the University is reviewing the use and management of all shared study and learning space and a standardised approach will be taken to all of these areas with regard to cleaning to be issued in due course.

Laboratories

Estates Department cleaning staff do not generally access laboratories; Schools have typically managed the cleanliness of these areas themselves prior to the current



situation. This is still the case once we return to onsite laboratory work. Your risk assessment should consider the following:

- Lab benches – each user to clean area before and after use.
- Shared equipment – each user to clean before and after as directed bearing in mind many of these items may have electrical components or other delicate features and manufacturers advice may be required for advice on the products suitable for some surfaces.
 - May be able to cover some equipment with plastic covering which can be changed regularly/between users
- Ensure correct cleaning materials are used, you may need to engage with the equipment supplier for this information.

Equipment and cleaning fluids required

Schools must not use any cleaning materials from Estates Cleaner's cupboard as these may require specific training in how to use safely. Estates Department Cleaning staff have been trained specifically on the risk assessments and the correct handling usage and storage of the cleaning products which will be used for disinfection of surfaces.

- Local cleaning should only require proprietary and commercially available cleaning liquids which are effective against viruses.
 - Ensure that you complete a [COSHH risk assessment](#) for any existing or new products you have not used before – if you are unsure about how to undertake a COSHH risk assessment, please email health.safety@ed.ac.uk for assistance
 - If selecting a standard bleach or alcohol based cleaning fluids, these are suitable to use for certain tasks and can be purchased via Sciquest, see list below
 - Ensure you follow any specific instructions given by the company and incorporate this in the information and training for staff following the completion of the risk assessment
 - Ensure you train all users as required
- Cleaning fluids must be purchased pre-mixed in a spray bottle or packaged wipes to avoid any un-trained staff being exposed to these substances.
- Wash hands before and after any cleaning is undertaken.
- Use disposable paper towels and dispose of these into a mixed non-recyclable bin immediately after use.
- The need to use gloves will be determined by your COSHH risk assessment and the advice provided with the cleaning product for regular use. If they are provided, they must be non-latex and disposed of immediately after use, as with the paper towels.
 - Check requirements of substance you have purchased to select the correct type of glove for the task.
- Ensure that any cleaning substance used is suitable for the item being cleaned, this is particularly important in laboratories or with computing equipment.



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- For shared items such as keyboards, you may wish to look into purchasing rubber style covers which will be easier to clean than the actual keyboard, or, alternatively, allocate a keyboard and mouse for specific users and change these over between users.
- If shared areas are unavoidable, such as receptions, each staff member should wipe the surface and equipment before their shift and at the end of their shift, taking care not to make the areas too wet with the cleaning liquid.
- Open windows or doors to ensure good ventilation.
- Current advice shows that soft material coverings, such as on waiting room chairs etc., do not require regular cleaning. However, spot cleaning by Estates Department is still available and should be accessed by your usual route, see below.
- Above all, ensure all staff wash their hands regularly – when they arrive at work, before eating and at other times throughout the day if they are moving around the building.

Ordering using Sciquest

The following substances are suitable for use and are available using the University's Sciquest ordering system.

Cleanline Multi Purpose Cleaner with Bleach 750ML

<https://www.bunzlchs.com/Cleaning-Chemicals/Hard-Surface-Cleaning/Hard-Surface-Cleaners/Cleanline-Multi-Purpose-Cleaner-with-Bleach-750ML~p~033158>

Selden Research Spray & Wipe With Bleach (Case)

<https://www.bunzlchs.com/Cleaning-Chemicals/Hard-Surface-Cleaning/Hard-Surface-Cleaners/Spray-and-Wipe-With-Bleach-Case~p~033165>

Selden Research Spray & Wipe Hard Surface Cleaner

<https://www.bunzlchs.com/Cleaning-Chemicals/Hard-Surface-Cleaning/Hard-Surface-Cleaners/Spray-and-Wipe-Hard-Surface-Cleaner~p~033155>

70% isopropyl alcohol wipes for example:

Fisherbrand Premoistened Wipes, item number 11754346 (no direct url as not a punch out supplier, ordered direct through Sciquest)

Extra cleaning requirements

If there are any extra cleaning requirements during the day, speak to your local Cleaning Supervisor as normal.



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Covid-19 contamination

If a member of staff or student is taken ill on the premises and diagnosed with Covid-19, a central response to help manage the situation will be provided to Schools and Departments with cleaning of the areas affected being provided by Estates Department. Schools will be directed on whether any areas must be closed off by the Health and Safety Department and Estates Department.

If you have any questions or concerns, please contact covid19@ed.ac.uk.

References

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres> (although aimed at English workplaces, we can reference)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities> (although aimed at English workplaces, we can reference)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> (for after a suspected or confirmed covid-19 person has been in an areas)

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

Applicable British Standard for cleaning substance BS EN 14885:2018 (version BS EN14885:2015 withdrawn but may still be referenced)