



THE CLUBHOUSE PROJECT
DAY SERVICE LTD.

INFECTION CONTROL – COVID-19 CLEANING POLICY

April 2021

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CLEANING – INFECTION CONTROL POLICY

1. Aim

To ensure appropriate methods of cleaning are employed to provide a safe environment for clients, staff and visitors and provide infection control guidance for all staff.

2. Objective

To ensure that the Clubhouse environment is clean to prevent cross infection and a COVID-19 free environment. To ensure that all staff are aware of infection prevention and control measures to protect themselves, clients, visitors and other staff.

3. Responsibilities

All Staff

- Have the responsibility to ensure that cleaning schedules are adhered to;
- Must adhere to the policy and be aware of how to access the Infection Control

Managers

- Are responsible for ensuring that staff are aware of the policy and that it is adhered to;
- Are responsible for ensuring that appropriate training is provided for staff;
- Are responsible for ensuring access to policy.

Project Manager

- In conjunction with staff must keep the policy up to date.
- Will provide training as appropriate.

4. Introduction

Infection control policies and procedures along with COVID-19 control measures are designed to prevent and control infection. This helps maintain a safe environment for client's care and a safe working environment for all staff.

The main aim of the infection control policy is to protect clients and staff. All members of staff working together to maintain the highest possible standards of practice by following practical infection control principles can assist in achieving this.

Regular cleaning of the environment including floors, toilets, wash hand basins, locker tops and other furniture plays an important role not only in maintaining the appearance of building but also in reducing the dust, dirt and soiling which can harbour germs (e.g. bacteria, viruses and fungi).

All staff play a most important role in maintaining a safe client and work environment.

The guidance within this policy recommends ways to maintain satisfactory standards of hygiene which contribute to the prevention and control of infection.

5. Staff Infection Control Training

All staff should receive appropriate training commensurate with their duties. It is the responsibility of each member of staff and their manager to identify individual training needs. It is the responsibility of the manager to arrange staff training as indicated.

6. Handwashing

Handwashing is a simple and effective means of preventing the spread of many infections. It is something, which should be carried out regularly during work, but it must be done properly for it to be effective.

7. The Use of Protective Clothing

Protective clothing can be used for a variety of reasons:

- To stop uniforms becoming contaminated, wet, soiled or stained;
- To protect individuals from some chemicals such as detergents or disinfectants;

Plastic Aprons should be used for certain duties

- Cleaning toilet areas and kitchen
- Cleaning for general-purpose use;
- Catering duties;
- For blood/body fluid spills

A new clean, disposable plastic apron should be worn for the duties described above and must be changed:

- When visibly soiled;
- Following use for cleaning or disinfection duties;

Gloves

Domestic latex-free gloves (issued for individual use)

These are worn to prevent hands becoming contaminated or dirty. Intact gloves protect from moisture and from some chemicals such as disinfectants and detergents. Gloves should be replaced and disposed of when damaged.

After each task the gloves should be washed using a solution of general purpose neutral detergent and hot water and stored dry.

Disposable latex-free gloves (examination type)

These gloves should be worn for carrying out duties where there is contact with blood or body fluid spillages or contamination. They should be disposed of within the area where working on completion of the work. They may be worn for cleaning at all times.

Wearing gloves is not a substitute for handwashing. Hands must always be washed before donning and after removing gloves.

Cleaning is a critical factor in controlling infection and in the continuing fight against associated infection. It is important as it reduces dirt and dust, which can harbour germs, and it is an important first stage of any disinfection procedure. It helps to maintain the appearance and function of a building, which makes clients, staff and visitors more comfortable with their surroundings.

Cleaning is carried out in a planned way and frequencies and work schedules are followed to help ensure that all environments, furnishings and fittings are cleaned as and when necessary. Frequencies state the amount of times areas should be cleaned on a daily, weekly or other basis. Cleaning schedules indicate who should be carrying out the individual tasks and when. All staff should be familiar with the cleaning frequencies and cleaning schedules for every area. These may vary depending on absent staff but staffs need to be willing to ensure the tasks are carried out regardless of who does them.

There are two main cleaning methods, dry cleaning and wet cleaning.

8. Wet Cleaning

Dry cleaning removes much of the loose dust and dirt but it does not remove stains and scuff marks. Wet cleaning is required at intervals to remove these marks. A suitable general-purpose neutral detergent is recommended for most wet cleaning procedures on hard floors.

Detergent solutions should be:

- Freshly prepared;
- Diluted following manufacturer's instructions;
- Renewed frequently during use;
- Discarded after use.

9. Damp Cleaning (General Areas)

Damp cleaning should be carried out using a solution of general-purpose neutral detergent and hot water. Disposable cloths should be used for each area cleaned.

10. Steam Cleaning

A steam cleaner creates a low moisture vapour that carries heat to the surface to be cleaned. The heat combined with gentle agitation removes the dirt.

11. Colour Coding of Equipment

A uniform colour code for cloths, mops, buckets and protective equipment e.g.

RED For toilets

BLUE For general-purpose use;

GREEN For kitchen areas;

12. Cleaning and Storage of Equipment

All equipment used for cleaning will obviously be contaminated to some degree during use. For this reason it is important that equipment is cleaned, maintained and replaced when necessary. Equipment should be cleaned in a suitable designated area. Equipment is provided to cover designated areas and should not be transferred around.

Basins, buckets - wash out after use with a solution of general-purpose neutral detergent and hot water, rinse and store dry.

Cleaning cloths, disposable paper roll/cloths are preferred.

Mops (detachable heads)

Coloured coded handles and labelling must be used in line with the coloured coded system.

Nylon scouring pad - clean daily using a solution of general purpose neutral detergent and hot water. Store as dry as possible. Replace weekly.

13. Dishwashing

Crockery will generally be washed using a dishwasher, or within the main kitchen manually.

14. Cleaning Agents

Various cleaning agents are in use throughout the Organisation. Only agents purchased by the Organisation should be in use.

General cleaning agents and their usage: -

- General purpose antibacterial detergent - general cleaning purposes e.g. surfaces
- Antibacterial detergent - kitchen use only e.g. surfaces and dishes;
- Antibacterial cleanser - Use on toilets and sinks;
- Descaling agent - toilet and kettles;
- Dishwasher agent;
- Toilet cleaner;
- Carpet cleaner;
- Antiseptic for spillages of blood or body fluids.

A list of cleaning agents approved for organisational use can be found in the COSHH file.

15. Control of Substances Hazardous to Health (COSHH Regulations) 1999

Many cleaning and disinfectant solutions and powders are irritant or corrosive and care must always be taken that the proper protective clothing is worn and precautions for use are followed.

Hazard information on all products used should be kept within the COSHH file and the advice followed, in full.

All cleaning agents should be stored within the locked cupboard in the hallway or the COSHH cupboard.

16. Spillages and Contamination with Blood/Body Fluids

A disposable plastic apron and gloves must be worn when dealing with all blood/body fluid spillages.

17. Waste Management

The Clubhouse Project Day Service Ltd is required to segregate, store, and dispose of all waste in accordance with legislation and guidance. Employees have individual responsibility to fulfil this duty of care and should be given appropriate training.

Please see COVID-19 Risk Assessment for disposing of positive case COVID-19 PPE

18. Staff Health

Being unwell at work can lead to spread of infection. It is important to recognise when you might pose a risk to clients and colleagues and act responsibly. This can be done by reporting to your Line Manager, GP or staying off work. Illnesses may include:- coughs, colds, skin infections, infected cuts, boils or abscesses, rashes or diarrhoea and vomiting.

Please see COVID-19 symptoms and risk assessment relating to this.