

COVID-19

CLEANING AND HYGIENE ON CAMPUS GUIDANCE

1. Purpose

The University's strategy is to protect the safety, health and wellbeing of its staff and students. Our working environment has now changed and cleaning and hygiene is a consideration for everyone returning to the University. We all need to play our part to ensure we can work safely. This guidance provides information in relation to the enhanced cleaning and hygiene provisions at the University of Strathclyde to reduce the risk of COVID-19 transmission

2. Cleaning and Hygiene

Regular cleaning and hygiene measures play an important role in limiting the transmission of COVID-19. We must therefore all contribute to the University's efforts to maintain the highest level of cleaning and hygiene. Whilst everyone must take responsibility for contributing to the maintenance of these standards, the following outlines specific roles and responsibilities with regard to cleaning and hygiene on campus:

2.1 Estates Services

In relation to managing the risks relating to COVID-19 by implementing and facilitating enhanced cleaning, Estates Services will:

- continue cleaning to common facilities including central pool teaching areas, toilets, showers, kitchens, on a daily basis and with suitable cleaning products;
- increase the cleaning frequency for toilets, high frequency touch points (Table 1);
- ensure facilities are adequately stocked with suitable cleaning products for enhanced cleaning (within the scope of this document);
- ensure hand sanitizer dispensers are adequately stocked at building entrances and lift call points;
- ensure that signage is displayed at appropriate locations to signpost hand sanitiser dispensers;
- use the appropriate product safety data sheet to inform the COSHH and / or DSEAR assessment;
- ensure that COSHH and/or DSEAR assessments are in place for all cleaning products;
- provide additional training for cleaning staff as required (all cleaning staff are trained to the British Institute of Cleaning Science Standard);
- facilitate the ordering and distribution of cleaning products to departments.

Further information on cleaning products and hand sanitiser used by Estates Services can be found in Appendix 1.

2.2 Departments

In relation to managing the risks relating to COVID-19, departments will:

- manage cleaning of commonly used work equipment using suitable cleaning products/disinfectant wipes, including areas identified in Table 1;
- implement a pre and post task cleaning procedure. A suitable and sufficient risk assessment should determine the requirements;
- where applicable, ensure that sufficient time is scheduled between teaching classes to allow room users to clean their area after use;
- use the appropriate product safety data sheet to inform the COSHH and/or DSEAR assessment;
- ensure that COSHH and/or DSEAR assessments are in place for all cleaning products;
- implement and maintain a clear desk policy to facilitate cleaning;
- implement a reporting procedure in the event of a person becoming ill at work and is suspected (showing symptoms) of COVID-19 and contact Estates Services to arrange any cleaning required. Some Departments may need to implement a local pre-cleaning procedure to ensure the area is safe to allow Estates cleaning staff to enter. Guidance for cleaning and disinfecting an area where the person has been working can be found in the [Health Protection Scotland Core COVID-19 Information and Guidance for General \(Non-Healthcare\) Settings](#).

See Appendix 2 for Estates Services procedure for cleaning and disinfecting the area where a person suspected of having COVID-19 has been working.

2.3 Departmental staff

In relation to managing the risks relating to COVID-19, departmental staff must:

- not attend work if they are experiencing any of the COVID-19 symptoms;
- immediately inform their line manager if they become ill or develop any of the COVID-19 symptoms in order that any appropriate action may be taken;
- follow the recommended hand (see Appendix 3) and respiratory hygiene (see Appendix 4) procedures and adhere to physical/social distancing at all times;
- follow any new cleaning procedures or guidelines in place within their work area and other areas for pre and post cleaning of own and shared work equipment, kitchen facilities and social and rest areas (Table 1);
- consider bringing a packed lunch or pre-prepared food and eating utensils to minimise use of kitchen facilities;
- wash hands for at least 20 seconds before eating;

2.4 Central Pool Teaching

Daily cleaning of Central Pool Teaching areas is performed by Estates Services Cleaning Staff. To supplement this and provide an extra level of confidence and safety, Sanitiser Stations containing disinfectant spray and wipes will be provided in these areas (see Appendix 5). This will allow staff, students and other room users to pre and post clean their work or study area/equipment. Cleaning Staff will replenish cleaning materials and remove all waste. All staff, students and other room users should maintain safe hand

and respiratory hygiene in these areas.

Table 1. Cleaning Guide

Cleaning Task	Frequency	Cleaning product	Undertaken by
Common Areas Across Campus			
Toilets Toilet flush and seats, locks and handles Taps, sinks, paper towel and soap dispensers	Twice daily	Pine Disinfectant, (toilets, WHB, floors) and H&H103C (high risk touch surfaces doors handles, sink taps,)	Estates Services Cleaning staff
Showers and changing rooms	Once daily Pre and post use by users	Pine Disinfectant, and H&H103C Appropriate cleaning and disinfectant products/wipes	Estates Services Cleaning Staff Departmental staff
Door handles, push plates and digilocks	Twice daily	H&H103C	Estates Services Cleaning staff
Handrails on stair cases and corridors	Twice daily	H&H103C	Estates Services Cleaning staff
Lift controls	Twice daily	H&H103C	Estates Services Cleaning staff
Waste bins	Daily	Empty waste bins in communal and Central Pool Teaching areas	Estates Services Cleaning staff
Floors	Once daily	Pine Disinfectant	Estates Services Cleaning staff

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Staff Kitchens	Once daily Pre and post use by users	Pine Disinfectant, (staff kitchens) and H&H103C (high risk touch surfaces doors handles, sink taps,) Appropriate cleaning and disinfectant products/wipes	Estates Services Cleaning staff Departmental staff
Staff rest and social areas	Once daily Pre and post use by users	Pine Disinfectant and H&H103C Pine Disinfectant, (staff kitchens) and H&H103C (high risk touch surfaces doors handles, sink taps,) Appropriate cleaning and disinfectant products/wipes	Estates Services Cleaning staff Departmental staff
Central Pool Teaching Areas	Once daily Pre and post use by users	Pine Disinfectant and H&H103C Pine Disinfectant, (floors) and H&H103C (high risk touch surfaces doors handles, work desks, benches and chairs) Appropriate cleaning and disinfectant products/wipes	Estates Services Cleaning staff Departmental staff, students and other room users.
Offices Own and shared office equipment and surfaces	Pre and post use by users	Appropriate cleaning and disinfectant products/wipes	Departmental staff
Laboratory Own and shared lab equipment and surfaces	Pre and post use by users	Appropriate cleaning and disinfectant products/wipes	Departmental staff

- wash hands with soap and water or sanitise using an alcohol-based sanitiser after touching communal surfaces such as handrails and lift buttons.

3.2 Respiratory Hygiene

- cover the mouth and nose with tissues when coughing or sneezing and immediately dispose of tissues into a bin or rubbish bag;
- wash hands immediately with soap and water or use an alcohol-based hand sanitiser after coughing or sneezing;
- if no tissues are available, catch coughs and sneezes in the crook of the elbow;
- wash hands with soap and water or use an alcohol-based hand sanitiser before eating and drinking, and after coughing, sneezing and going to the toilet.

4. Procurement of cleaning and hygiene products

The purchasing and distribution of cleaning products and materials, and hygiene related products used by departments in relation to this guidance document will be coordinated by Estates Services. Estates Services will order Cleanline Pine Disinfectant and Uniwipe Disinfectant Wipes (see Appendix 1) products for departments and delivery will be arranged by the Cleaning Charge-hand responsible for each particular department. The cost of purchasing cleaning products in relation to supplementary cleaning to contribute to controlling risks associated with COVID-19, will be covered by a central budget.

Departments who require cleaning products should contact Estates Services using the Estates Management EMS service which serves as the reception desk for the Estates Services Department.

Information regarding the EMS system can be obtained at the following links:

<https://www.strath.ac.uk/professionalservices/estates/admin/>
<https://www.strath.ac.uk/professionalservices/estates/admin/wemis/>

Departments should complete a service order requesting cleaning products and include details of the room locations. The service order will be processed by Estates Services and will be delivered to the department address. Once the initial products have been placed into rooms replenishment can be arranged via the building Cleaning Chargehand.

5. References

- <https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-laboratories-and-research-facilities/pages/operational-guide-and-checklist/#hygiene>
- <https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-universities/>
- <https://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/>

Appendix 1

Information on cleaning products and hand sanitiser used by Estates Services

- Cleanline Pine Disinfectant
A general purpose detergent disinfectant
Tested to European Standard Test method EN1276
- Uniwipe Clinical Disinfectant Wipe
Highly effective disinfectant cleaning wipes.
Tested to European Standard Test to EN13727, EN1276 and EN14476
- H&H103C - Cleaner Sanitiser Concentrate at a dilution rate of 100:1 will kill 99.999% of pathogenic bacteria, in both clean and dirty conditions, with a 30 second kill time. This is in line with its BS EN 1276 accreditation. H&H103C at a dilution rate of 35:1, will destroy 99.99% of enveloped virus, including Covid-19 as per it's BS EN 14476:2013 Annex 2:2019 accreditation. It requires five minutes dwell time on clean surfaces to achieve this. Standard disinfectants should be used for general cleaning, as per WHO guidelines, with touch points and high risk areas sanitised.

H&H103C is certified to kill all Corona Viruses, SARS and Covid-19 within 5 minutes of contact time when used at 2.5% dilution. (Blu Test Labs, Glasgow 5th May 2020 Report BT-ANG-01).

- Electrostatic Spray Disinfection Cleaning system demonstration link <https://sanotech.co.uk/>. The system uses a combination of two disinfectants for the cleaning and disinfection of large areas.
 - Certified to EN1500, EN1276, EN14476, EN13704, EN14563, EN14348.
 - Virucidal, Sporacidal, Bactericidal, Fungicidal Certified
- Hand Sanitiser Selden Sterile C053 73% alcohol by volume.

Estates Services will make arrangements for the safe storage of cleaning materials in individual buildings throughout the University. Hand sanitiser contains alcohol and is highly flammable and should be stored appropriately away from heat and sources of ignition.

Appendix 2. Guidance for cleaning and disinfecting the area where a person suspected of having COVID-19 has been working.

- If a Department suspects a COVID-19 case, the individual concerned should be instructed to return home. The guidance in [Covid-19 Suspected Case on Campus](#) should be followed.
- The line manager or academic supervisor to whom the ill person has reported their symptoms, should send an email with initial information to the Covid Notification Mailbox. They should next contact Security Services on x3333 and request the Estates Services cleaning team to respond to clean the area of the incident. Any other people in the immediate work/study area should temporarily vacate the area. This will allow the area to be cordoned off if necessary in advance of the cleaning team arriving to disinfect the area. There should already be 2 metres between people in their work/study areas to comply with social distancing so any people at desks, tables or work benches within 3 metres should temporarily leave the area until cleaning is complete. There is no need to send any people in the vicinity home unless they have been in close contact with the person experiencing the symptoms of the virus.

The immediate area occupied by the individual, e.g. desk space, should be cleaned to remove organic matter such as dust or body fluids; a disinfectant to kill pathogens H&H103C Cleaner Sanitiser Concentrate will be applied. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Thereafter the area can be put back into use.

The line manager or academic supervisor should inform their Head of Department and Departmental Safety Coordinator of the incident.

- All staff/students should follow guidance for contacts of positive cases of COVID-19 if advised to do so by the NHS contact tracing team. Individuals identified as a contact of a case of COVID-19 should follow advice on self-isolation. For further information, see Scottish Government's collection of guidance on [Test and Protect](#) and [NHS Inform](#).
- Cleaning and disinfection will be undertaken by Estates Services staff using appropriate cleaning equipment and (H&H103C, Cleaner Sanitiser Concentrate). This product is active against viruses and bacteria. The application of H&H103C cleaner sanitiser will be applied in accordance with the manufacturer's instructions for dilution, application and contact times.
- Once this process has been completed, the area can be put back into use. Any public areas where a symptomatic individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.
- All PPE used must be appropriately disposed of into waste bags. When full, the waste bag should be placed in to a second waste bag and tied. The bags should then be stored for 72 hrs before being put out for collection.

Appendix 3. Hand Hygiene



Hand-washing technique with soap and water

1 Wet hands with water

2 Apply enough soap to cover all hand surfaces

3 Rub hands palm to palm

4 Rub back of each hand with palm of other hand with fingers interlaced

5 Rub palm to palm with fingers interlaced

6 Rub with back of fingers to opposing palms with fingers interlocked

7 Rub each thumb clasped in opposite hand using a rotational movement

8 Rub tips of fingers in opposite palm in a circular motion

9 Rub each wrist with opposite hand

10 Rinse hands with water

11 Use elbow to turn off tap

12 Dry thoroughly with a single-use towel

13 Hand washing should take 15–30 seconds

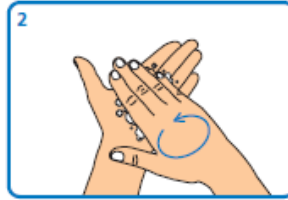




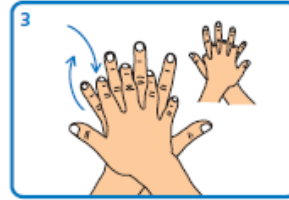
Alcohol handrub hand hygiene technique – for visibly clean hands



1 Apply a small amount (about 3 ml) of the product in a cupped hand



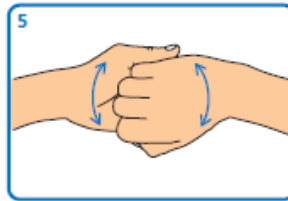
2 Rub hands together palm to palm, spreading the handrub over the hands



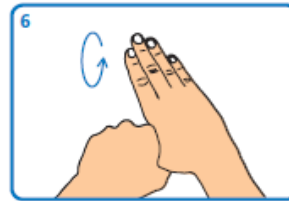
3 Rub back of each hand with palm of other hand with fingers interlaced



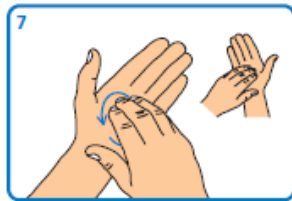
4 Rub palm to palm with fingers interlaced



5 Rub back of fingers to opposing palms with fingers interlocked



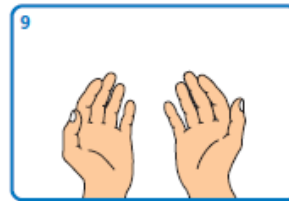
6 Rub each thumb clasped in opposite hand using a rotational movement



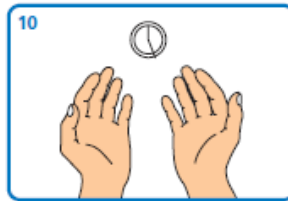
7 Rub tips of fingers in opposite palm in a circular motion



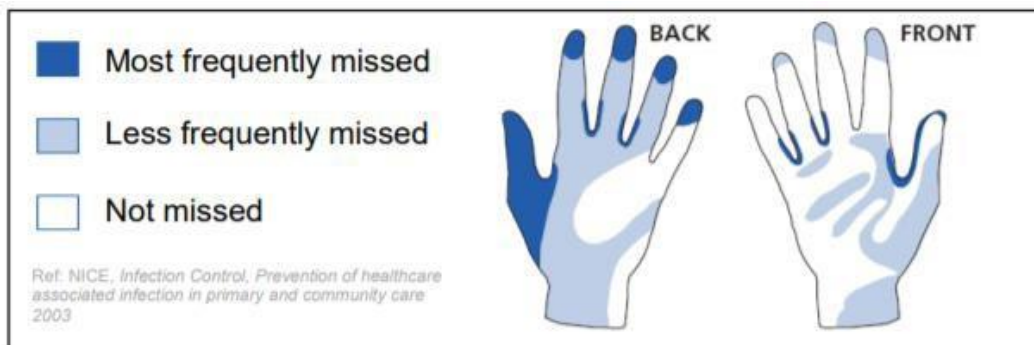
8 Rub each wrist with opposite hand



9 Wait until product has evaporated and hands are dry (do not use paper towels)



10 The process should take 15–30 seconds



Appendix 4. Respiratory Hygiene

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



Appendix 5. Sanitising Stations: Safe Use

Estates Services sanitise all teaching room surfaces on a daily basis using H&H-103C cleaner sanitiser. In addition to the above Estates Services have made available cleaning products within all central pool teaching rooms for users to sanitise their personal space should they wish to do so.

Always maintain safe hand hygiene. Regularly wash hands for at least 20s with soap and water, or use a hand sanitizer.

Use either the disinfectant spray **OR** the disinfectant wipe to clean your work/study area prior to starting and after you finish.

ONLY use for the purpose it is intended for.

Safe Use of Disinfectant Spray

1. Do not spray near eyes or face.
2. Remove paper towel from dispenser
3. Spray disinfectant spray directly onto paper towel
4. Wipe surface to be cleaned with paper towel and allow to dry
5. Dispose of used paper towel in the bin provided

Safe Use of Disinfectant Wipes

1. Do not put wipe near eyes or face
2. Remove wipe from dispenser
3. Wipe surface to be cleaned with wipe and allow to dry
4. Dispose of used wipe in the bin provided

When used for intended purpose these products are not considered hazardous to health.