

Office Procedure and Cleaning procedure for office during COVID-19

Parking:

Please be careful when parking your car, ensure any colleagues are more than 2m away before you get out of your vehicle.

Entering the office:

You MUST use hand sanitiser that is outside of the office before touching the door handle.

When you enter the office call out to check that a colleague is not already in the kitchen. Ask them to remain in the kitchen whilst you access the main office.

Other members of staff- please be mindful when coming in to the office. You **must not walk up to individual members of staff's desks**. We will be restricting people coming into the office.

At present we will not be accepting visitors into the building that have not booked an appointment. If any member of staff notices someone trying to come in to the office please alert the manager and ask them to stay outside of the office until the manager or office staff can explain the office is closed to visitors.

Daily Procedure:

- The first person in the office will wipe down all door handles and shared surfaces with anti-bacterial cleaner.
- Each employee will be assigned their own desk.
- Each employee will be issued with their own stationary. (If they do not have their own they would prefer to use.)
- Items must not be shared unless you clean it thoroughly with anti-bacterial cleaner.
- After the school contract staff have left in the morning, all door handles and shared surfaces (comprehensive list below) will be wiped down again.
- Office staff will use hand sanitiser and wash their hands before and after the handling of;
- Paperwork, cash, cheques, post, parcels, and any other item that could have had contamination from another individual. Members of staff have the option of using gloves whilst handling logsheets and cash.
- Staff will be asked at present to make their own hot or cold drinks so that the risk of contamination is kept as low as possible.
- Staff are responsible for washing up their own items.
- You must wash your hands before and after making a hot or cold drink.
- At approximately lunch time an office member of staff will wipe down all door handles and shared surfaces with anti-bacterial cleaner.
- Before eating any lunch/food the surface the employee is sitting at will be wiped down with anti-bacterial cleanser.
- The petty cash tin and safe should be wiped down with antibacterial cleaner before and after use.
- Office staff will wash their hands before and after preparing the logsheets and will also wipe down the safe with anti-bacterial cleaner after use.

- The last person to leave the office will follow the cleaning procedure before exiting the office.
- Office staff will be, wherever possible, asked to exit the office via the front door to ensure less traffic in the main corridor.
- There will be a rota set up for daily cleaning of both of the toilets.

Shared surfaces and areas that need to be cleaned daily (unless specified) as part of the cleaning procedure:

- Main entry door and door handle.
- Hall light switch
- Ladies toilet- Taps, flush and door handle and surrounding area, lock and surrounding area.
- Kitchen door handle
- Kitchen light switch
- Counter tops
- Safe
- Kitchen cupboard handles
- Kettle
- Kitchen sink taps
- Fridge door and handle
- Large kitchen cupboard handle (by safe)
- Men's toilet- Taps, flush and door handle and surrounding area, lock and surrounding area.
- Main office door handles
- Main office light switch
- Meeting room door handle
- Photocopier
- Printer
- Key safe
- Communal keys
- Cupboard handles and surrounding areas (in meeting room)
- Door to porch area handle and surrounding area
- Cupboard handles and surrounding area (cupboard in porch)
- Front door handle and surrounding area
- Porch area light switches
- Vacuuming to be done every Tuesday, Wednesday and Friday.
- Floor to be mopped every Tuesday, Wednesday and Friday by the last person to leave the office.