



STANDARD OPERATING PROCEDURE

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| Document subject | COVID19 Cleaning and Disinfecting the workplace | | |
| Document Number | HSE/PROC/COVID19CLEANING/A01 | REV | A01 |

Policy: To ensure risks associated with the infection and transmission of the COVID19 are reduced to acceptable levels by implementing safety measures as directed by National Government for the safe return to work for campus users.

Purpose: This work instruction is intended to outline necessary steps to be taken when returning to work during and post COVID19.

Scope: Somerset House Preparatory School

Responsible: All Employees

References: Disaster Management Act 2002, Section27(2)
Government Notices NO.43258, NO.R.480

COVID19 Cleaning and Disinfecting the workplace Procedure

Appropriate risk analyses must be done at all workplaces especially those that have not operated due to the lock down before any work is resumed. Necessary measures to eliminate or control those risks must be identified and implemented

Surfaces and equipment frequently touched by multiple people, such as window and door handles, bathroom surfaces and handrails, should be cleaned with soap and water or another detergent at least daily when facilities are in use. Frequent cleaning and disinfection of office equipment such as telephones, printers and copiers may be required based on level of use. For example, certain surfaces and objects in public spaces should be cleaned and disinfected before each use. Cleaning removes dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs, but it reduces the number of germs on a surface.



Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Cleaning will be in accordance to a define cleaning schedule. performed by the school's regular cleaning staff who are trained on appropriate use of cleaning and disinfection chemicals and provided with the personal protective equipment (PPE) required for the chemicals used.

The School does not necessarily need to close after a person with confirmed or suspected COVID-19 has been in a school facility. The area(s) used or visited by the ill person will be closed for 24 hours or if possible. Open outside doors and windows as much as possible ensuring that doing so does not pose a safety risk to children using the facility (i.e. make sure that children are not able to enter the closed off area through any windows or doors). and use ventilating fans to increase air circulation in the area. Once the area has been appropriately decontaminated and disinfected, it can be opened for use.

Workers without close contact with the person with confirmed or suspected COVID-19 can return to work immediately after disinfection is completed.