

North Hayne Farm Cottages

COVID-19 Cleaning Plan

Area Cottage
Activity Cleaning Plan for Cottages

Date Created 14/06/2020
Created By Roger Dixon
Position MD

Revision History

References

- * As it is currently not possible to establish the existence of infection, we have to assume all cottages and associated facilities are contaminated
- * With an assumption of contamination, we have taken steps to manage down the risk to staff through the use of clinical grade cleaning products (BS EN 1276) and appropriate PPE

Task No.	Who	Where	Description	Products to Use	Special notes	PPE Requirement
1	Roger	Cottage entrance	Collect laundry from each cottage		Guests to strip beds on departure and fill laundry bags that will have been provided the night before. Dirty laundry to be placed in new store room ready for washing.	Full protective clothing, gloves
2	Roger	Entire cottage	Initial disinfection of cottage by fogging	Virucidal disinfectant	* To help reduce any risk relating to contamination either remaining in the air or on surfaces, fogging will take place before general cleaning starts. * Soft furnishings/carpets and bedding to be given careful attention.	Full protective clothing, gloves
3	Roger	When task complete	Remove all PPE and wash hands for 20 seconds	Soap and warm water, pat dry using disposable paper towel	Place overalls in with dirty laundry	
4	Cleaning Staff	Before entering cottage	Put on PPE		Must confirm ok to work	Apron, short sleeved tops
5	Cleaning Staff	Before entering cottage	Wipe down door handle, frame and door (both sides)	Virucidal disinfectant		
6	Cleaning Staff	Bins	Remove contents of all bins. Place in bin bag and tie securely. Place outside for later removal.			
7	Cleaning Staff	Kitchen	Bag up all non-perishables left by guests and leave outside			
8	Cleaning Staff	Kitchen	Bag up all perishables and leave outside			
9	Cleaning Staff	Kitchen	Wash hands for 20 seconds, wipe over taps with disinfectant	Soap and warm water, pat dry using disposable paper towel		Replace apron
10	Cleaning Staff	Kitchen	Disinfect outside of dishwasher paying particular attention to door handle	Virucidal disinfectant	Guests are reminded when being given laundry bags that they need to load their dishwasher with dirty and clean crockery and leave running asap before leaving	
11	Cleaning Staff	Kitchen	Spray oven as normal and leave to work			
12	Cleaning Staff	Kitchen	Wipe down worktops with general detergent before using virucidal disinfectant	Detergent then virucidal disinfectant		
13	Cleaning Staff	Kitchen	Wash hands for 20 seconds, wipe over taps with disinfectant	Soap and warm water, pat dry using disposable paper towel		
14	Cleaning Staff	Bathrooms	Wipe down door handle, frame and door (both sides)	Virucidal disinfectant		
15	Cleaning Staff	Bathrooms	General clean of toilet. Place toilet brush in toilet and add bleach. Leave until rest of bathroom cleaned	Bleach		

16	Cleaning Staff	Bathrooms	Clean all surfaces with virucidal disinfectant	Virucidal disinfectant	
17	Cleaning Staff	Bathrooms	Put bleach down sink		
18	Cleaning Staff	Bathrooms	Wipe light and where present shower pull cords with virucidal disinfectant	Virucidal disinfectant	
19	Cleaning Staff	Bathrooms	Finish cleaning toilet	Bleach	
20	Cleaning Staff	Bathrooms	Clean floor with virucidal disinfectant	Virucidal disinfectant	
21	Cleaning Staff	Bathrooms	Wash hands for 20 seconds, wipe over taps with disinfectant	Soap and warm water, pat dry using disposable paper towel	
22	Cleaning Staff	Kitchen	Check dishwasher		If cycle completed, empty contents on to clean worktop and refill
23	Cleaning Staff	Each Bedroom	Wipe down door handle, frame and door (both sides)	Virucidal disinfectant	
24	Cleaning Staff	Each Bedroom	Wipe down light switches, cloths hangers	Virucidal disinfectant	
25	Cleaning Staff	Each Bedroom	Wipe down all surfaces including windows and pictures	Virucidal disinfectant	
26	Cleaning Staff		Remove apron		
27	Cleaning Staff	Bedrooms	Wash hands in kitchen sink for 20 seconds, wipe over taps with disinfectant	Soap and warm water, pat dry using disposable paper towel	
28	Cleaning Staff	Each Bedroom	Make beds		
29	Cleaning Staff	Kitchen	Check dishwasher		If cycle completed, empty contents on to clean worktop and refill
30	Cleaning Staff	Kitchen	Clean fridge/freezer	Detergent then virucidal disinfectant	
31	Cleaning Staff	Kitchen	Remove remaining kitchen ware and wash in warm soapy water		
32	Cleaning Staff	Kitchen	Wipe inside cutlery trays	Virucidal disinfectant	
33	Cleaning Staff	Kitchen	Wipe inside cupboards	Virucidal disinfectant	
34	Cleaning Staff	Kitchen	Return all cleaned kitchen ware to cupboards		
35	Cleaning Staff	Kitchen	Wash hands for 20 seconds, wipe over taps with disinfectant	Soap and warm water, pat dry using disposable paper towel	
36	Cleaning Staff	Kitchen	Call manager to sign off cleaning, maintaining social distancing		