

1.0 Introduction

This document provides guidance to Amey employees on managing cleaning activities associated with Covid-19 (Coronavirus). The information provided is based on current advice provided by Public Health England (PHE) and the National Health Service (NHS).

This document will be revised and re-issued to align with guidance issued by Amey and or PHE/NHS.

The purpose of this instruction is to ensure Amey employees, supply chain partners and service users are not put at risk by potential exposure to Covid-19. Supply chain partners are to review and update their own Safe System of Work to equal Amey and published Government guidance and must provide appropriate PPE.

Secure Infrastructure employees should follow Secure Infrastructure guidance where appropriate (e.g. in prisons).

2.0 Covid-19 Scenarios

Scenario 1 – cleaning with no suspected or confirmed cases of Covid-19

Cleaning in premises and of vehicles, plant and work equipment that do not have suspected or confirmed cases of Covid-19 should be conducted as per normal working arrangements.

There is no requirement for additional working practices or additional PPE for those undertaking cleaning.

Increased personal hygiene standards should be enforced. Employees should follow any additional client requirements.

Additional cleaning of touch points should be undertaken.

Scenario 2 – cleaning where a Covid-19 case is SUSPECTED and AFTER the case has left the area.

With immediate effect:

All response tasks shall be assessed by the Amey Account Manager to determine if there is a link to a confirmed or potential case of Covid-19. If there is no link, follow **Scenario 1 advice**.

Where cases are suspected, the Account Manager shall complete a risk assessment of the task to determine whether cleaning can be conducted by employees or whether external specialists are required. (In most cases our employees can do the cleaning)

If risk assessment indicates that a high level of contamination may be present (for example - areas that are visibly contaminated with body fluids), then external specialists may be required, contact your Procurement Lead if you need to access approved suppliers.

What you need to know

- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- If an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay attention to frequently touched areas

surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles, vehicle and plant handles and controls, work equipment.

- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron – the Risk Assessment will assist with this decision (contact your HSEQ team for further advice).
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Control measures for low contamination suspected cases follows:

Prior to cleaning, all workers must be briefed in the relevant outputs of risk assessment in addition to being issued and trained in the use of the correct PPE and working requirements.

1. Details of all persons acting on behalf of Amey cleaning such premises/work equipment must be recorded including times, dates and tasks completed.
2. If an area/vehicle/etc. can be kept closed and secure for 72 hours, wait until this time for cleaning, as the amount of virus contamination will have decreased significantly. This may not be possible at operational locations that provide essential services.

Minimum PPE requirements are:

- Disposable nitrile gloves
- Disposable apron
- Safety footwear: as per standard PPE requirements

Preparation:

- Ensure hand washing facilities are available for return
- Ensure waste bags are available for return

On completion:

- Ensure waste bags are open
- Gloves are the last items of PPE to be removed
- Remove disposable PPE and place into waste bag
- Secure/close double bagged Waste – see information below regarding waste management.
- Thoroughly wash hands with soap and hot water.

Cleaning and disinfection

Areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids can be cleaned as directed by any existing workplace risk assessment or manufacturer’s instructions on the safe use of their cleaning products.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.
- Use disposable cloths or paper roll and disposable mop heads, to clean and disinfect all hard surfaces or floor or chairs or door handles and sanitary fittings in the room, following one of the options below:
 1. use either a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine, or

2. a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.

- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into the waste bags
- When items cannot be cleaned using detergents or laundered, for example upholstered furniture, steam cleaning may be used.

Management of laundry items

- Items heavily soiled with body fluids should be disposed of. Gain the permission of the client representative to do this.
- Store other items in a suitable and secure place for 72 hours.
 - Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
 - Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
 - Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

3.0 Management of waste arising from cleaning activity

Waste from possible cases and cleaning of areas where possible cases have been, (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage for 72 hours, then put in with the normal waste.

Waste should be stored safely and kept away from children.

You should not put your waste in communal waste areas or out for collection until the waste has been stored for at least 72 hours.