

Cleaning Protocol for East Cliff Cottages

COVID-19 can be transferred via hands from one surface to another. By touching a surface which has traces of COVID-19 on it, and then touching your face or eyes, you may become infected with COVID-19.

Soap and hand sanitiser are effective at denaturing the fats and proteins surrounding the virus, and therefore good ways to kill the virus.

It is currently thought that the virus can live on some common household surfaces for:

Surface Type	Present	No Longer Present
Air	2-3 hours	
Paper and tissue	30 minutes	3 hours
Copper	4 hours	8 hours
Wood, cloth and cardboard	1 day	2 days
Glass	2 days	4 days
Plastic and stainless steel	4 days	7 days

Therefore, these surfaces need to be disinfected before they are safe to touch. All surfaces which are touched frequently, such as light switches, door handles, kitchen surfaces, and bathroom surfaces should be regularly disinfected.

Cleaning Protocol

- Cleaning team to check that they are fit for work and have no Covid-19 symptoms or recent contact with anyone that has tested positive for Covid-19 or is displaying symptoms.
- Cleaning team to wear PPE: masks, gloves and aprons, this is essential in order to protect both themselves and guests from Covid-19.
- Cleaning team to be aware of keeping a distance from each other and preferably working in different areas of the cottage.
- The team must wash their hands frequently or use hand sanitiser throughout the cleaning process and avoid touching faces.

Cleaning Plan and Check List

1. Put on PPE
2. Open windows to ventilate the cottage
3. Remove washing (tea towels, bath mats, bedding linen) and any rubbish from the cottage.
4. Change Mattress and pillow protectors
5. Do normal clean
6. Disinfect with Anti-viral sprays and wipes.

Kitchen

- Initial clean of floor and surfaces with general detergent or hot soapy water.

- Use anti-viral spray/wipes tested to EN14476 and suitable for food preparation areas to wipe down all handles (door, drawer, cupboard, oven, microwave, etc.) light switches and touch points.
- Clean salt and pepper pots, canisters etc. with anti-viral wipes.
- Check crockery, glass, cutlery and pans are clean, wash in hot soapy water or put into the dishwasher if necessary.
- Check dishwasher (if present) has been run and leave washed dishes in the dishwasher for the next guest to remove.
- Make sure bin is emptied, disinfected and lined with new plastic bag.
- New cleaning cloths, anti-viral wipes and hand sanitiser to be put out for guests.

Bathroom

- Baths and sinks, showers and toilets to be cleaned with an anti-viral product tested to EN14476, paying particular attention to taps, shower controls and toilet flush
- All other surfaces including mirrors to be cleaned with an anti-viral product tested to EN14476 paying attention to cord pulls and door handles and bin.

Bedrooms

- Clean and Hoover bedroom as normal using general cleaning products and hot soapy water where applicable.
- Mattress and Pillow protectors being changed should be removed from beds and stored, duvet's sprayed with anti-viral spray for soft furnishings. (Linen should not be shaken)
- Use anti-virus spray or wipes tested to EN14476 for hard surfaces such as door handles, light switches, bin and any surface which is a touch point, leave to air dry.
- Wash hands and change gloves before putting clean mattress/pillow protectors and any linen on the beds.

Living Rooms/Hall Ways

- Dust, Hoover and clean using normal cleaning products.
- Turn sofa and chair cushions, spray arms, cushions that cannot be turned and touch points on curtains with anti-viral spray for soft-furnishings.
- Use anti-virus spray or wipes tested to EN14476 for hard surfaces such as door handles, light switches, bin and any surface which is a touch point, leave to air dry. Clean TV remotes with anti-viral wipes. Wipe banister rails and door handles both internal and external.

Key Safe

- Keys and Key safe to be disinfected with anti-viral spray tested to EN14476.
- External handles wiped and disinfected.

Cleaning equipment

Should be single use only or cleaned at the end of each session with anti-viral disinfectant, each cottage to have own mop and bucket stored in the cottage along with cleaning materials for guest use.

Cleaning Check List for East Cliff Cottages

- 1. Put PPE on**
- 2. All rubbish and washing to be removed**
- 3. Soft furnishings removed and stored**
- 4. Surfaces cleaned**
- 5. Surfaces disinfected**
- 6. Clean soft furnishings replaced**

Check List

Entrance

Key Safe cleaned

Keys cleaned

External handles wiped and disinfected

Hall and Living Room

Internal doors and handles wiped and disinfected

All Surfaces and furniture wiped and disinfected

Electrical equipment & remote controls cleaned with anti-viral wipe

Soft furnishings turned or disinfected with anti-viral spray

Hard flooring hoovered and mopped with anti-viral spray

Banisters wiped and disinfected

Bin emptied and disinfected

Kitchen

Internal doors and handles wiped and disinfected

Light and power switches wiped and disinfected

All surfaces wiped and disinfected

Hard flooring hoovered and mopped with anti-viral disinfectant

Kitchen equipment cleaned, doors, handles and controls sanitised

Fridge clean and disinfect inside and out, including handle

Oven, hob, clean and disinfect including handles and controls

Pans, crockery and utensils checked, washed if necessary.

Bin emptied disinfected and relined.

Bathroom

Internal doors and handles wiped and disinfected

Light and power switches and cord pulls wiped and disinfected

Clean shower/bath/sink including pedestals and splashbacks

Clean and sanitise taps

Clean and sanitise toilet bowl and toilet flush

Mirrors cleaned

Floor hoovered and mopped with anti-viral disinfectant

Bin emptied and disinfected

Bedrooms

Internal doors and handles wiped and disinfected

Light and power switches wiped and disinfected

All surfaces and handles wiped and disinfected

Mattress and pillow protectors removed from beds

Soft furnishings misted with soft furnishing anti-bacterial spray

All hard floors hoovered and mopped with anti-viral disinfectant

Bins emptied and disinfected

Clean mattress and pillow protectors on beds