

SRI AUROBINDO INTERNATIONAL CENTRE OF EDUCATION

Protocols for sanitisation of common areas

Common areas fall under two categories:

1. Open areas such as courtyard, playground, garden, lawn, walkways, paths etc.
2. Indoor/enclosed spaces

Open Areas:

In outdoor spaces, or open places spraying or applying disinfectants for the COVID-19 virus is not recommended, therefore no disinfecting is required. As per WHO guidelines, unnecessary spraying of any disinfectant can be harmful for health.

Normal routine cleaning of outdoor spaces is sufficient.

However if there are items in these areas that are frequently touched by people, these items need to be disinfected as per established procedure.

Indoor spaces:

Disinfectants (e.g., Sodium Hypochlorite) are to be applied with a cloth which is soaked in the disinfectant. In indoor spaces, routine application of disinfectants to surfaces *via spraying* is *not* recommended for COVID-19.

There should be fresh, clean air in all workplaces. It is recommended that increased ventilation rate through natural aeration or artificial ventilation is done wherever possible.

Air-conditioners should preferably not be used. If used, the windows must be opened and fans run to aerate the room on an hourly basis for at least ten minutes.

Cleaning and disinfecting high-touch areas:

High-touch surfaces should be identified for priority disinfection with Sodium Hypochlorite such as door/window-handles, toilets and taps, and other work surfaces.

- Frequently/high touch surfaces should be routinely cleaned and disinfected.
- Wherever possible the frequently touched surface should be cleaned with soap and water or with any regular household disinfectant that does not damage the object being disinfected.

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- Wooden items should be sanitised with Hydrogen Peroxide.
- High-touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely with soap solution and water.
- Table-tops with mica or metal tops should be disinfected periodically with soap or disinfectant provided.
- Toilets should be disinfected 2-3 times a day with regular disinfectant (Sodium Hypochlorite). Exhaust fan and a wall/ceiling fan should be running always. The toilet seats, taps, latches, mugs and door handles/knobs should be particularly cleaned regularly and disinfected as per schedule. **This is important.**
- Computer room: As it is not easy and practical to disinfect keyboards frequently, it is advised to increase ventilation by opening all the windows (as the AC is supposed to remain off) and always compulsory hand sanitisation should be undertaken on entering the room.

Guidelines for Cleaning staff:

- Cleaning-staff must wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Wherever soap and water cannot be used, alcohol based disinfectant solutions with at least 60% alcohol or other household disinfectant may also be used.
- Cleaning-staff should dispose of the gloves and masks, in the designated bins.

It is important to reduce risk when using disinfectants:

- Wash your hands after using any disinfectant, including surface wipes.
- Keep lids tightly closed of containers when not in use. Spills and accidents are more likely to happen when containers are left open.
- Keep cleaning solutions and disinfectants out of the reach of children.
- Disinfectant solutions should always be prepared in well-ventilated areas.
- Throw away disposable items like gloves and masks if they are used during cleaning. Do not clean and re-use.
- The minimum recommended personal protective equipment required, when disinfecting, is disposable/rubber gloves and aprons. Eye protection and medical masks may also be needed, to protect against chemicals, when other than soap and household disinfectants are used.

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- All disinfectant solutions should be stored in opaque containers, in a well-ventilated, covered area that is not exposed to direct sunlight and ideally should be freshly prepared every day (in case of sodium hypochlorite or hydrogen peroxide are used).

Common workplaces require cleaning and frequently touched objects and surfaces require disinfection at least twice daily.

Important:

In case any confirmed coronavirus case is detected, complete disinfection of the workplace and articles will be undertaken as per procedure/guideline provided by the Govt.

Note: Where cleaning and disinfection are not possible on a regular basis for any reason, frequent hand washing and avoiding of touching the face should be the primary prevention approaches, to reduce any potential transmission, associated with surface contamination. This must constantly be emphasised to all.

Cleaning / disinfecting liquid (Sodium Hypochlorite) can be sourced from a central source at Grace Office (Vijay 9787826893 / Shankar 9078329911)

The disinfectant and its concentration for use will be conveyed by Dhwaneet, so that surfaces are not damaged, and also to avoid and minimize toxic effects on those using public spaces.

A room wise/section-wise (including washrooms, drinking water room and any stand-alone wash basins) schedule must be maintained and marked off:

Section/room:

Girls/Boys toilet:

Month: January

Date	Time of cleaning	Done by: Sign/Initial	Supervisor initials and date	Remarks
1-1-2021				

*Note

The verification need not be daily and can be done randomly. It can be 2 or 3 times a week as a surprise check. This monthly record should be retained for one month.

Individual sheets should be there for different sections/departments/areas that may be decided by the School management.